

Program No. 0677-S Term July 1, 2015 to June 30, 2016

Title: BUSINESS CARDS

		ENVISION DIGITAL PRINT			CURRENT CONTRACTOR ENVELOPES & PRD PRODUCTS, INC.	
		WICHITA, KS				
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST		
I.	COMPLETE PRODUCT:					
A.	Thermographic Printing - First Side Only: Business cards printed in two ink colors					
(1)	Per 250 Cards	152	31.90	4,848.80	19.00	2,888.00
(2)	Per 500 Cards	6	46.90	281.40	19.00	114.00
B.	Second Side: Printing in a single ink color.....					
(1)	Per 250 Cards	19	40.24	764.56	5.00	95.00
(2)	Per 500 Cards	1	59.16	59.16	5.00	5.00
C.						
	CONTRACTOR TOTALS			\$5,953.92		\$3,102.00
	DISCOUNT		0.00%	\$0.00	0.00%	\$0.00
	DISCOUNTED TOTALS			\$5,953.92		\$3,102.00
				AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Federal Highway Administration(FHWA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 1, 2015 and ending June 30, 2016, 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 June 8, 2015.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing 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: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

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 <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call Bernice Mack on (202) 512-1239 (no collect calls) or bmack@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. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Publication 310.1, effective May 1979 (revised August 2002)).

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

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

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

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, 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 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./Average Type Dimension in Publication/ Electronic media/Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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.

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 added under this clause. Further extension may be negotiated under the “EXTESION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be periodically 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. 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. There will be no price adjustment for orders placed during the first period specified below.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from July 1, 2015 to June 30, 2016, 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 is the percentage variation between Index averages as specified in this paragraph. An index called the "variable mean index" will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the adjustment period. This average is then compared to the average of the monthly Indexes for the 12-month interval ending March 31, 2015 called the base mean index. The percentage change (plus or minus) of the variable mean index from the base mean index will be the economic 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 purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and *various jacket numbers 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 July 1, 2015 through June 30, 2016 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.

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 pre-award 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.

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.

NOTE: 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 business cards requiring such operations as composition, thermographic, printing, binding, packing and distribution.

TITLE: Business Cards.

FREQUENCY OF ORDERS:

Approximately 20 to 25 print orders per year with approximately 1 to 30 names submitted per print order. The majority of print orders will be less than 20 names.

QUANTITY: 250 or 500 cards per individual name.

NUMBER OF PAGES: Face only or face and back.

TRIM SIZE: 3-1/2 x 2".

GOVERNMENT TO FURNISH:

NOTE: The contractor is to keep the furnished logo throughout the term of the contract. The logo will remain the same on every order.

Camera copy consisting of fine line agency seal, to be reproduced and retained by contractor for use over the term of the contract. Manuscript copy for individual names, addresses and telephone numbers.

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, or furnished copy, must not print on finished product.

EXHIBITS: Based on furnished samples Exhibits A and B demonstrates the approximate format for the product ordered on this contract. (see Exhibit Page 1).

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.

Under no circumstances will the names or web addresses furnished by the Government be used for any purpose other than for producing business cards for the intended recipients.

REPORTS: The contractor must generate and fax or email a monthly report to the Government Publishing Office, Attn: Bernice Mack at bmack@gpo.gov or fax (202) 512-1612. The report shall contain: the print order number; date orders were placed; names of persons placing the order; total number of orders placed; confirmation code; and billing information.

COMPOSITION: Contractor will be required to set type for individual names, addresses and phone numbers in Palatino Fonts, 8 through 12 point.

While the above typeface is preferred, a suitable alternate of comparable weight, face, and size will be considered. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface.

The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award which is deemed to be in the best interest of the Government.

PROOFS: One PDF proof will be required for each individual name ordered. Proofs shall show all line matter set in the format requested, and show position of seal. Send proofs via email to the address specified on the print order.

