

U.S. GOVERNMENT PUBLISHING OFFICE

Southcentral Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***USCG Recruiting Office Window/Door Branding***

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

United States Coast Guard (USCG)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending April 30, 2025, plus up to four (4) optional 12-month extension period(s) 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 virtually at 11:00 a.m., Eastern Time (ET), on May 31, 2024, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Program 2717-S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** This is new requirement; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. There is no abstract available.

For information of a technical nature, contact Jim Hunt at [jhunt@gpo.gov](mailto:jhunt@gpo.gov) or (214) 767-0451, x5.

## 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 will be declared non-responsible.

**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 III.
- (b) Finishing (item related) Attributes – Level III.

The following are exceptions and additions to GPO's published quality program, "Quality Assurance Through Attributes Program for Printing and Binding," (GPO Publication 310.1):

- Registration – All color spots must be within +/- 0.012" when looking at a hard-edge, straight line such as type or border.
- Alignment of installed seamed window panels – Seams must match within +/- 1/16" within in 24" and no more than 3/16" over 96".
- Edge-to-edge color accuracy on seamed panels (crossovers) or those to be used in a single mural with window muttons less than 6" wide in between may have a perceivable difference but not an objectionable difference.
- Expected Usage: Generally, the expected usable timeframe for the overall quality of any site installation is at least three (3) years, where the materials maintain color, adherence, withstand weather exposure, etc. Performance of less than three (3) years may be cause for required contractor remedy.

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/Electronic Files

P-10. Process Color Match

Electronic Files

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**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 May 31, 2025, 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 December 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.

**SECURITY WARNING FOR PROPER HANDLING:** Proper control and handling of all related site location, Government and/or lease contract information must be securely maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands.

**WARRANTY:**

*Material and Printing:* The provisions of article 15, "Warranty," of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to three (3) calendar years from the date the check is tendered as final payment. All other provisions remain the same.

*Installation:* The provisions of article 15, "Warranty," of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**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 sheets
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) 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 via teleconference, immediately after award. 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 Date of Award through May 31, 2025, 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 contractor in conformance with the schedule.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

**PAYMENT:** 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/agency/billing-and-payment>.

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

**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.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of storefront window decals, requiring such operations as project management, Governmental and retail contract review, measurement of storefronts, electronic prepress, printing in four-color process, construction, packing, installation, removal, and distribution.

**TITLE:** USCG Recruiting Office Window/Door Branding.

**FREQUENCY OF ORDERS:** Approximately 1 to 4 orders per month.

The contractor will not be allowed additional time in the schedule based on receipt of multiple orders placed at the same time unless the total orders received exceeds four (4) sites in any one month.

**NOTE:** At the start of the contract, there will be two (2) new locations requiring a site visit and installation in June 2024. See EXHIBIT A for first year's locations.

**QUANTITY:** Approximately 12 installation sites per year.

A single print order may contain one site order, but occasionally may include two site orders if they are in the same general location.

**AVERAGE SQUARE FOOT COVERAGE WINDOWS/DOORS:** Recruiting offices are broken down into small, medium, and large facilities based on the total estimated square feet of window/door coverage required, as follows:

*Small Recruiting Office:* (Up to and including 200 square feet coverage). These locations have up to and including 10 windows and two (2) doors.

*Medium Recruiting Office:* (Over 200 up to and including 400 square feet coverage). These locations have 11 up to and including 20 windows and at least two (2) doors.

*Large Recruiting Office:* (Over 400 up to and including 500 square feet coverage). These locations have over 20 windows and at least two (2) doors.

### **GOVERNMENT TO FURNISH:**

Press Ready Adobe Acrobat PDF files, Adobe Photoshop (PSB) image files and Adobe Illustrator (AI) files, layout plans or pictures for each location, as specified below. (See EXHIBITS B, C, and D.)

Electronic media will be furnished for each location as follows –

Platform: Windows or Macintosh (current or near current version).

Storage Media: Email; contractor hosted SFTP.

Software: Adobe Creative Suite (current or near current versions).

