

PROGRAM 1050S TERM: October 1, 2016 through September 30, 2017 as the base year with a 4 year extension potentia
 TITLE: MS Patient Newsletter

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Helmer Printing Beldenville WI		Lithexcel Albuquerque NM		KB Offset Printing Inc State College PA		McDonald & Eudy Temple Hills MD		PREVIOUS	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COMPLETE PRODUCT:											
(a) Printing in four color process, cost per page											
(1) Makeready and/or Setup.....	16	25.00	400.00	138.00	2208.00	30.00	480.00	65.00	1040.00	40.00	640.00
(2) Running per 100 copies.....	3840	1.07	4108.80	6.00	23040.00	1.00	3840.00	1.35	5184.00	1.00	3840.00
II. ADDITIONAL OPERATIONS:											
(a) Computer time-work, per hour.....	2	45.00	90.00	80.00	160.00	45.00	90.00	75.00	150.00	75.00	150.00
(b) Folding to 5-1/2 x 8-1/2"; tabbing and addressing, cost per 100 newsletters.....	380	5.00	1900.00	8.00	3040.00	5.00	1900.00	6.50	2470.00	5.00	1900.00
(c) Color proof, cost per page.....	16	6.00	96.00	20.00	320.00	15.00	240.00	5.00	80.00	20.00	320.00
CONTRACTOR TOTALS			\$ 6,594.80		\$28,768.00		\$ 6,550.00		\$ 8,924.00		\$ 6,850.00
DISCOUNT		2%	\$ 131.90	1%	\$ 287.68	NET	\$ -	1%	\$ 89.24	NET	\$ -
DISCOUNTED TOTALS		20 days	\$ 6,462.90	20 days	\$28,480.32	30 days	\$ 6,550.00	20 days	\$ 8,834.76	30 days	\$ 6,850.00

AWARDED

Reviewed by: _____

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

MS Patient Newsletter

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Multiple Sclerosis Center of Excellence
Veterans Health Administration
Portland, OR

Single Award

The term of this contract is for the period

beginning October 1, 2016, and ending September 30, 2017

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on September 22, 2016.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1050-S" on the outside of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 1050-S.
The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. # 3, or email fbuchko@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. # 2, or e-mail lmoore@gpo.gov Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

SUBCONTRACTING: The predominant production function is presswork.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Government furnished digital files
P-8. Halftone Match (Single and Double Impression)	Government furnished digital files
P-9. Solid and Screen Tint Color Match	Pantone Matching System.
P-10. Process Color Match	Approved proof.

OPTION EXTENSION OF CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from October 1, 2016 through September 30, 2017, plus for such additional periods as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of this contract, when it is either deposited in the U.S. Postal Services mail or otherwise furnished to the contractor in conformance with the schedule.



PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.
<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any. Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a saddle-stitched newsletter requiring such operations as printing, binding, packing and delivery.

TITLE: MS Patient Newsletter.

FREQUENCY OF ORDERS: Approximately 2 orders per year.

QUANTITY: Approximately 24,000 copies per order.

NUMBER OF PAGES: 8 pages; self-cover.

TRIM SIZE: 8-1/2 x 11"

GOVERNMENT TO FURNISH:

CD-ROM and DVD's, both IBM and/or Macintosh compatible. Software on the above disc will be InDesign and PDF files. The contractor must have the current versions and up-grade as they become available.

The Government furnished materials may be posted to the contractor's FTP website.

Mailing list in Excel, zip code sorted.

Print orders.

GPO Form 905 for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy or film, must not print on finished product.

WARNING: The excel mailing list contains PII (Personally Identifiable Information). Contractor is responsible for protecting contents of file. NOTE: Prior to award the contractor is required to submit a written explanation as to how the contractor will safeguard the data provided.

All electronic media provided by the Government, or/and duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and nonerasable media shall be destroyed by the contractor.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility.

This website must allow the agency to post packaged InDesign folders and print from the site when required.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials and proofs from their secure website.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Seattle Regional Office.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the specified quality level.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

COMPUTER TIME-WORK: Consists of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Time-work will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections.**

FILM/REPRODUCIBLES: Film is not required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March, 2011. http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.



Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

White Dull Coated Book; basis weight: 80 lbs. per 500 sheets, basis size 25 x 38", equal to JCP Code A260.

PRINTING: Print head-to-head in four color process. The self-cover newsletter has heavy ink coverage.

MARGINS: Bleed 4 sides.

PROOFS: Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

Produce one set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles. Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

The contractor must not print prior to receipt of an "OK to print."

BINDING: Saddle stitching and trim three sides. No binding stubs are allowed. Finished trimmed signatures must be one piece and measure 11 x 17". Saddle stitch in 2 places on the 11 side.

Approximately 19,000 newsletters per order will require folding to 5-1/2 x 8-1/2" and tabbed to meet the current United States Postal Mailing requirements.

PACKING: Shrink wrap or paper band in quantities of 50 (newsletters shipping to the agency).

LABELING AND MARKING: Use GPO form 905 to mark all shipping containers.

The Contractor will be required to run the mailing list through NCOA software and supply a list of incorrect addresses back to the agency for revision.

The contractor will address and apply a contractor supplied bulk mailing permit to each of the approximately 19,000 newsletters requiring mailing. No international addresses, the mailing will be evenly distributed across the nation.

DISTRIBUTION: All mailed copies will be f.o.b. contractor's city. The contractor will be reimbursed for postage by submitting mailing receipts with their invoice.

Deliver the balance f.o.b. destination to:

Portland, OR 97239

Upon completion of each order, all originals must be returned to the ordering Department.

All expenses incidental to picking up Government furnished material, returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. The schedule starts the day after the agency notifies the contractor the availability of a print order and/or GFM.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Government furnished material must be picked up from and delivered to the ordering Department (f.o.b. destination).

The contractor has 15 workdays to deliver mailed copies to a U S Postal Office and delivery the balance to the agency.

The proof will be held 4 workdays.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices."

	(1)	(2)
I. (a)	16	3,840
II. (a)	2	
(b)	380	
(c)	16	

SECTION 4.- SCHEDULE OF PRICES

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), N/A or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

- I. **COMPLETE PRODUCT:** Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Printing in four color process, Cost per page.	\$_____	\$_____.

II. ADDITIONAL OPERATIONS:

- (a) Computer time-work, per hour. \$_____.
- (b) Folding to 5-1/2 x 8-1/2"; tabbing and addressing, cost per 100 newsletters. \$_____.
- (c) Color proof, cost per page. \$_____.

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices, initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

City – State

Signature and title of person authorized to sign this bid

Person to be contacted

Telephone Number