The contractor will be responsible for performing all necessary proofreading to ensure that proofs are in conformity with the copy submitted.

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 "OK 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. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf

White Vellum-Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

PRINTING: Print face only or face and back.

First Side:

Print in two ink colors using the thermographic printing process in black and Pantone 285 (Blue). (See Exhibit A).

Second Side:

When ordered print second side in a single ink color (black) utilizing up to 6 lines (centered). (See Exhibit B)

BINDING: Trim four sides.

PACKING: Box individual names in units of 250 or 500 as applicable. Affix one business card to the outside of each box. Insert box(s) into a cushioned shipping bag(s) or at contractor's option, a shipping container. Individual boxes, shipping bag(s) or container(s) must be of sufficient strength as to ensure against damage to the product during shipment.

LABELING AND MARKING: Reproduce shipping container label from furnished reproducible, 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 sub-lots and select a copy from a different general area of each sublot. 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.

DISTRIBUTION: Deliver f.o.b. destination to: DOT, 1200 New Jersey Avenue, SE, Room E-61-305, Washington, DC 20590, Attn: Al-hasan Rashida. Inside delivery required.

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 677-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, 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, submitting proofs, 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).

Contractor will be faxed the Government furnished copy and print order. Logo will be emailed.

The ordering agency **MUST** submit a copy of the print order to the Government Printing Office, 732 N. Capitol Street, NW, Attn: Team 2, Rm. C-838, Washington, DC.20401 or. FAX 202-512-1612.

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

Contractor will be notified via telephone that a print order is being faxed. If print order is not received within one (1) hour after notification of intent to fax, contractor must notify ordering agency and request that the order be re-faxed.

The following schedule begins the workday after notification of intent to fax print order, the workday after notification will be the first workday of the schedule.

Contractor must complete production and distribution within 14 workdays of notification of intent to fax print order.

Contractor is to submit proofs as soon as they deem necessary in order to comply with the shipping schedule. Proofs are to be faxed to the number appearing on the print order

Contractor will be notified via telephone or fax within one (1) workday of approval or disapproval of proofs submitted.

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

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Printing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving 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".

I. A (1) 152
... (2) 6

B (1) 19
(2) 1

SECTION 4.- SCHEDULE OF PRICES

Bids offered Deliver f.o.b. destination.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

I. **COMPLETE PRODUCT:** The prices offered shall include the cost of all required materials and operations for the thermographic printing, binding, and boxing of business cards, in accordance with these specifications, and shall include the costs of composition, proofs, generation of reports and card stock necessary for the complete production and delivery of the product as defined in SECTION 2. - SPECIFICATIONS.

	<u>Per 250 Cards</u>	<u>Per 500 Cards</u>
	(1)	(2)
A. Thermographic Printing - <i>First Side Only</i> :		
Business cards printed in two ink colors.....		\$ _____
\$ _____		
B. <i>Second Side</i> :		
Printing in a single ink color.....	\$ _____	\$ _____

TYPEFACE: If an alternate typeface is proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface to be used.

Preferred Typeface: 1. Palatino Fonts (8 THROUGH 12 PT.)

Alternate Typeface

1. _____

(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)

PROGRAM 677-S

EXHIBIT A

Business Card Format

LOGO
PMS Blue 285

	Federal Highway Administration Office of Transportation Operations
	JANE DOE Staff Assistant
HOTO-1, Room 3401 400 Seventh Street, SW Washington, DC 20590	Office: (202) 366-1993 Fax: (202) 366-3302 E-Mail: @fhwa.dot.gov

EXHIBIT B

Office of Operations: www.ops.fhwa.dot.gov
ITS Joint Program Office: www.its.dot.gov
ITS Electronic Library: www.its.dot.gov/itsweb/welcome.htm
ITS News and Calendar: www.nawgits.com/jpo/icdn.html
Electronic National Dialogue: www.nawgits.com/opdialog/