

Program No 0144-S Term 10/01/21 To 09/30/22												
TITLE: America the Beautiful - The National Parks and Federal Recreational Land Pass												
				Allegheny Plastics/Prtd Products		<b>Current Contractor</b>						
				Cranberry Twp., PA		<b>Allegheny Plastic Inc.</b>						
		Basis of										
ITEM NO.	DESCRIPTION		Award	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PRINTING AND BINDING:											
A	Per Pass											
1	Makeready and/or Setup		23	\$ 200.00	4,600.00	-	\$ 200.00	4,600.00	-	-	-	
2	Running Per 1,000 Copies		3,442	\$ 97.18	334,493.56	-	\$ 96.50	332,153.00	-	-	-	
B	Fourth Grade Pass.....per pass											
1	Makeready and/or Setup		2	\$ 200.00	400.00	-	\$ 200.00	400.00	-	-	-	
2	Running Per 1,000 Copies		600	\$ 97.18	58,308.00	-	\$ 96.50	57,900.00	-	-	-	
<b>CONTRACTOR TOTALS</b>					<b>\$397,801.56</b>		<b>\$0.00</b>		<b>\$395,053.00</b>		<b>\$0.00</b>	
<b>DISCOUNT</b>					0.00%	<b>\$0.00</b>	0.00%	<b>\$0.00</b>	0.00%	<b>\$0.00</b>	0%	<b>\$0.00</b>
<b>DISCOUNTED TOTALS</b>					<b>\$397,801.56</b>		<b>\$0.00</b>		<b>\$395,053.00</b>		<b>\$0.00</b>	
Awarded												
reviewed: LH 9/20/21												

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***America the Beautiful – The National Parks and Federal Recreational Land Pass***

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

Department of the Interior  
National Park Service

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning October 1, 2021 and ending September 30, 2022, 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 opened at 11:00 a.m., prevailing Washington, DC, time, on September 17, 2021 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit 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.***

**BIDDERS, PLEASE NOTE:** These specifications have been extensively 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, contact Lisa Hollingsworth at [lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.gov) or (202) 512-0307.

## 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>.

**SUBCONTRACTING:** The predominant production function is printing. Any bidder who cannot perform the predominant production function of this contract will be declared non-responsible.

**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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/O.K. Priors/Electronic Media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/O.K. Priors/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Proofs/O.K. Priors/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 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.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from October 1, 2021 to September 30, 2022, 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 June 30, 2021, 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 prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractor’s 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
- 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.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor’s representatives at the Government Publishing Office, Washington, DC, immediately after award. At the Government’s option, the postaward conference may be held via teleconference. Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**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 October 1, 2021 through September 30, 2022 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 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 receiving payment. 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 the items in the "SCHEDULE OF PRICES."

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of cards requiring such operations as electronic prepress, printing (including four-color process and UV fluorescent ink), stamping, binding, packing, and distribution.

**TITLE:** America the Beautiful – The National Parks and Federal Recreational Land Pass

**FREQUENCY OF ORDERS:** Approximately 1 to 25 orders per year.

### QUANTITY/NUMBER OF PAGES/TRIM SIZES:

Any combinations of the various products below may be ordered on the same print order with the same schedule. Multiple orders may be placed throughout the contract year for the same products. The yearly total quantity of all orders combined for each product is expected to be within the estimated quantity range given for that product as listed below. Based on historical data, the quantity per card per order is approximately 5,000 to 500,000 cards.

<u>Passes</u>	<u>Approximate Quantity</u>	<u>Number of Pages</u>	<u>Trim Size</u>
Senior Lifetime --	350,000 to 600,000	Face and Back	3-3/8 x 2-1/8"
Access Lifetime --	150,000 to 300,000	Face and Back	3-3/8 x 2-1/8"
Annual --	1,300,000 to 1,400,000	Face and Back	3-3/8 x 2-1/8"
Volunteer --	6,000 to 20,000	Face and Back	3-3/8 x 2-1/8"
Senior Annual --	300,000 to 450,000	Face and Back	3-3/8 x 2-1/8"
Military--	800,000 to 1,000,000	Face and Back	3-3/8 x 2-1/8"
Fourth Grade --	500,000 to 700,000	Face and Back	3-3/8 x 2-1/8"

During the term of this contract, the Government may develop approximately one (1) to three (3) new passes with the same requirements as the workloads described by these specifications. All terms and conditions in this specification will apply to these future workloads (passes).

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

Platform: Macintosh System (current or near version).

Media: Adobe Acrobat via NPS secure file transfer protocol (SFTP); secure thumb drive

Software: Adobe InDesign CS Acrobat Professional;

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: Screen and printer fonts are not embedded in files.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional  
Information: Files will be supplied in native application and PDF format.  
CMYK and Pantone will be used for color identification.  
GPO Form 952 (Desktop Publishing-Disk Information) will be furnished.

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

Contractor must build static barcode.

