

Program:	0061-S						
Term:	Date of Award to August 31, 2024						
Title:	USDA Folders (Kit/Pocket, Award Certificate, and Presentation)						
			<b>PRECISION PRINTING INC.</b>				
			dba PRECISION LINE		<b>CURRENT CONTRACTOR</b>		
		BASIS OF	Moberly, MO		PRECISION PRINTING INC.		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	
<b>I.</b>	<b>PREPRESS:</b>						
(a)	PDF Soft Proof.....per file.....	11	\$12.00	\$132.00	\$10.00	\$110.00	
(b)	G7 Inkjet Proof.....per folder.....	1	\$105.00	\$105.00	\$95.00	\$95.00	
(c)	Construction samples.....per set.....	3	\$75.00	\$225.00	\$75.00	\$225.00	
(d)	Die-strike or foil stamped sample.....per sample.....	5	\$175.00	\$875.00	\$175.00	\$875.00	
(e)	System Timework.....per hour.....	1	\$75.00	\$75.00	\$65.00	\$65.00	
<b>II.</b>	<b>PRINTING AND CONSTRUCTION:</b>						
(a)	Kit/Pocket Folder: Printing in two (2) Pantone colors, Including coating and construction.....per folder.....						
(1)	<b>Makeready and/or Setup</b>	1	\$529.00	\$529.00	\$330.00	\$330.00	
(2)	<b>Running Per 1,000 Copies</b>	10	\$336.00	\$3,360.00	\$300.00	\$3,000.00	
(b)	Kit/Pocket Folder: Printing in four color process, Including coating and construction.....per folder.....						
(1)	<b>Makeready and/or Setup</b>	1	\$529.00	\$529.00	\$400.00	\$400.00	
(2)	<b>Running Per 1,000 Copies</b>	1	\$375.00	\$375.00	\$300.00	\$300.00	
(c)	Award Certificate, and Presentation folders: Stamping in Gold Foil, Including construction.....per folder.....						
(1)	<b>Makeready and/or Setup</b>	12	\$282.00	\$3,384.00	\$228.00	\$2,736.00	
(2)	<b>Running Per 1,000 Copies</b>	14	\$1,002.00	\$14,028.00	\$850.00	\$11,900.00	
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>						
(a)	Die Creation.....per die.....	3	\$275.00	\$825.00	\$225.00	\$675.00	
(b)	Shrink-film wrapping.....per package.....	952	\$0.30	\$285.60	\$0.20	\$190.40	
<b>IV.</b>	<b>PACKAGING AND DISTRIBUTION:</b>						
(a)	Packing and sealing shipping containers.....per container.....	91	\$3.00	\$273.00	\$2.00	\$182.00	
(b)	Palletizing.....per pallet.....	1	\$45.00	\$45.00	\$15.00	\$15.00	
	<b>CONTRACTOR SUBTOTALS</b>			<b>\$25,045.60</b>		<b>\$21,098.40</b>	
	<b>DISCOUNT</b>		<b>0.00%</b>	\$0.00	<b>5.00%</b>	\$1,054.92	
	<b>DISCOUNTED TOTALS</b>			<b>\$25,045.60</b>		<b>\$20,043.48</b>	
				<b>AWARDED</b>			

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***USDA Folders (Kit/Pocket, Award Certificate, and Presentation)***

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

U.S. Department of Agriculture

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **August 31, 2024**, plus up to **four** optional 12-month extension period (s) that may be added in accordance with the “OPTION TO EXTEND THE CONTRACT TERM” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on **August 30, 2023** at the U.S. Government Publishing Office, Washington, DC.

**BID SUBMISSION:** Bidders must email bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award. This will not be a public bid opening.***

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

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, call **David Love** at (202) 512-0104 or email [dlove@gpo.gov](mailto:dlove@gpo.gov).

## 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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

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

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs/Electronic Media/Magnesium Die/Sample
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Proofs/Electronic Media

**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 extensions 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.

