Progra	m 2399-S TERM DATE MAY 7, 2012 THROUGH MAY 31,	2013 PLU	S UP TO 4 C	OPTION YEAR	RS							
-	Duplicating/Copying Services				-							
			Accu-Copy		Alpha Graphics		Balmar. Inc		Bizport		Black Clas	sic Press. Inc
			320-00515		120-04034		450-09290		000-1235	50	190-12462	
		BASIS OF										
ITEM #	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RA	COST	UNIT RAT	COST
Ι.	DUPLICATING/COPYING, PACKING, AND DISTRIBUTIO	N:										
	Reproducing leaves face only in blackrunning per 100											
(a)	leaves	2,372	0.66	1,565.52	2.30	5,455.60	2.00	4,744.00	2.35	5,574.20	1.10	2,609.20
	Reproducing leaves face and back in blackrunning per											
(b)	100 leaves	5,236	1.35	7,068.60	2.20	11,519.20	3.20	16,755.20	4.45	23,300.20	1.75	9,163.00
II.	BINDING:											
(a)	Inserting divider sheets Per 100 leaves	1,122	N/C		1.50	1,683.00	0.15	168.30	1.45	1,626.90	1.50	1,683.00
(b)	Drillingper 100 leaves	9,949						1,492.35		1,989.80		2,487.2
(C)	Shrink Film Wrapping per copy	2,433	0.39	948.87	0.22	535.26	0.25	608.25	0.15	364.95	0.15	364.95
III.	PAPER:											
(a)	White Offset Book (50-lb)per 100 leaves	6,439	0.81	5,215.59	N/C		0.83	5,344.37	1.25	,		5,795.10
(b)	White Vellum-finish Cover (65-lb)per 100 leaves	302	11.20	3,382.40	4.00	1,208.00	2.25	679.50	4.50	1,359.00	3.00	906.00
(c)	Colored Vellum-finish (65-lb)per 100 leaves	867	11.20	9,710.40	4.00	3,468.00	4.00	3,468.00	4.50			2,601.00
	CONTRACTOR TOTALS			\$28,985.77		\$30,833.36		\$33,259.97		\$46,165.30		\$25,609.50
	DISCOUNT				2.00%		0.50%				2.00%	\$512.19
	DISCOUNTED TOTALS			\$28,985.77		\$30,216.69		\$33,093.67		\$46,165.30		\$25,097.31
			Envision Pr	int	GRC Enterprise	es, Inc.	JBS Printing	a	The Print	t House		
			150-30962		450-34933		200-45401	-	310-7102	22		
		BASIS OF										
ITEM #	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RA	COST		
Ι.	DUPLICATING/COPYING, PACKING, AND DISTRIBUTIO	N:										
	Reproducing leaves face only in blackrunning per 100											
(a)	leaves	2,372	0.75	1,779.00	0.63	1,494.36	1.50	3,558.00	1.40	3,320.80		
	Reproducing leaves face and back in blackrunning per											
(b)	100 leaves	5,236	1.35	7,068.60	1.05	5,497.80	2.00	10,472.00	2.80	14,660.80		
II.	BINDING:											
(a)	Inserting divider sheets Per 100 leaves	1,122	1.00					1,122.00		2,805.00		
(b)	Drillingper 100 leaves	9,949	0.50	,		,		2,487.25		,		
(c)	Shrink Film Wrapping per copy	2,433	0.19	462.27	0.16	389.28	0.25	608.25	0.25	608.25		
III.	PAPER:											
(a)	White Offset Book (50-lb)per 100 leaves	6,439		,		- / -		7,726.80		6,696.56		
(b)	White Vellum-finish Cover (65-lb)per 100 leaves	302	4.75	,				1,208.00		851.64		
(c)	Colored Vellum-finish (65-lb)per 100 leaves	867	5.00	4,335.00	2.07	1,794.69	5.00	4,335.00	5.56	4,820.52		
	CONTRACTOR TOTALS			\$31,478.27		\$19,287.58		\$31,517.30		\$35,255.92		
	DISCOUNT				5.00%	\$964.38						
	DISCOUNTED TOTALS			\$31,478.27		\$18,323.20		\$31,517.30		\$35,255.92		
						AWARDED						
							1					
	ABSTRACTED BY: Richard Gilbert											
	REVIEWED BY: Russ Ward											
	1	l	l	1			1				1	

