

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Pressure Sensitive Inspection Labels**

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

**U.S. Department of Agriculture**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **May 1 2026** and ending **April 30, 2027**, 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 **March 6, 2026**, 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 number 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:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

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

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

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

GPO QATAP (GPO Publication 310.1) –

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

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

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

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ACQC 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	Average Type Dimension
P-9. Solid and Screen Tint Color Match	Approved Ink Drawdowns/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 periodic 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 **May 1, 2026** through **April 30, 2027**, 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 **January 31, 2026**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

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

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

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

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

**PREAWARD TEST:**

The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test.

The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For use in the preaward test, the Government will furnish Print-ready digital files in PDF by email for each island location/color group that are representative of the materials to be furnished under these specifications.

**Hawaii Inspection Labels**

The prospective contractor must produce 700 total labels constructed as 20 sample labels printed with black text, in each of the five (5) different background colors (see “STOCK/PAPER”) for each of the seven (7) different ports of entry (see Exhibit A).

Contractor must submit preaward test samples within 10 workdays of receipt of furnished test material.

**NOTE:** Contractor MUST notify the GPO of delivery of preaward test samples the same workday as delivery to the ordering agency address below.

A total of 700 preaward test samples (as required) along with furnished materials must be submitted to: USDA/APHIS/PPQ, Attn: Lance Otsubo, 1 Kahului Airport Road, Unit 11, Kahului, HI; Telephone: (808) 877-8757; email: [lance.s.otsubo@usda.gov](mailto:lance.s.otsubo@usda.gov).

**Puerto Rico Inspection Labels**

The prospective contractor must produce 100 total labels constructed as 20 sample labels printed with black text in each of the five different background colors (see “STOCK/PAPER”) for one (1) destination (see Exhibit B).

Contractor must submit preaward test samples within 10 workdays of receipt of furnished test material.

**NOTE:** Contractor MUST notify the GPO of delivery of preaward test samples the same workday as delivery to the ordering agency address below.

A total of 100 preaward test samples (as required) along with furnished materials must be submitted to: USDA/APHIS/PPQ, Carolina Work Unit, Attn: Enrique W. Diaz, Program Support Assistant, 50 Central Sector, Building C-2, Warehouse #3, Carolina, Puerto Rico 00979, Telephone: (787) 710-7443; email: [enrique.diaz@usda.gov](mailto:enrique.diaz@usda.gov)

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer.

In the event the revised preaward test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the complete performance of this preaward test shall be performed at the facilities and on the equipment in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

**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 **May 1, 2026** through **April 30, 2027**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

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

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

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

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

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

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

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

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

**WARRANTY:** Contract Clause 15, “Warranty,” of GPO Contract Terms (GPO Publication 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.

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

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

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

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

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

## SECTION 2. - SPECIFICATIONS

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

**TITLE:** Pressure Sensitive Inspection Labels

**FREQUENCY OF ORDERS:**

*Hawaii Inspection Labels:* Approximately 1 to 4 orders per year.

*Puerto Rico Inspection Labels:* Approximately 1 to 4 orders per year.

**NOTE:** When ordered, the orders will be issued in the months of January, April, July, and October.

**QUANTITY:**

*Hawaii Inspection Labels:* Approximately 4,600 total rolls per order.

**NOTE:** Estimated quantities are subject to change and may vary by  $\pm 20\%$  per quarter.

Each roll must consist of 500 labels. Quantities per roll must be exact – Overages or shortages will not be accepted.

There are seven port-specific labels, and each port label is available in five different colors. Not all ports or colors will be included in every order.

*Puerto Rico Inspection Labels:* Approximately 6,900 total rolls per order.

**NOTE:** Estimated quantities are subject to change and may vary by  $\pm 20\%$  per quarter.

Each roll must consist of 500 labels. Quantities per roll must be exact – Overages or shortages will not be accepted.

There is one Puerto Rico label available in five different colors. Each order will typically include an equal quantity of each color.

**NUMBER OF PAGES:** Face only

**TRIM SIZE:** 1-1/8 x 5-1/2” per label

**GOVERNMENT TO FURNISH:** Print-ready digital files in PDF for each island location/color group. Native files can also be provided upon request.

**NOTE:** Digital files will be furnished at the beginning of the contract to be held by the contractor for use throughout the term of the contract.

Exhibit A – Hawaii Labels - Previously printed samples to be used as color match and construction guide.

Exhibit B – Puerto Rico Label.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the 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 products in accordance with these specifications.

**NOTE:** If labels are flood coated to achieve the specified colors (see “PRINTING”), contractor must submit ink draw downs on actual production stock of Pantone colors used in the job.

**PROOFS:**

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

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.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN “O.K. TO PRINT.”

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

**Hawaii and Puerto Rico Inspection Labels:** Colored Permanent Pressure-Sensitive, Gloss-Coated Adhesive Label Paper \*, basis weight: 50 - 70 lbs. per 500 sheets, 25 x 38”. (Basis weight is at contractor’s option as long as it falls within the range specified.)