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 **August 31, 2024**, 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 **May 31, 2023**, 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.

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

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractors’ facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet(s)
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**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 **August 31, 2024**, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

***Contractor's billing invoice must be itemized in accordance with line items in the "SCHEDULE OF PRICES."***

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of folders requiring such operations as electronic prepress, printing, stamping, construction, packing, and distribution.

**TITLE:** USDA Folders (Kit/Pocket, Award Certificate, and Presentation)

### **FREQUENCY OF ORDERS:**

Kit/Pocket Folders – Approximately 1 or 2 orders per year

Award Certificate Folders – Approximately 2 to 10 orders per year

Presentation Folders – Approximately 1 or 2 orders per year

### **QUANTITY:**

Kit/Pocket Folders – Approximately 500 to 10,000 copies per order.

Award Certificate Folders – Approximately 100 to 4,000 copies per order.

Presentation Folders – Approximately 100 to 3,000 copies per order.

### **TRIM SIZE:**

Kit/Pocket Folders – 9 x 12” (finished size)

Award Certificate Folders – 9-7/8 x 12” (finished size)

Presentation Folders – 9-3/4 x 12-1/4” (finished size)

**GOVERNMENT TO FURNISH:** *Electronic media will be furnished as follows –*

*Platform:* IBM or compatible using Windows 10;

*Media:* CD-R/RW, E-mail or FTP

*Software:* Adobe Acrobat

All files will be created in current versions or near current versions of the above mentioned programs.

**All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

*Fonts:* PDF Files will either be print-ready (with fonts embedded in PDF) or the required fonts will be furnished. All fonts used for this contract will be Adobe Type I and/or TrueType. The contractor is cautioned that the furnished fonts are the property of the Government and/or its contractors. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

*Additional Information:*

Files will be furnished in PDF.

Electronic media will include all illustrations and graphics furnished in place.

CMYK and Pantone will be used for color identification.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Visual(s) of electronic files will be furnished. Visuals will show color breaks and are less than 100% to show bleeds.

One stamping die (magnesium die).

An Adobe Acrobat PDF file (current or near current version) of the Department seal and solid rule outline image (to be furnished at the beginning of the contract and held for use (if needed) throughout the term of the contract.)

Samples to be used as a guide, are available upon request.

Identification markings such as register marks, commercial identification marks of any kind, etc., 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 product(s) in accordance with these specifications.

Contractor must be able to send and accept files electronically via a contractor-hosted File Transfer Protocol (FTP) server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

**ELECTRONIC PREPRESS:** 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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 assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**Digital deliverables:** 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, unless otherwise specified. 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. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

**PROOFS:** *When ordered -*

- Contractor to submit one “Press Quality” PDF “soft” proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

PDF must be marked with the Program number / Print Order number along with a return name and E-Mail address.

- Inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved.



Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and 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, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

- Contractor may need to provide two (2) sets of die-strike samples on the actual production stock required.
- Contractor may need to provide two (2) foil stamped samples on the actual production stock required.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to Print."

**CONSTRUCTION SAMPLES (NO PRINTING REQUIRED):** When ordered -

The sample requirement for this contract is not less than two die cut construction samples (printing not required). Each sample shall be constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples plus the furnished government material to: USDA, OC, 1400 Independence Avenue, SW, Room 444-A, Washington, DC 20250. Attn: Keith Bennett Ph: (202) 720-8180, email: [Keith.Bennett@USDA.gov](mailto:Keith.Bennett@USDA.gov).

The container and accompanying documentation shall be marked "CONSTRUCTION SAMPLES" and shall include the GPO jacket number, purchase order number, program number, and print order number. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

The contractor shall not print/manufacture the final product prior to approval by the Government. Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity. Manufacturer will correct errors that are the fault of the manufacturer at no additional cost to the Government.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

The contractor must not print prior to receipt of an "O.K. to Print"

**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. 13" dated September 2019. Government Paper Specification Standards No. 13:

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

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

**Kit/Pocket Folders**

White Coated One Side Cover (C1S), 12 pt. thickness, equal to JCP Code L70.