**NOTE:** All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. (See "ELECTRONIC PREPRESS" for more information.)

Fonts: All printer and screen fonts will be or embedded and/or embedded subset.

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

Additional  
Information: Files will be provided in PDF format.  
Various image formats for all logos such as .PDF, .AI, and .PSB will be furnished.

Identification markings such as register marks, commercial identification marks of any kind, etc., , carried in the electronic files, must not print on the finished product.

**EXHIBITS:** The facsimiles of samples pages shown as EXHIBITS B, C, and D are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

**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 and contractor's authorized subcontractors are to be licensed, bonded, and insured. Contractor is responsible for maintaining all related documents and license numbers in their permanent record keeping and must furnish a copy of this information within two (2) workdays of any request from the ordering agency or the GPO contract administrator.

*Secure File Transfer Protocol (SFTP):* The contractor must be able to accept files electronically via their secure contractor hosted SFTP server. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access. Contractor's SFTP site shall have the capability to exchange large graphic digital files. The Government will not be responsible for an SFTP site being out of service. It is the contractor's responsibility to maintain the operation of their SFTP site. Additional time and/or money will not be authorized due to the SFTP site being out of service.

*Proof Approval Form:* Contractor shall provide a proof approval form in a fillable PDF format to the ordering agency via email or SFTP.

**PROJECT MANAGEMENT:** Once a site installation order has started, the contractor is required to keep the ordering agency and the GPO contract administrator up to date on progress on a regular, consistent basis.

At a minimum of once per week, a status report must be emailed to the ordering agency point of contact and the GPO contract administrator at [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

The contractor is permitted to use secure online access applications/tools/websites for project management. Any required training is solely the responsibility of the contractor and must be accompanied by furnished written training instructions which are anticipated to include screen captures, etc., as suitable. Online project management CANNOT substitute for weekly status report updates to the agency and GPO.

**GOVERNMENTAL AND RETAIL CONTRACT REVIEW:** At the start of each order, the contractor is required to confirm that all Governmental (local, state, and/or Federal) requirements, all building, and/or lease requirements that apply to the order are documented.

*If Ordering Agency Requires Contractor to Coordinate Reviews:* The contractor will be required to fill out all paperwork as required, coordinating information with the ordering agency point of contact, and collecting agency signatures as needed. The contractor will be required to furnish to the ordering agency and the GPO contract administrator all related correspondence and approvals as suitable to each site installation.

*If Ordering Agency Coordinates Reviews:* The contractor will be required to guide the agency through the process as needed and collect all paperwork as required, coordinating with the ordering agency point of contact. The contractor will be required to document to the ordering agency and the GPO contract administrator that all related approvals as suitable to each site installation are on file.

In some cases, there may be Governmental, building, or lease restrictions that restrict the application of window decals. Should any such restriction be encountered, the contractor must supply the ordering agency and the GPO contract administrator with a written refusal, showing name, title/rank, and phone number of those refusing. Any refusals must be communicated to the ordering agency in the soonest possible timeframe, which is anticipated to be within approximately five (5) workdays of receipt of the order.

NOTE: In the event that a retail center is sold as a commercial real estate transaction, the agency lessee will need documentation in place so that their installed window decals investment is protected. The contractor is required to ensure that a clause covering this eventuality is included in the contract review, whether the contractor completes the reviews or the agency completes the reviews.

**MEASUREMENTS:** The contractor will be required to contact the ordering agency's point of contact before printing of any order and confirm or gather the dimensions from the individual locations within two (2) workdays of receipt of each GPO Print Order Form 2511.

*If Ordering Agency Orders On-Site Measuring:* Arranging measurement date and time will be the contractor's responsibility. If the contractor desires an ordering agency point of contact to be on site during the measuring, the contractor must specify that clearly to the agency. Since material will be installed on the outside of windows, it is anticipated that the contractor may only need to inform the ordering agency of their measurement schedule.