The contractor must be able to download files electronically from a Government-hosted SFTP server. Appropriate log-on instructions and protocol will be provided by the Government at time of award.

**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 reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency, Interagency Pass Program Manager Peggi Brooks at: (202) 513-7132, [peggi\\_brooks@nps.gov](mailto:peggi_brooks@nps.gov) or Business Specialist Traci Kolc at: (202) 699-2133 or [traci\\_kolc@nps.gov](mailto:traci_kolc@nps.gov) and the GPO representative, Lisa Hollingsworth (202) 512-0307 or [lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.gov) if the schedule is affected.

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.

The contractor shall have available all the halftone line screens and printer fonts required to successfully output each page.

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.

**PROOFS:** Proofs will be required for each pass type on each print order.

**Printing Proofs:**

Foil Stamp must be shown on proof with holographic foil.  
Microprinting security feature must be legible under magnification.  
The UV fluorescent security invisible ink must be shown.  
Include dummy numbering to show size and placement.

One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product, as applicable.

And

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor’s option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1-bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf) NOTE: At any point during the



term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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.

When corrections are required, one (1) "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 will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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."

**PRIOR TO PRODUCTION SAMPLES:**

Upon receipt of "OK to Print", prior to the commencement of the contract production quantity, the contractor shall submit not less than five (5) samples of each type of pass ordered on a print order. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

All samples shall be printed and bound, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the substrate required, as specified herein.

All samples are to contain microprinting and holograms as specified.

All samples are to contain live barcodes and must maintain ISO grade C or better.

When ordered, samples of the Fourth Grade Passes must include the badge slot cutout.

Contractor must submit samples to: National Park Service, 1849 C Street, NW, Mail Stop 2346, Washington, DC 20240 or as specified on the individual print order.

Contractor must furnish samples with 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 within 3 workdays of the receipt thereof. 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 therefore.

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 and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional 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)).

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.

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

**STOCK:** 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).

White Rigid Vinyl, approximately 0.03" thick. Recycled content is encouraged but not required.

**PRINTING:**

*Passes* – Print face of pass in four-color process plus invisible UV fluorescent ink as a security feature. Face consists of photo, logo type matter, partial solids, reverse outs and screen tints, and microprint. Print back of pass in four-color process. Back consists of solid areas and type matter with two barcodes (no magnetic strip). Back of pass to contain one or two signature lines/tinted panels (1-7/8 x 3/8"), as specified below. Note: The signature panels must accept ink. Both face and back bleed.

Senior Lifetime Pass - one (1) signature line/panel  
Access Lifetime Pass - one (1) signature line/panel  
Annual Pass - two (2) signature lines/panels  
Volunteer Pass - one (1) signature line/panel  
Senior Annual Pass - one (1) signature line/panel  
Military Pass - one (1) signature line/panel  
Fourth Grade Pass - one (1) signature line/panel

Small batches (5,000 to 50,000) of passes may also be ordered without the signature panels.

**Microprint:** Specified microprint as a security feature will be furnished by the Government.

Thermal print each lot of cards using consecutive numbering in black; numbering will be on face of card.

Each pass in a set must be individually sequentially numbered (exact number sequence will be provided after award).  
Numbering examples:

**Senior Lifetime Pass-**

Back of Pass:

- a) Contains barcode for sequential serial numbering. Begin serial numbering with SN: 22BA00000 (9 digits total).
- b) Contains barcode for SKU which is static. SKU: 012100002 (9 digits total).

**Access Lifetime Pass-**

Back of Pass:

- a) Contains barcode for sequential serial numbering. Begin serial numbering with SN: 22CA00000 (9 digits total).
- b) Contains barcode for SKU which is static. SKU: 012100003 (9 digits total).

**Annual Pass-**

Back of Pass:

- a) Contains barcode for sequential serial numbering. Begin serial numbering with SN: 22AA00000 (9 digits total).
- b) Contains barcode for SKU which is static. SKU: 012100001 (9 digits total).

**Volunteer Pass-**

Back of Pass:

- a) Contains barcode for sequential serial numbering): Begin serial numbering with SN: 22DA00000 (9 digits total).
- b) Contains barcode for SKU which is static. SKU: 012100004 (9 digits total).

**Senior Annual Pass-**

Back of Pass:

- a) Contains barcode for sequential serial numbering. Begin serial numbering with SN: 22FA00000 (9 digits total).
- b) Contains barcode for SKU which is static. SKU: 012100006 (9 digits total).

**Military Pass**

Back of Pass:

- a) Contains barcode for sequential serial numbering. Begin serial numbering with SN: 22HA00000 (9 digits total).
- b) Contains barcode for SKU which is static. SKU: 012100009 (9 digits total).

**Fourth Grade Pass**

Back of Pass:

- a) Contains barcode for sequential serial numbering. Begin serial numbering with SN: 22GA00000 (9 digits total).
- b) Contains barcode for SKU which is static. SKU: 012100007 (9 digits total)

No duplicate or missing numbers in the serial numbering. Continue consecutive serial numbering for successive lots.