**Award Certificate Folders**

Colored Smooth and Embossed Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21, to match Mohawk Carnival Linen, Forest Green Cover for color and finish.

**Presentation Folders**

Colored Smooth and Embossed Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21, to match Mohawk Carnival Felt, Forest Green Cover for color and finish.

**PRINTING:** GPO imprint is waived and must not print. Orders must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**Kit/Pocket Folders**

Two-pocket kit folders print face only (before construction) either in 2 Pantone colors, or in four-color process. Some folders may have full ink coverage. Some type reverses out to white. After printing, coat the entire printed surface in a clear, non-yellowing aqueous coating.

**MARGINS:** Margins are as specified on the print order or furnished materials. Folders bleed on one to four sides.

**STAMPING:** If required, contractor to create stamping media (magnesium die) from the furnished electronic file.

**Award Certificate Folders and Presentation Folders**

Stamp the front panel with Department seal and solid rule outline in imitation gold foil. Match sample for gold foil. Stamping image area on front panel is approximately 2-5/8 x 2-3/4". Stamping image is centered left and right on the front panel. All Stamping must have solid impressions; no picking, pinholes, or filled letters. (Follow sample)

**CONSTRUCTION:**

**Kit/Pocket Folders**

Folders include two inside horizontal pockets (4" deep) on the left and right side of the folder. Pockets are glued on the outside edge and open towards center with a "V" cut. All glue tabs must be 3/4" and glued inside finished product (no printing on glue tabs).

Pocket on left side will require diagonal business card slits. As indicated on the print order, either two slits (on the top left corner and bottom right corner of business card) OR four slits (on each corner of business card) will be required to hold one business card in place.

Fold from an overall flat size of 19-1/2 x 16" down to a finished size of 9 x 12". Score on all folds.

**Award Certificate Folders**

As indicated on the Print Order, the back panel will require one of the following:

- Four diagonal die-cut slits (each approximately 1" long) located approximately 1" from each corner of panel.
- Four semicircle die-cut slits (each approximately 1") located approximately 1" from each corner of panel.

Diagonal slits and semicircle slits must be suitable for holding a document.

Fold from an overall flat size of 19-3/4 x 12" down to 9-7/8 x 12". Score on all folds.

**Presentation Folders**

Die-cut two slits (each 3-1/4" long) on the front panel: one slit is located approximately 3/16" from top edge of panel; one slit is located approximately 2-1/2" from top edge of panel.

As indicated on the Print Order, the back panel will require one of the following:

- Four diagonal die-cut slits (each approximately 1" long) located approximately 1-1/2" from each corner of panel.
- Four semicircle die-cut slits (each approximately 1") located approximately 1-1/4" from each corner of panel.

Either Diagonal slits or semicircle slits must be suitable for holding a document.

Front flap panel is angle cut and includes a 3 x 1/4" lip (centered on flap) for insertion into one of the slits on the front panel for either closure or display.

Fold from an overall flat size of 22-1/4 x 12-1/4" down to 9-3/4 x 12-1/4". Score on all folds.

**PACKING:** Shrink-film wrap in units of 25, 50, or 100 folders, as specified on the print order.

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

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/shipping process.

Pallets may be required. Pallets must be 40 x 48" with a four-way entry.

**LABELING AND MARKING:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):**

All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [www.GPO.gov](http://www.GPO.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.GPO.gov](http://www.GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address as indicated on the print order.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [www.GPO.gov](http://www.GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship f.o.b. contractor's city to approximately 1 to 5 addresses nationwide (including Alaska, Hawaii, U.S. Territories, and APO/FPO locations). Contractor must ship by small package common carrier. Complete addresses and quantities will be furnished with each print order.