*If Ordering Agency Provides Measurements:* The contractor will be responsible for providing a template document and instructions to assist the ordering agency in collecting measurements, and the contractor must be available to answer all agency questions in a timely manner. Response within one (1) workday of receiving the print order is required.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file imaging must be reported to the ordering agency and Jim Hunt at (214) 767-0451, x5, or via email: [jhunt@gpo.gov](mailto:jhunt@gpo.gov) in sufficient time to comply with the shipping schedule.

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.

Contractor must maintain the latest version of all programs and operating systems used in this contract (see "GOVERNMENT TO FURNISH") as well as maintain backwards-compatibility within one (1) software version.

These required electronic prepress operations are to be provided at no additional charge to the Government. These operations do not count in the three (3) hours of System Timework allowed per order.

All halftones are to be 150-line screen or finer.

Contractor will adjust sizes, colors, and image quality as required for each product.



Contractor must have the ability to edit PDF files.

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.

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. 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. (NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.)

**GRAPHIC DESIGN AND PREPRESS SERVICES (SYSTEM TIMEWORK):** Contractor will be required to provide a full range of graphic design, art direction, and prepress services as requested by the ordering agency.

All orders will require the contractor to adapt the graphics for the individual location size and number of windows. Base designs and guidelines may be provided, but the contractor will be responsible for creating print files from the design files and guidelines.

A range of artwork file formats is anticipated to be furnished by the ordering agency to the contractor. Artwork may be furnished in a size and resolution similar to final artwork files required thus requiring only minor adjustments, or artwork files such as text and images may be furnished in pieces to be combined by the contractor. In some cases, only sketch visuals may be furnished, and contractor must assist with translating concepts into final artwork.

It is anticipated that most orders will require the contractor to custom manipulate the pre-approved, high-resolution file from a program such as Adobe Photoshop (layered files), or equal program, without distortion for the individual size/number of windows and doors. Base designs and guidelines may be provided; however, the contractor will be responsible for the custom fitting of the approved design files.

In most cases, the ordering agency will have branding requirements that must be adhered to, including approved colors, fonts, imagery, and handling of logo. Brand identity requirements are available through the ordering agency.

It is anticipated that a basic amount of graphic design and/or prepress services will be required for every order. Up to three (3) System Timework hours must be included in the contractor's pricing for line items under Item II. in the "SCHEDULE OF PRICES." Contractor is allowed to charge for over three (3) System Timework hours. The description of the work performed after the initial three (3) hours must be submitted to the GPO contract administrator IN ADVANCE of the work proceeding for GPO approval, and the agency must be informed of any such charges prior to commencing the work for their feedback.

**PROOFS:** One (1) press quality PDF soft proof (for content only) for each location. PDF proof must show department logo imposed on 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 GPO to require revised proofs, the revised proofs are to be provided at no additional expense to the Government. No extra time can be allowed for this reproofing operation; 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."

**SUBSTRATE:** The specifications of all substrates furnished must be in accordance with those listed herein. Window decals are to be made of perforated 0.004" thick cast vinyl. Materials must be a suitable adhesive for

outdoor use in all climates in the United States, including extreme heat or cold conditions.

3M 8170-P40 Scotchcal™ Perforated Window Film: White Cast Gloss Vinyl, 60/40 perforated, with water-based acrylic, pressure-sensitive adhesive with paper liner. NOTE: Film is white on the image side and black on the adhesive side. This allows printing graphics to be seen on one side and still allows viewing through the window from the other side.

3M™ Scotchcal™ Graphic Film with Comply™ Adhesive IJ35C: White Gloss Vinyl Film, 3.2 mil thickness, with gray pressure-sensitive adhesive. NOTE: Use for some informational signage, building numbers, any image that does not require the blocking of inside viewing.

3M™ 8518 Scotchcal™ Gloss Overlamine, 2 mil thickness. NOTE: Stock must be optically clear.

**PRINTING:** Products will be produced via inkjet wide format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with an output minimum resolution of 1440 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Dry ink/toner printing is not acceptable.

All products print face only in four-color process. Printing consists of text matter, reverses, solids, gradients, line art illustrations, photographs with 100% coverage, and full bleeds. Window decals will be viewed from the outside with a clear view of the outside from inside.

