

Prog:	465-S											
Title:	Pressure Sensitive Mailing Labels											
Agency:	U.S. Senate											
Term:	Beginning 10/01/14 and ending 09/30/15											CURRENT
			DIRECT PRINT		ECO PRINT		JBS PRINTING LLC		BOSWORTH PRGTG. CO.			CONTRACTOR
			BirdsBoro, PA		Silver Spring, MD		Hanover, MA		Stoughton, MA			BOSWORTH PRGTG. CO.
		BASIS OF										
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>PRINTING, CONSTRUCTION AND DISTRIBUTION:</b>											
(a)	Printing labels (8-up) in a single ink color..... .....per 100 labels.....	48	\$2.00	\$96.00	\$9.00	\$432.00	\$95.00	\$4,560.00	\$5.30	\$254.40	\$4.80	\$230.40
(b)	Printing labels (10-up) in a single ink color..... .....per 100 labels.....	600	\$2.00	\$1,200.00	\$8.00	\$4,800.00	\$95.00	\$57,000.00	\$6.95	\$4,170.00	\$6.40	\$3,840.00
II.	<b>PAPER:</b>											
	Computation of the net number of leaves will be based on the following:											
	Label: - Each page-size sheet.											
	White Uncoated Label Paper (50-60 lbs.)..... .....per 100 sheets.....	66	\$40.00	\$2,640.00	\$10.00	\$660.00	\$65.00	\$4,290.00	\$33.00	\$2,178.00	\$30.50	\$2,013.00
III.	<b>PREMIUM PAYMENTS:</b> Premium payments, when authorized, will apply to all items except Item II., "PAPER". The percentage increase will be added to all orders which require the "ACCELERATED SCHEDULE".											
	Percentage increase.....%											
	<b>CONTRACTOR'S SUBTOTAL</b>			\$3,936.00		\$5,892.00		\$65,850.00		\$6,602.40		\$6,083.40
	<b>ACCELERATED SCHEDULE</b>		10.00%	\$393.60	10.00%	\$589.20	10.00%	\$6,585.00	10.00%	\$660.24	10.00%	\$608.34
	<b>PREMIUM PAYMENT</b>		10.00%	\$39.36	25.00%	\$147.30	35.00%	\$2,304.75	20.00%	\$132.05	10.00%	\$60.83
	<b>CONTRACTOR TOTALS</b>			\$3,975.36		\$6,039.30		\$68,154.75		\$6,734.45		\$6,144.23
	<b>DISCOUNT</b>		0.00%	\$0.00	2.00%	\$120.79	1.00%	\$681.55	1.00%	\$67.34	1.00%	\$61.44
	<b>DISCOUNTED TOTALS</b>			\$3,975.36		\$5,918.51		\$67,473.20		\$6,667.11		\$6,082.79
						<b>AWARDED</b>						

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Pressure Sensitive Mailing Labels

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

U.S. Senate

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending September 30, 2015, 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 11:00 a.m., prevailing Washington, DC time, on October 1, 2014.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/bidopps/bidopps.action?region=central>

For information of a technical nature call Philip O'Neal at 202-512-0310 (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>. Any bidder intending to use production facilities outside this area should furnish information with the bid which will, on its face, demonstrate ability to meet the schedule requirements.

**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](http://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.

**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	Camera copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**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 Date of Award to September 30, 2015, 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, 2014, 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.

**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 September 30, 2015, 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.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of pressure sensitive mailing labels requiring such operations as printing, construction, die-cutting, packing and delivery.

**TITLE:** Pressure Sensitive Mailing Labels.

**FREQUENCY OF ORDERS:**

Labels (8-up): Approximately 1 to 5 orders per year.

Label (10-up): Approximately 30 orders per year.

NOTE: Multiple orders may be placed in the same week or on the same day with the same schedule.

**QUANTITY:**

Labels (8-up): Approximately 50 to 500 sheets of 8-up labels (2 across and 4 down) per order.

Labels (10-up): Approximately 50 to 500 sheets of 10-up labels (2 across and 5 down) per order. (Most orders placed will be for 200 to 300 sheets. An occasional order may be placed for up to 1,000 sheets.)