All shipping must be by traceable means. Contractor will be reimbursed for all shipping costs upon submission of appropriate shipping receipts with billing invoice for payment.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 61-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Upon completion of each order digital deliverables are to be delivered electronically. If sample copies are requested then the Contractor will be reimbursed for necessary delivery costs.

**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).

Print order and furnished material will be provided via email or contractor-hosted FTP server.

No definite schedule for placement of orders can be predetermined.

PDF soft proofs must be emailed to the address specified on the print order.

Inkjet Proofs, die-strike and foil stamped and construction samples must be delivered to and picked up from: USDA, OC, 1400 Independence Avenue, SW, Room 444-A, Washington, DC 20250. Attn: Keith Bennett Ph: (202) 720-8180), email: [Keith.Bennett@USDA.gov](mailto:Keith.Bennett@USDA.gov).

Furnished electronic media and visuals must be returned with proofs, and construction samples, if required.

The following schedule begins the workday after notification of the availability of Print Order and furnished material; the workday after notification will be the first workday of the schedule.

- All required proofs and/or construction samples must be submitted to the Government within two (2) workdays.
- Proofs and/or construction samples will be withheld no more than three (3) workdays from their receipt at the Department until they are made available for pickup (inkjet proofs); changes/OK to Print are received via email (PDF proofs); or, approval, conditional approval, or disapproval is received (construction samples) via email. (NOTE: The first workday after receipt of proofs/construction samples at the ordering agency is day one (1) of the hold time.)
- Contractor must complete production within eight (8) workdays of receipt of "O.K. to Print" on proofs or receipt of approval on construction samples, as applicable.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. contractor city must be shipped to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

### 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) | 11  |     |
|      | (b) | 1   |     |
|      | (c) | 3   |     |
|      | (d) | 5   |     |
|      | (e) | 1   |     |
| II.  |     | (1) | (2) |
|      | (a) | 1   | 10  |
|      | (b) | 1   | 1   |
|      | (c) | 12  | 14  |
| III. | (a) | 3   |     |
|      | (b) | 952 |     |
| IV.  | (a) | 91  |     |
|      | (b) | 1   |     |

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor city.

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 blank spaces, or 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), NA (Not Applicable), 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 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

**I. PREPRESS:**

- (a) PDF Soft proof ..... per file.....\$ \_\_\_\_\_
- (b) G7 Inkjet proof ..... per folder .....\$ \_\_\_\_\_
- (c) Construction samples ..... per set .....\$ \_\_\_\_\_
- (d) Die-strike or foil stamped sample..... per sample.....\$ \_\_\_\_\_
- (e) System Timework..... per hour.....\$ \_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as “System Timework”. Any charges made under “System Timework” must be supported by a statement outlining in detail the operations for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to operations and/or number of hours chargeable.

\_\_\_\_\_  
(Initials)



**II. PRINTING AND CONSTRUCTION:** Prices offered shall include the cost of all required materials and operations necessary (including paper) for the printing, stamping and construction of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Kit/Pocket folder: Printing in two (2) Pantone colors, Including coating and construction .....per folder.....	\$ _____	\$ _____
(b) Kit/Pocket folder: Printing in four-color process, Including coating and construction .....per folder.....	\$ _____	\$ _____
(c) Award Certificate, and Presentation folders: Stamping in Gold Foil, Including construction .....per folder.....	\$ _____	\$ _____

**III. ADDITIONAL OPERATIONS:**

- (a) Die Creation .....per die..... \$ \_\_\_\_\_
- (b) Shrink-film wrapping ..... per package..... \$ \_\_\_\_\_

**IV. PACKING AND DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; pallets; all necessary wrapping and packing materials; labeling and marking; and, complete distribution, in accordance with these specifications.

- (a) Packing and sealing shipping containers .....per container..... \$ \_\_\_\_\_
- (b) Palletizing .....per pallet..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent \_\_\_\_\_ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

*Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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