*Ink Requirement:* Contractor MUST use UV inks for all products produced on this contract (Fade Resistance: The inks used must not show any appreciable change in color after exposure in an Atlas Fadeometer for 680 standard fading hours or its equivalent).

After printing, and prior to installation, window graphics will be covered with the specified optically clear, protective, fade-resistant overlamine with a minimum thickness of 2 mil - per material manufacturer's recommendations.

**MARGINS:** In most cases, images will bleed to all edges. Contractor is responsible for all bleeds.

**CONSTRUCTION:** All decals will be cut/trim to the specifications of each window and door. In most cases, the areas will be rectangular or square. In the event an install area is irregular, the contractor will cut/trim the decal to fit the install space.

**PRE-INSTALLATION SITE SURVEY:** SURVEYS MUST BE SCHEDULED WITH EACH LOCATION PRIOR TO INSTALLATION.

Contractor must receive approval from each recruiting location on the distribution list to take measurements. Contractor is on notice that installation of graphics must be completed during regular business hours with a recruiter on site for monitoring.

The contractor is responsible for the survey of each location to determine all measurements and make recommendations regarding inside or outside mounting options. Recommendations must be in writing and include the contractor's deciding factors in making the respective recommendation. Factors of consideration for recommendations may be, but are not limited to, opacity of the current window tint, location and probability of vandalism, landlord and/or municipal regulations, and climate. Contractor to email to: LDCR Stephanie Plummer ([Stephanie.L.Plummer@uscg.mil](mailto:Stephanie.L.Plummer@uscg.mil)); CWO Brandon Ingram ([Brandon.H.Ingram@uscg.mil](mailto:Brandon.H.Ingram@uscg.mil)) and Jim Hunt ([jhunt@gpo.gov](mailto:jhunt@gpo.gov)).

The Government will review the contractor's recommendation and make the final decision for each location within two (2) workdays of receipt of each recommendation.

See EXHIBIT A for a list of locations planned for the first year. See EXHIBITS B, C, and D for sample layouts of the three (3) location types.

**INSTALLATION:** Window decals may be required to be installed at locations across all 50 United States, District of Columbia, and U.S. Territories. Most of these locations are rented or leased space.

*Indoor or Outdoor Exposure:* It is anticipated that installations are to be on the outside of the building for most orders, with exposure to all weather conditions. The occasional order may require installation on the inside of the building, protected from weather conditions, for example inside a shopping mall.

*Placement on Inside or Outside of Windows:* It is anticipated that the installations are to be on the outside of the windows for most orders. The occasional order may require installation on the inside of the windows.

NOTE: For simple orders, the ordering agency may elect to do the installation themselves.

Window decals must be installed per materials manufacturer's recommendations, which may include but are not limited to, leaving material 1/8" short from any window edge or rubber window gasket and/or edge taping. For any windows requiring vertical seams in material, the seams are to be butted tight together and have no overlaps. All glass window surfaces are to be cleaned to match materials manufacturer's requirements prior to installation.

Some orders may require installation to windows on a second floor. If ordered, contractor is required to furnish all equipment and materials as needed. Additional workdays are permitted for this requirement, but no delays in installation are permitted for not planning accordingly (for example, installer must not arrive on site and then have to return on another day to complete the installation on the second floor because it was not planned for properly). An additional charge for second floor installation is permitted (see applicable line item in the "SCHEDULE OF PRICES").

*If Ordering Agency Orders Installation:* Coordination of all install dates and times will be the contractor's responsibility and must take into account all related requests and feedback from the ordering agency (see "SCHEDULE" for details).

*Installation Damage:* Any damage that occurs during installation is fully the responsibility of the contractor. Contractor is responsible to repair all damage at contractor's expense.

*If Ordering Agency Does the Installation:* If the ordering agency chooses to do their own installation, the contractor must provide installation instructions with the delivered items and be available to answer any agency questions related to installation in a timely manner. Response within one (1) workday is required. The contractor will not be required to warranty the ordering agency's installation.