U.S. GOVERNMENT PRINTING OFFICE 11836 Canon Boulevard, Newport News, VA 23606

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Duplicating/Copying Services

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

DLA Document Services Fort Eustis, VA For the TJAGSA Office in Charlottesville, VA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending May 31, 2013, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., Eastern Standard Time, on May 3, 2012.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Suite 400, 11836 Canon Boulevard, Newport News, VA 23606-2591. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Hampton, Fax No. (757) 873-2805. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. *NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M.*. *WILL NOT BE CONSIDERED FOR AWARD*.

Do NOT fax double sets or extra copies of forms that have not been requested; only the pages in SECTION 4 of these specifications, with all of the information completed as requested.

Abstracts of contract prices are available at: <u>http://www.gpo.gov/gpo/abstracts/abstract.action?region=Hampton</u> If not attached or on the internet, requests for an abstract may be faxed to (757) 873-2805.

BIDDERS, PLEASE NOTE: These specifications have been <u>EXTENSIVELY</u> revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

For information of a technical nature, call Richard Gilbert at (757) 873-2807. (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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf.

GPO QATAP (GPO Publication 310.1) – http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Subcontracting is not allowed.

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

Product Quality Levels:

- (a) Printing (page related) Attributes Level III.
- (b) Finishing (item related) Attributes Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (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:

Attribute

P-7. Type Quality and Uniformity

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not 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 five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

Camera copy

Specified Standard

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to May 31, 2013, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending February 29, 2012, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a 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.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through May 31, 2013, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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.

PAYMENT: Submit all billing invoices to: U.S. Government Printing Office, Office of Financial Management, Attn: Comptroller, Stop FMCE, Washington, DC 20401.

NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of various printed products requiring such operations as duplicating/copying, binding, packing, and distribution.

TITLE: Duplicating/Copying Services.

FREQUENCY OF ORDERS: Approximately 12 orders per year.

QUANTITY: Approximately 50 to 2,000 copies per order.

NUMBER OF PAGES:

Text: Approximately 2 to 2,100 pages (plus cover, when required) per order.

Divider Sheets: Approximately 40 to 60 divider sheets per order.

"NOTE: More than one product may be ordered on the same print order requiring the same schedule."

TRIM SIZES:

Text and Covers: 6-1/2 x 8-1/2"; 8-1/2 x 11". (NOTE: The majority of orders placed will be 8-1/2 x 11".)

Divider Sheets: 6-1/2 x 8-1/2"; 8-1/2 x 11".

GOVERNMENT TO FURNISH: Camera copy consisting of type and line art to be reproduced same size or at various focuses. Approximately 98% of the copy to be reproduced same size.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

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.

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.

Government Paper Specification Standards No. 12 - 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 sample(s).

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine.

The stock to be used will be indicated on each print order.

Text: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Cover and Divider Sheets: White or Colored Vellum-finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

NOTE: Upon immediate notification of contract award, the contractor must provide the ordering agency and the Government Printing Office with paper swatches of the available cover colors.

DUPLICATING/COPYING: Contractor must produce exact duplicates of the copy furnished. At a minimum, duplicated pages must maintain the quality of the furnished original.

Text and Cover: Reproduce face only, head to head, or head to side in black only.

Divider Sheets: Reproduce face only in black only.

BINDING:

Insert divider sheets throughout copy, where specified, and trim four sides.

Drill three 5/16" diameter holes centered on the left side, 4-1/4" center to center. Center of holes to be 3/8" from left edge of product.

Shrink-film wrap each individual copy.