All Inspection Labels must match the following five required colors:

- |                                |                                 |
|--------------------------------|---------------------------------|
| Pink – Pantone 210             | Florescent Yellow – Pantone 803 |
| Blue – Pantone 306             | Florescent Orange – Pantone 804 |
| Florescent Green – Pantone 802 |                                 |

\* At contractor’s option, White Label Stock may be used and flood coated to achieve the required colors noted (see “PRINTING”).

**Backing Sheet:** Silicon-coated, high-density bleached Kraft

Basis weight (lb./3,300 sq. ft.).....	54.0
Caliper (mils).....	3.2
Tensile (lb./in. width) (MD/CD) .....	30/21
Tear (grams)(MD/CD).....	51/69

**PRINTING:** Digital printing is not acceptable.

GPO imprint is waived and must not print on the finished product.

**NOTE:** Labels must retain their color for a minimum of one (1) year from delivery date.

Contractor must ensure that the labels will never be exposed to temperatures below 0 degrees Fahrenheit or above 120 degrees Fahrenheit during production.

**Hawaii Inspection Labels:** Print text and line matter in black ink only. All orders will print identical image with the exception of the island location text. The different island locations can be ordered on any of the different colored label stocks. Flood coat each label with a clear, non-yellowing gloss varnish. See Exhibit A: Hawaii Inspection Labels.

**Puerto Rico Inspection Labels:** Print text and line matter in black ink only. The type and line matter will be the same for all rolls of labels, regardless of the background color. Flood coat each label with a clear, non-yellowing gloss varnish. See Exhibit B: Puerto Rico Inspection Label.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic file. If flood coated, labels bleed on all four sides.

**CONSTRUCTION:** The back of each label must be coated with a permanent type, pressure-sensitive adhesive. Mount labels end-to-end and center on a suitable sized continuous backing sheet. Labels are to be approximately 3/16” apart. Die cut each label to 1-1/8 x 5-1/2” with all corners rounded. Remove waste. Wind (face up) 500 labels per roll on a 3” diameter core.

**SPECIAL ADHESIVE INSTRUCTIONS:** Adhesive must meet the following requirements:

- Caliper (mils).....0.7
- Application temperature +40 degrees F to +120 degrees F
- Service temperature range 0 degrees F to +120 degrees F

Adhesive must not degrade when exposed to tropical heat and humidity.

These labels must be able to stick to any porous or non-porous surface, such as modern luggage, metals, woods, plastics, all fabrics, ceramics, crystals, and cardboard. The label must be able to adhere to corrugated materials that contain recycled papers, flexible plastics, and a variety of different materials and surfaces (i.e., garment bags and suitcases). The adhesive properties must be durable. Sample of adhesive will be furnished at time of award.

Labels must have permanent pressure-sensitive adhesive with good initial tack, with cold temperature performance and water-removable characteristics. Adhesive should be removable by washing with 100 degrees Fahrenheit water.

**PACKING:** Shrink-film wrap each individual roll of labels and pack suitable in shipping containers not to exceed 30 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when shipped.

**Hawaii Inspection Labels:** Labels must be packed separately per color, and per island location in appropriately-sized inner boxes. Pack suitable all inner boxes in shipping containers identified accordingly.

**Puerto Rico Inspection Labels:** Pack each color of labels separately. Pack rolls of labels of one color per shipping container identified accordingly

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

**NOTE:** Each shipping container must be identified as “Pressure-Sensitive Labels” and must indicate quantity.

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

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80

**NOTE:** The contractor must furnish 50 sample labels for each different island location/color group ordered in each color specified. The contractor can select a label from the beginning or end of a roll from the rolls randomly selected (from each island location/color group) throughout the production run.

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

**Hawaii Inspection Labels:** Send Blue Label copies to: USDA/APHIS/PPQ, Attn: Lance Otsubo, 1 Kahului Airport Road, Unit 11, Kahului, HI; Telephone: (808) 877-8757; email: [lance.s.otsubo@usda.gov](mailto:lance.s.otsubo@usda.gov).

**Puerto Rico Inspection Labels:** Send Blue Label copies to: USDA/APHIS/PPQ, Carolina Work Unit, Attn: Enrique W. Diaz, Program Support Assistant, 50 Central Sector, Building C-2, Warehouse #3, Carolina, Puerto Rico 00979, Telephone: (787) 710-7443; email: [enrique.diaz@usda.gov](mailto:enrique.diaz@usda.gov)

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

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

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

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

**DISTRIBUTION:** Inside delivery for all destinations required.

Contractor must ensure that the labels will never be exposed to temperatures below 0 degrees Fahrenheit or above 120 degrees Fahrenheit during shipping/delivery.