**REMOVAL:** On occasion, the ordering agency may order existing window decals to be removed. Coordination of all removal dates and times will be the contractor's responsibility and must take into account all related requests and feedback from the ordering agency (see "SCHEDULE" for details).

*Removal Damage:* Any damage that occurs during removal is fully the responsibility of the contractor. Contractor is responsible to repair all damage at contractor's expense.

**PACKING:** Pack decal materials suitably in shipping containers not to exceed 45 lbs. when fully packed. Shipping containers must be heavy duty (275 psi) with padded corners to prevent damage.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

The following must be included on all shipping containers and labels: Program Number, Print Order Number, Requisition Number, Jacket Number, and Title.

If more than one shipping container per destination, containers are to be marked as to the number of containers in the shipment (e.g., 1 of 3, 2 of 3, 3 of 3).

**DISTRIBUTION:** Deliver/ship f.o.b. destination to addresses nationwide (all 50 U.S. States, District of Columbia, and American Territories). NOTE: For the purpose of this contract, “f.o.b. destination” refers to delivery to the installation site.

Costs for delivery/shipment must be included in the contractor’s bid prices for Item IV., “DELIVERY.”

On orders that will be installed by the contractor, all window decals are to be delivered/shipped to the installer’s requested address (at contractor’s expense), and the installers are to deliver/ship to the installation site. On orders that will be installed by the agency, contractor to deliver/ship to the address stated on the print order.

In the rare case when the installer is traveling by public or commercial transportation and cannot carry the packed window decals, arrangement may be made with the agency storefront point of contact to receive the items, but delivery/shipment must be arranged in advance for acceptance, or the delivery/shipment may be refused.

When applicable, all deliveries/shipments must be made via traceable means.

The allowable flat fee charges for delivery/shipments (to the installation site) will be based on the prices offered in the “SCHEDULE OF PRICES.” The prices will be based on delivery to the established Government zones below:

Zone 1: Washington, Oregon, Idaho, Montana, and Wyoming

Zone 2: California, Nevada, Utah, Arizona, Colorado, and New Mexico

Zone 3: North Dakota, South Dakota, Nebraska, Minnesota, and Iowa

Zone 4: Kansas, Missouri, Oklahoma, Texas, Louisiana, and Arkansas

Zone 5: Wisconsin, Illinois, Michigan, Indiana, Ohio, and Kentucky

Zone 6: Mississippi, Alabama, Tennessee, Georgia, Florida, South Carolina, and North Carolina

Zone 7: West Virginia, Virginia, Delaware, Maryland, and the District of Columbia

Zone 8: Pennsylvania, New York, New Jersey, Connecticut, Massachusetts, Vermont, New Hampshire, Maine, and Rhode Island

Zone 9: Alaska, Hawaii, and the U.S. Territories

Upon completion of each order, contractor must notify the ordering agency on the same day the material delivers/ships to the installation site via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 2717-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/shipping methods, title of product, and site location. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

**Return of Government Furnished Materials:** Upon completion of each order, all furnished materials (if applicable) must be packed separately and returned to the ordering agency unless otherwise indicated on the print order, and shall be marked with program number, print order number, jacket number, and requisition number. All digital deliverables must be emailed to: LDCR Stephanie Plummer ([Stephanie.L.Plummer@uscg.mil](mailto:Stephanie.L.Plummer@uscg.mil)) and CWO Brandon Ingram ([Brandon.H.Ingram@uscg.mil](mailto:Brandon.H.Ingram@uscg.mil)).

As applicable to this contract, all expenses incidental to picking up and returning materials, submitting PDF soft proofs, and furnishing 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 the individual print order (GPO Print Order Form 2511).

Print orders and furnished materials will be furnished via email or contractor hosted SFTP. Contractor must call Jim Hunt at (214) 767-0451, ext. 5, or e-mail [jhunt@gpo.gov](mailto:jhunt@gpo.gov) to confirm receipt.