**Note:** For each option year exercised, the serial numbering will always begin with the last two digits of the calendar year for which the passes are to be produced.

Both the serial number barcode and the SKU barcode are to be C-128; readable with 1D and 2D barcode scanners.

**STAMPING:** The face of the pass is to be hot stamped with a hologram.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic file.

**BINDING:**

Trim four sides.

After printing, laminate the entire surface of each card (face and back) with Mylar for a total thickness (after laminating) of 0.034”.

Lamination shall trim flush. All corners must be rounded.

Contractor must use secure destruction for internal scrap and overruns.

**Cutout:** The Fourth Grade pass must have a badge-slot cutout at the top middle. The slot shall be 1/8” down from the top edge of the pass and centered horizontally. The slot dimensions shall be 1/8” high by 1/2” wide.

**PACKING:**

**NOTE:** *Passes must be fulfilled from inventory in consecutive order.*

Pack sequentially so the card with the lowest serial number is first in the pack and the highest serial number is last in the pack.

Pack groups of up to 500 passes (separated via sleeves) appropriately in shipping containers not to exceed 35 pounds when fully packed. Shrink wrapping is not allowed.

Shipping containers must be of sufficient strength as to ensure against damage to the product during shipment and that the package will not open or split during shipment.

**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Both sleeves and shipping containers must be marked or labeled with the SKU to indicate the type of pass and the range of serial numbers contained within. Markings or labels shall be located on the short end of each sleeve and on the end and side of each container.

**DISTRIBUTION:** Deliver f.o.b. destination to USGS Receiving, Denver Federal Center, Building 810, Door E-11, Attn: Karen Katus, DFC Denver, Denver CO 80225. Telephone (303)202-4660.

Shipments are to be made by small package carrier. All shipments must be made by traceable means. A signed receipt is required.

Upon completion of the contract, all furnished material (if applicable), must be returned to: U.S. Department of the Interior, National Park Service, Attn: Interagency Pass Program Manager, Room 2346, 1849 C Street, NW, Washington, DC 20240, or an alternate location if specified.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 144-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs and prior to production samples 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 an individual print order (GPO Form 2511).

When applicable, furnished material and hard copy proofs must be picked up from and delivered to: U.S. Department of the Interior, National Park Service, Attn: Interagency Pass Program Manager, Room 2346, 1849 C Street, NW, Washington, DC 20240, or alternate location as indicated on individual print orders.

When applicable, furnished electronic media must be returned with proofs.

When ordered, PDF soft proofs must be emailed to the agency contact as specified on the print order.

No definite schedule for pickup of materials or placement of orders can be predetermined at this time. 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.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible\* after notification of availability of print order and furnished materials to allow for revised proofs if contractor's errors are judged serious enough to require them. Proofs will be withheld no more than three (3) workdays from their receipt in the agency.

(Note: The first workday after receipt of proofs in the agency is day one of the hold time.)

The following schedules begin 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.

***New Orders-***

- Contractor must complete production and distribution within 28 workdays.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible after notification of availability of print order and furnished materials to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than three (3) workdays from their receipt in the agency until they are made available for pickup for hard copy proofs, or changes/corrections/"O.K. to Print" are furnished via email for hard copy and/or PDF proofs. (NOTE: The first workday after receipt of proofs at the agency is day one of the hold time.)
- Contractor to submit prior to production samples within 5 workdays of receipt of "O.K. to Print" on proofs.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.
- All proof, prior to production samples, and transit time is included in the 28-workday schedule.

***Reprint Orders-***

- Contractor must complete production and distribution within 20 workdays.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible after notification of availability of print order and furnished materials to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than three (3) workdays from their receipt in the agency until they are made available for pickup for hard copy proofs, or changes/corrections/"O.K. to Print" are furnished via email for hard copy and/or PDF proofs. (NOTE: The first workday after receipt of proofs at the agency is day one of the hold time.)
- Contractor to submit prior to production samples within 5 workdays of receipt of "O.K. to Print" on proofs.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.
- All proof, prior to production samples, and transit time is included in the 20-workday schedule.

**\*\*Advance Copies**—On approximately 4 or 5 orders per year, contractor will be required to deliver 3,000 to 6,000 advance copies via small package carrier with accelerated 2-day delivery.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. Destination must be delivered complete to the destination 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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Publishing 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, call, or facsimile 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.”

	(1)	(2)
I. (a)	23	3442
(b)	2	600

**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 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 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 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 items in “SCHEDULE OF PRICES.”

**I. PRINTING, STAMPING, BINDING, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations (including proofs, prior to production samples, and stock) necessary for the printing, stamping, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Per Pass.....	\$ _____	\$ _____
(b) Fourth Grade Passes (including slot cutout) Per Pass.....	\$ _____	\$ _____

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



**SHIPMENT(S):** 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 Solicitation 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 agrees, 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 points(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)

\_\_\_\_\_  
(City - State)

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

\_\_\_\_\_  
(Printed Name) (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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