

U.S. Government Publishing Office (GPO)
Midatlantic Region
General Terms, Conditions, and Specifications
For the procurement of
Blank Laser Rolls Paper
As requested from U.S. Government Publishing Office (GPO) by the
Department of the Treasury

BID OPENING: Bids shall be opened virtually at **11:00 A.M., Eastern Time (ET), on February 21, 2025**, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email 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 for this solicitation. No other method of bid submission will be accepted at this time. The *Jacket 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.***

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.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional Roll. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Note: Bidders are to fill out, sign/initial, as applicable, and return page 6.

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>.

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

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

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

NOTE: Prior to award the apparent low vendor may be able to show ability to produce the product in question and may be asked to supply samples of similar items.

PAYMENT: Partial Payments - PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY. Vendor will be allowed to invoice for each of the four (4) deliveries, provided that proper proof of delivery is supplied with the invoice. On final invoice the vendor will note on the invoice 'Final Invoice for Jacket 618-604.

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 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>

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO

Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

PRODUCT: Blank Laser Rolls paper.

QUANTITY: 252 Rolls

TITLE: Blank Laser Rolls Paper

PAGES: No Printing Required

TRIM: 17" wide x 50" in diameter with a 6" core blank rolls of paper.

DESCRIPTION: Overall size is 17" x 50. No splice per roll is acceptable.

TRIM: Roll size is 17" wide, 50" diameter, with a 6 core.

GOVERNMENT TO FURNISH: Purchase Order emailed to contractor by February 25, 2025.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

PROOFS: No Proof Required.

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.

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

JCP Code* O63, Plain Copier, Xerographic, Laser Printer; Colors, Basis Size 17 X 22": 20lb.

MARGINS: No printing required.

PACKING: All rolls must be secured on pallets by chocks. Except for size and spacing of deck boards, pallets must conform with Federal Specification NN-P-71c. KFC is requesting (TWO ROLLS) Per pallet. Rolls should be placed on end and banded with plastic that will not break under normal usage. Bands must go through the core in addition to over the top. Corner pads should be utilized to prevent damage from strapping.

Pallets are required and must conform to GPO Contract Terms Supplemental Specifications for palletizing. Pallet height must not exceed 45 inches. Pallet construction must be as follows:

48" wide across the front where the forklift slots are located.

40" deep

5-6" high

Maximum height of palletized products must be no higher than 52", to include the pallet. Wrap pallet to prevent spillage.

THE CONTRACTOR IS ADVISED TO MAKE CERTAIN THAT THE CONTAINER AND THE PALLET REQUIREMENTS ARE EXACTLY AS INDICATED. NO SUBSTITUTIONS WILL BE ACCEPTED FOR EITHER OF THESE.

When multiple pallets are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

LABELING AND MARKING (Package and/or Container label): Each package or carton must be labeled. The label **MUST** indicate full title, quantity, Jacket number, and total number of rolls shipped, i.e. 6 of 10.

SCHEDULE: Purchase Order will be emailed no later than February 25, 2025.

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.

Delivery Schedule:

- 42 rolls delivered by June 2, 2025 to KC.
- 42 rolls delivered by July 1, 2025 to KC.
- 42 rolls delivered by July 1, 2025 to PFC.
- 42 rolls delivered by August 1, 2025 to KC.
- 42 rolls delivered by September 1, 2025 to PFC.
- 42 rolls delivered by October 1, 2025 to KC.

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped/delivered, Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to ronald.blackwell@treasury.gov, Dirk.Dean@fiscal.treasury.gov, and lulerio@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 618-604. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request. Ensure all rolls contain title, job#, and box# of total shipment.

DISTRIBUTION: Shipping costs need to be included in the bid price.

F.O.B. DESTINATION – CONTRACTOR PAYS THE FREIGHT TO DELIVER. INSIDE DELIVERY MUST BE MADE BY 2PM LOCAL TIME TO THE BELOW DESTINATION.

Delivery to:

Philadelphia

- 42 rolls delivered by July 1, 2025.
- 42 rolls delivered by September 1, 2025.

Kansas City

- 42 rolls delivered by June 2, 2025 to KC.
- 42 rolls delivered by July 1, 2025 to KC.
- 42 rolls delivered by August 1, 2025 to KC.
- 42 rolls delivered by October 1, 2025 to KC.

252 rolls total

Kansas City Financial Center
4241 NE 34th Street
Kansas City, Missouri, 64117

Philadelphia Financial Center
13000 Townsend Road
Philadelphia, PA 19154

Notify 816-414-2361 at least 24 hours prior to delivery. Vendors or freight companies should call this number and leave a message as described in the greeting they will hear:

“Thank you for calling to schedule a delivery to the Bureau of Fiscal Service in Kansas City or Philadelphia. Please leave a message that includes:

- Your Name or Company Name
- Delivery location
- Call back phone number

Someone will return your call shortly to schedule the delivery. Thank you”.

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

Product Quality Levels:

- (a) Finishing Attributes -- Level III

Inspection Levels (from ANSI/ASQC 21.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

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

Bidders must fill out this page and return it.

TOTAL BID PRICE \$ _____ ADDITIONAL RATE \$ _____ PER Roll

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).

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.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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 completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including 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)

COMPLETE THIS PAGE AND SUBMIT AS YOUR BID

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