PDF soft proofs for each location or group of locations are to be emailed to ([Stephanie.L.Plummer@uscg.mil](mailto:Stephanie.L.Plummer@uscg.mil); [Brandon.H.Ingram@uscg.mil](mailto:Brandon.H.Ingram@uscg.mil); and [jhunt@gpo.gov](mailto:jhunt@gpo.gov), and the email address specified on the print order. Email subject line must include the Program and Print Order numbers.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, they may be required to show cause as to why the contract should not be terminated for default.

**Capacity Requirement:** Multiple site orders may be placed on the same print order requiring the same schedule, and multiple print orders may be placed on the same day. No additional time will be allowed for multiple print orders whose schedules overlap. Orders in excess of four (4) sites per month may be offered schedule consideration. Contractor must immediately contact the GPO contractor administrator to review the ordering agency's placed orders, and the agency's requirements will be a strong consideration in the review process.

All pickups and deliveries (if applicable) of Government or contractor furnished material must be made Monday through Friday, exclusive of Federal Holidays, before 3:30 p.m., prevailing local time. Pickup and delivery of material (if applicable) related to installation shall be coordinated with the agency and GPO for the location to be installed.

### **Schedules:**

The following schedules begin the SAME workday as notification of the availability of print order and furnished material; the same workday as notification will be the first workday of the schedule.

NOTE: Any extensive delays in any of the following schedules must be brought to the attention of the ordering agency and the GPO contract administrator and must be fully documented.

*Receipt of Print Order and Furnished Materials:* Contractor must acknowledge receipt of order (print order and furnished materials) within one (1) workday of receipt.

*Measurement Schedule:* If ordered, contractor must complete the measurements process within three (3) workdays of receipt of order.

### *Graphic Design and PDF Proof Schedule:*

- Contractor must complete the design process within three (3) workdays of receipt of print order and furnished materials.
- The first concept PDF proofs must be provided within three (3) workdays of receipt of direction from the ordering agency.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until feedback/corrections/"O.K. to Print" are provided via email. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)
- Each additional round of proofs must be furnished within two (2) workdays of receipt of agency feedback.

- Each additional round of proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until feedback/corrections/"O.K. to Print" are provided via email. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)

*Removal Schedule:* If ordered on the same print order as the installation, contractor must complete the removal process within two (2) workdays of receipt of order. An additional three (3) workdays will be permitted for removals that include a second floor.

*Printing and Delivery to Installer or Ordering Agency Schedule:* Contractor must complete production and delivery within three (3) workdays of receipt of "O.K. to Print" on proofs.

*Installation Schedule:* If ordered, contractor or subcontractor/installer must complete the installation process within five (5) workdays of agency approval of supplied PDF proof or within three (3) days after receiving the printed material from the contractor. An additional three (3) workdays will be permitted for installations that include a second floor.

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 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 Southcentral compliance section via email at [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov). Personnel receiving the email 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.

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

I. (a) 24  
(b) 36

II. (a) 1,000  
(b) 2,000  
(c) 1,500  
(d) 18

III. (a) 12  
(b) 12  
(c) 204  
(d) 1  
(e) 200

IV. (a) 1  
(b) 4  
(c) 1  
(d) 1  
(e) 1  
(f) 1  
(g) 1  
(h) 1  
(i) 1

**THIS PAGE IS INTENTIONALLY BLANK.**



## SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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.

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

### I. PREPRESS OPERATIONS:

Line-item I.(a) is for each PDF proof (initial and revised) ordered for each location. It is anticipated each location will require two (2) rounds of PDF proofs. The price for each proof/per location is to include all windows and doors for that location/installation.

(a) PDF proof..... per proof/per location.....\$ \_\_\_\_\_

(b) System Timework (over three (3) hours) .....per hour.....\$ \_\_\_\_\_

**II. PRINTING, CONSTRUCTION, AND PACKING:** Prices offered shall include the cost of all required materials and operations necessary (including project coordination, up to three (3) hours of graphic design/prepress time (System Timework and substrates) for the printing, construction, and packing of the products listed in accordance with these specifications.

For line items II. (a), (b), and (c), the square footage calculations must be rounded up to next whole number of square feet. Order pricing will be applied as either (a), (b), or (c) (only one) plus D.