**Hawaii Inspection Labels:** Deliver/ship f.o.b. destination to six (6) addresses as follows:

- USDA, APHIS, PPQ, Hilo International Airport, 455 E. Lanikaula Street, Hilo, HI 96720. Attn: Lisa Sakurai, Telephone: (808) 933-9040.
- USDA, APHIS, PPQ, Kailua-Kona International Airport, 73-300 Kupipi Street, Kailua-Kona, HI 96740. Attn: Teri Ann Ichishita, Telephone: (808) 326-1252.
- USDA, APHIS, PPQ, Kahului Airport (Maui Work Unit), 1 Kahului Airport Road, Unit 11, Kahului, HI 96732. Attn: Yvonne Medeiros, Telephone: (808) 877-8757.
- USDA, APHIS, PPQ, Lihue Airport (Kauai Work Unit), 3901 Mokulele Loop, Unit 11, Lihue, HI 96766-9706. Attn: Jerome Okaneku, Telephone: (808) 632-2505.
- USDA, APHIS, PPQ, Lanai Airport (Maui Work Unit), 1 Airport Road, PO Box 631401, Lanai, HI 96763-1401, Attn: Yvonne Medeiros, Telephone: (808) 877-8757.
- USDA, APHIS, PPQ, Honolulu International Airport, Gate 25 Foreign Arrivals Building, Ewa End, Ground Floor, Honolulu, HI 96819. Attn: Craig Kawasaki, Telephone: (808) 834-3220.

Upon completion of each order, the contractor must furnish 10 label samples of each color and island location ordered to: USDA/APHIS/PDMCS, Attn: Doug Gollett, 5601 Sunnyside Avenue, Beltsville, MD 20705, and must furnish all shipping tracking numbers to: [douglas.t.gollett@usda.gov](mailto:douglas.t.gollett@usda.gov).

***Puerto Rico Inspection Labels:*** Deliver/ship f.o.b. destination to two (2) destinations as follows:

- USDA, APHIS, PPQ, Ponce Work Unit, Centerplex, Suite 104, Road 2 Kilometer 133.5, Borough Guanabanos, Aguada PR 00602.

***Points of Contact:***

PSC Javier Arce, Telephone: (787) 986-7243; email: [Javier.arce-rodriguez@usda.gov](mailto:Javier.arce-rodriguez@usda.gov).

PSA William Malave, Telephone: (787) 986-7293; email: [William.m.malave@usda.gov](mailto:William.m.malave@usda.gov).

- USDA, APHIS, PPQ, Carolina Work Unit, Attn: Enrique W. Diaz, Program Support Assistant, 50 Central Sector, Building C-2, Warehouse #3, Carolina, Puerto Rico 00979. Telephone: (787) 710-7443; email: [enrique.diaz@usda.gov](mailto:enrique.diaz@usda.gov).

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to Karen Lewis (email: [karen.lewis@usda.gov](mailto:karen.lewis@usda.gov)). The subject line of the email shall be "Distribution Notice for Program 841-S, Jacket Number and Print Order." The notice must provide all applicable tracking numbers, delivery/shipping method, and title of products. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Upon completion of each order, the contractor must furnish 10 label samples of each color ordered to: USDA/APHIS/PDMCS, Attn: Doug Gollett, 5601 Sunnyside Avenue, Beltsville, MD 20705, and must furnish all shipping tracking numbers to: [douglas.t.gollett@usda.gov](mailto:douglas.t.gollett@usda.gov).

All expenses incidental to picking up and returning furnished material (as applicable), submitting 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 Form 2511).

No definite schedule for placement of order/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.

***Hawaii and Puerto Rico Inspection Labels:*** Contractor must complete production and distribution within 45 workdays of notification of availability of print order and furnished material.

Print order and furnished material will be provided via email.

No specific date is set for submission of proofs, when required. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Email PDF Proof to the ordering agency contact as specified on the print order. PDF must be marked with the program number and print order number along with a return name and email address.

PDF Proofs will be withheld not more than three (3) workdays from receipt at the ordering agency until changes/corrections/"O.K. to Print" are furnished via email.

**NOTE:** The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.

All proof and transit time is included in the 45-workday schedule.

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

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

For compliance reporting purposes, contractors must notify GPO Contract Compliance Section immediately upon emailing proofs and immediately upon receiving the returned proofs (or "O.K. to Print" email) back from the ordering agency. After completion of each order, contractors must report information regarding date of shipment or delivery, as applicable, for proof and final product delivery/shipping schedules in accordance with the contract requirements.

Reporting compliance is made by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

### **SECTION 3. - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I. (a) 18,400

(b) 27,600

II. (a) 18,400

(b) 27,600

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared 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.

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

**I. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:** The prices offered shall include the cost of all required materials and operations necessary for the printing, construction, packing, and distribution of the products listed in accordance with these specifications.

- (a) Hawaii Inspection Labels  
Printing in black ink, including construction ..... per roll.....\$ \_\_\_\_\_
- (b) Puerto Rico Inspection Labels  
Printing in black ink, including construction ..... per roll.....\$ \_\_\_\_\_

**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 label rolls furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

**NOTE:** Prices must include cost of backing sheet.

- (a) Hawaii Inspection Labels  
Colored Permanent Pressure-Sensitive, Gloss-Coated  
Adhesive Label Paper (50 - 70 lb.)..... per roll.....\$ \_\_\_\_\_
- (b) Puerto Rico Inspection Labels  
Colored Permanent Pressure-Sensitive, Gloss-Coated  
Adhesive Label Paper (50 - 70 lb.)..... per roll.....\$ \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**THIS SECTION FOR GPO USE ONLY**

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

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