**NUMBER OF PAGES:** Face only.

**TRIM SIZES:**

Individual Labels (8-up): 4-1/4 x 2-3/4".

Individual Labels (10-up): 4-1/4 x 2-1/5".

Backing Sheet: 8-1/2 x 11".

**GOVERNMENT TO FURNISH:** Camera copy consisting of type and line matter for one sheet (8-1/2 x 11") of 8-up labels or camera copy consisting of line matter for one sheet (8-1/2 x 11") of 10-up labels to be reproduced same size.

Adobe Acrobat PDF file.

When available, one sample sheet of a previous printing of 8-up and 10-up labels.

One reproduction proof, Form 905 (R. 6/03) 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 camera copy, 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.

**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

White Uncoated Label Paper, basis weight: 50-60 lbs. per 500 sheets, 25 x 38".

NOTE: The stock, including the backing sheet, must have a maximum thickness of 0.0080" to allow for proper feeding on a laser printer with minimum jamming, folding, or other abnormal occurrence.



**PRINTING:**

NOTE: All labels and ink must be compatible for use on a laser printer.

Labels (8-up): Print each label in black ink or PMS 286 Blue. All eight labels are printed the same.

Labels (10-up): Print each label in black ink or PMS 286 Blue. All ten labels are printed the same.

**MARGINS:** Margins will be as indicated on the furnished copy.

**CONSTRUCTION:**

Coat the entire back of the label stock with a permanent, pressure-sensitive adhesive.

For the 8-up labels, die-cut or slit vertically 4-1/4" from left/right edge and horizontally every 2-3/4" inches from the top of the sheet. Die-cut or slit label paper only. Do not penetrate backing sheet.

For the 10-up labels, die-cut or slit vertically 4-1/4" from left/right edge and horizontally every 2-1/5" inches from the top of the sheet. Die-cut or slit label paper only. Do not penetrate backing sheet.

**PACKING:**

Shrink-film wrap in units of 50 sheets or 100 sheets as specified on the print order.

Pack suitably in shipping containers.

All shipments which fill less than a shipping container must be packaged with materials 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 or split during shipment.

**LABELING AND MARKING (Package and/or Container label):** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**QUALITY ASSURANCE RANDOM COPIES:** 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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order number(s), must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to the U.S. Government Printing Office, Attn: Congressional (Sarah Rees), Room C-730, 44 H Street, NW, Washington, DC 20401. Telephone: (202) 512-0224.

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

All expenses incidental to returning materials and furnishing sample copies 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 the U.S. Government Printing Office, 27 G Street, NW, Washington, DC 20401.

Furnished material must be delivered to the U.S. Government Printing Office, Attn: Congressional (Sarah Rees), Room C-730, 44 H Street, NW, Washington, DC 20401. Telephone: (202) 512-0224.

No definite schedule for pickup of material can be predetermined.

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.

REGULAR SCHEDULE:

Contractor must complete production and delivery within six (6) workdays.

ACCELERATED SCHEDULE:

Contractor must complete production and delivery within three (3) workdays.

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

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0520; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

### 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.

**PREMIUM PAYMENTS:** Orders requiring the "Accelerated Schedule" will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II., "PAPER" in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that approximately 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES," (Item III.), percentage increase will be added to all items except Item II., "PAPER."

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

- I. (a) 48
- (b) 600
  
- II. 66

**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) or blank spaces for an item may be declared nonresponsive.

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

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Cost of all required paper must be charged under Item II.

**I. PRINTING, CONSTRUCTION AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary for the production and distribution of the product listed in accordance with these specifications.

(a) Printing labels (8-up) in a single ink color .....per 100 labels .....\$ \_\_\_\_\_

(b) Printing labels (10-up) in a single ink color .....per 100 labels .....\$ \_\_\_\_\_

**II. 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:

Label: - Each page-size sheet.

White Uncoated Label Paper (50-60 lbs.)..... per 100 sheets .....\$ \_\_\_\_\_

**III. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item II., "PAPER." The percentage increase will be added to all orders which require the "ACCELERATED SCHEDULE."

Percentage increase ..... %

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

**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)