For line item II. (d), the number of windows equals the total number of individual cut panels, windows, windowpanes, and doors.

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

- (a) Print Production of Graphics:  
Total up to and including 200 sq. ft.....per installation address/per sq. ft..... \$ \_\_\_\_\_
- (b) Print Production of Graphics:  
Total 201 up to and including 400 sq. ft. ....per installation address/per sq. ft..... \$ \_\_\_\_\_
- (c) Print Production of Graphics:  
Total 401 or more sq. ft. ....per installation address/per sq. ft..... \$ \_\_\_\_\_
- (d) Number of windows..... per installation address/per window/door..... \$ \_\_\_\_\_

**III. ADDITIONAL OPERATIONS:**

- (a) Governmental and retail contract review ..... flat fee per site .....\$ \_\_\_\_\_
- (b) Site measuring ..... flat fee per site .....\$ \_\_\_\_\_
- (c) Site Installation.....per installation address.....\$ \_\_\_\_\_
- (d) Second floor Installation..... flat fee per site .....\$ \_\_\_\_\_
- (e) Decal removal..... per square foot.....\$ \_\_\_\_\_

**IV. DELIVERY:** Prices must be a flat fee to one (1) installation address, by zone.

- (a) Zone 1: Washington, Oregon, Idaho, Montana, Wyoming .....\$ \_\_\_\_\_
- (b) Zone 2: California, Nevada, Utah, Arizona, Colorado, New Mexico .....\$ \_\_\_\_\_
- (c) Zone 3: North Dakota, South Dakota, Nebraska, Minnesota, Iowa .....\$ \_\_\_\_\_
- (d) Zone 4: Kansas, Missouri, Oklahoma, Texas, Louisiana, Arkansas.....\$ \_\_\_\_\_
- (e) Zone 5: Wisconsin, Illinois, Michigan, Indiana, Ohio, Kentucky .....\$ \_\_\_\_\_
- (f) Zone 6: Mississippi, Alabama, Tennessee, Georgia, Florida,  
South Carolina, North Carolina.....\$ \_\_\_\_\_
- (g) Zone 7: W. Virginia, Virginia, Delaware, Maryland, District of Columbia ..... \$ \_\_\_\_\_
- (h) Zone 8: Pennsylvania, New York, New Jersey, Connecticut, Massachusetts,  
Vermont, New Hampshire, Main, Rhode Island .....\$ \_\_\_\_\_
- (i) Zone 9: Alaska, Hawaii, and U.S. Territories .....\$ \_\_\_\_\_