PACKING: Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

One sample copy of Cover 1, or first page of the product, packaged in each container must be attached, face up to the outside of the container, to identify the contents therein. All expenses incidental to furnishing the sample Cover page, or first page of product, used to identify the shipping container content must be borne by the contractor.

If more than one product is ordered on a single print order, the different printed products shall not be intermixed within shipping containers.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/mailing process.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

When multiple shipping containers are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

DISTRIBUTION: Deliver f.o.b. destination to: TJAGSA, Attn: TJAGS-SSA LTC Kenneth R. Avery, 600 Massie Road, Charlottesville, VA 22903. (Telephone: (434) 972-6325)

Upon completion of each order, all furnished material must be returned to the ordering agency at the address listed under "DISTRIBUTION."

All expenses incidental to picking up and returning materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and returned to: TJAGSA, Attn: TJAGS-SSA LTC Kenneth R. Avery, 600 Massie Road, Charlottesville, VA 22903.

NOTE: An occasional order may require pickup from one address in Newport News, VA; however, it will deliver to Charlottesville, VA.

No definite schedule can be predetermined.

The following schedule begins the SAME workday as notification of the availability of print order and furnished material, if notification is given prior to 12:00 noon. When notification of availability is given after 12:00 noon, the schedule begins the following workday.

Contractor must complete production and distribution within 10 to 20 workdays (as specified on the print order) of notification of availability of print order and furnished materials.

Products produced on this contract are training/teaching materials for classes that may start the date after delivery. The materials are time-sensitive.

The ship/deliver date indicated on the print order is the date products ordered for f.o.b. destination must be delivered to the destination specified.

Unscheduled material such as shipping 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 offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production 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 a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I. (a) 2,372 5,236 (b) II. (a) 1,122 (b) 9,949 2,433 (c) III. (a) 6,439 302 (b) 867 (c)

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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 non-responsive.

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) or blank spaces for an item may be declared non-responsive.

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 invoices 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.

The cost of all paper must be charged under III. "PAPER."

I. DUPLICATING/COPYING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary for the duplicating/copying, packing, and distribution of the product listed in accordance with these specifications.

The cost for binding the products must be charged under Item II. "BINDING."

		Running Per 100 Leaves
	(a) Reproducing leaves face only in black	š
	(b) Reproducing leaves face and back in black	š
II.	BINDING: The prices offered for binding shall include the cost of all materials and operations r binding in accordance with these specifications.	ecessary for the
	The cost of all duplicating/copying must be charged under Item I. "DUPLICATING/COPYING, P DISTRIBUTION."	ACKING, AND
	(a) Inserting divider sheets per 100 leaves	S
	(b) Drilling per 100 leaves	S
	When drilling pamphlets or books with separate covers and/or divider sheets, each thickness of divider stock will be counted as three leaves.	cover and/or
	(c) Shrink-film Wrapping per copy	S

P

III. PAPER: : Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text/Cover - Each page-size leaf.

Divider Sheet – Each divider sheet.

Per 100 leaves

(a) White Offset Book (50-lb.)	\$
(b) White Vellum-finish Cover (65-lb.)	\$
(c) Colored Vellum-finish Cover (65-lb.)	\$

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder____

(City - State)

By___

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

(Email Address)

Sample Bid Envelope

In order to ensure proper processing of bids, the following information is required on all bid envelopes. If contractor uses an overnight courier service (AirBorn, FedEx, UPS, etc.), please indicate on the outside of the envelope or package that "Bid is enclosed, Program 2399-S, Opens 2:00 p.m., May 3, 2012. Do not place more than one bid per package.

Program 2399-S From:	Apply Postage Here
Check Appropriate: Bid Enclosed No Bid	
	U.S. GOVERNMENT PRINTING OFFICE Hampton Regional Printing Procurement Office 11836 Canon Boulevard, Suite 400 Newport News, VA 23606-2591
Bids will be received until 2:00 p.m., EST, on May 3, 2012	