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

---

---

**THIS SECTION FOR GPO USE ONLY**

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

---

---

# EXHIBIT A

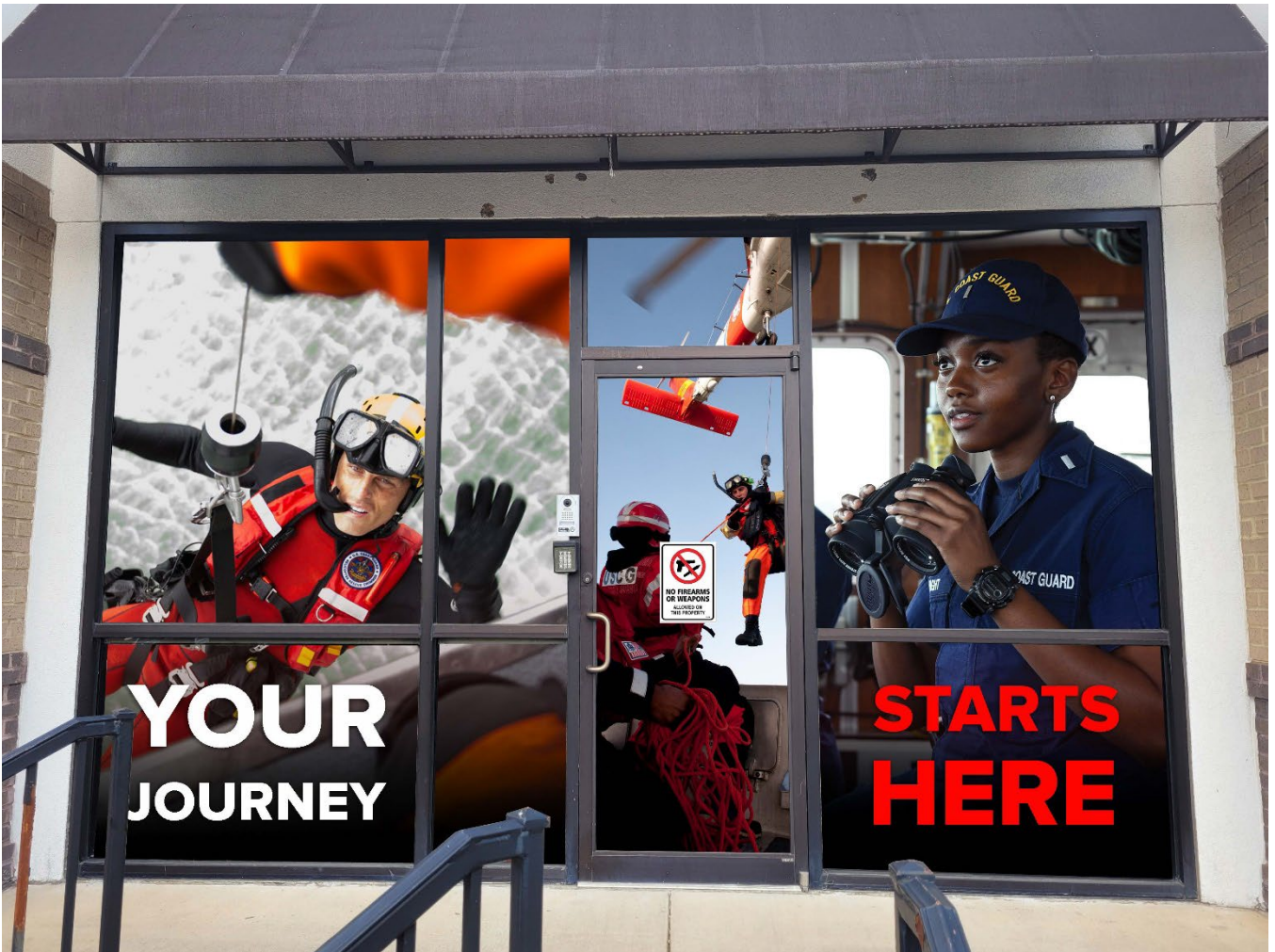
Program 2717-S USCG Recruiting Office window/door branding							
RECRUITING OFFICE	SQFT	NUMBER OF WINDOWS	NUMBER OF DOORS	NOTES	OPENING	Zip code	
Pittsburgh, PA	2600	6	2	window sizes vary		15237	
Sacramento, CA	1095	7	1	window sizes vary		95678	
Odgen, UT	1687	7	1	window sizes vary		84405	
Upland, CA	2400	8	1	window sizes vary		91786	
Wilmington, NC	2000	9	1	window sizes vary		28412	
Panama City, FL	2675	13	1	window sizes vary		TBD	
Indianapolis, IN	2400	16	1	window sizes vary	6/29/2024	46250	
Tucson, AZ	2200	18	2	window sizes vary		TBD	
Nashville, TN	2400	18	2	window sizes vary		TBD	
Little Rock, AR	1906	28	1	window sizes vary	6/22/2024	72209	
Las Vegas, NV	2477	28	3	window sizes vary		89139	
Albuquerque, NM	975	30	4	window sizes vary		87109	
Number of windows		Estimated Sq Ft					
Small RO Up to 10 windows		75-150 sq ft					
Medium RO Over 10 to 20 windows		151-250 sq ft					
Large RO Over 20 windows		251 to 500 sq ft					

## EXHIBIT B



Small office concept – graphics may change.

## EXHIBIT C



Medium office concept – graphics may change.



## EXHIBIT D



Large office concept – graphics may change.