



U.S. GOVERNMENT PUBLISHING OFFICE  
San Francisco, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**CBP Seized Property Tamper Evident Tape Roll**

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of Homeland Security – U.S. Customs and Border Protection (CBP)

**BID OPENING:** Bids shall be publicly opened at 2:00 pm, prevailing San Francisco, CA time, on August 12, 2019.

**Bids on this contract may be submitted to the GPO via facsimile machine. See Page 2.**

For information of a technical nature, call Ms. Scoti Cox at (707) 748-1970, ext. 2 or email [scox@gpo.gov](mailto:scox@gpo.gov).

**SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:**

Each evidence tape roll **MUST** include a tamper-evident message **OPENED** that will stay behind when the tape is removed.

Bids submitted to be based upon f.o.b. destination. All shipments must deliver via traceable means, signature required. Full quantity is required.

The GPO 910 “BID” form is no longer required. Bidders are to fill out, sign/initial and return pages 9 and 10.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from the 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 Publications 310.1, effective May 1979 (Rev. 08-02)).

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

**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.

**CONTRACTING METHOD:** Contract bidders are required to submit a facsimile bid or sealed bid. This contract will be awarded in accordance with the U.S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3, (Rev. 2-11), Chapter VII, Section I.

Contractor may submit a sealed bid to: U.S. Government Publishing Office, 536 Stone Road, Suite I, Benicia, CA 94510 M/F: Jacket 671-409.

**FACSIMILE BIDS:** Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. (707) 748-1981, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

**PREDOMINANT FUNCTION:** The predominant function for this procurement is the printing of the seized property evidence tape rolls.

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

Product Quality Levels:

- (a) Printing Attributes - Quality Level 3
- (b) Finishing Attributes - Quality Level 3

Inspection Levels from ANSI/ASQC Z1.4 (MIL-STD 105):

- (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	Okay Proofs
P-8. Halftone Match (Single and Double Impression)	Okay Proofs
P-9. Solid and Screen Tint Color Match	Okay Proofs
P-10. Process Color Match	Black Ink

**PRE-AWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**SUBCONTRACTING:** Subcontracting is **not** allowed.

**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 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/finance/index.htm>

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**SECTION 2. - SPECIFICATIONS**

**TITLE:** CBP Seized Property Tamper Evident Tape Roll

**QUANTITY:** 12,673 Property Evidence Tape Rolls

**TRIM SIZE:** 2" x 60 yards

**GOVERNMENT TO FURNISH:** One sample tape roll; pallet instructions; digital files (PDF files). Digital files include the pallet instructions. Digital files are on CD-R disc.

**Basic Check of Furnished Electronic Files:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create/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.

**NOTE: Electronic files received in unusable condition will be replaced by DHS on an expedited basis.**

This Electronic Media and File check should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low resolution files included for illustrations, and any improper color definition. The contractor is also responsible for adjusting copy for trim size and bindery attributes, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Thorough Attributes Program (QATAP) level.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product.

**PICK-UP OF GOVERNMENT FURNISHED MATERIALS:** The contractor is directed to provide a fully completed air bill (prepaid by the contractor, by email to [scox@gpo.gov](mailto:scox@gpo.gov)) via FedEx or UPS only, to be used for pickup of the government furnished materials from the San Francisco GPO. Cost of picking up the government furnished materials is borne by the contractor. Contractor has the option of using his/her own personnel to pick-up the government furnished materials.

**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.

Final product must match the sample red evidence tape roll furnished. Contractor to create artwork as needed.

**PRODUCT DESCRIPTION:** Each evidence tape roll imprints type and agency logo in red ink, face only, repeating every 7/8" along entire tape length. Flood coat entire printed side with a protective, clear UV coating. Back each evidence tape roll with a permanent pressure sensitive adhesive and mount on a 3" diameter core, printed side out, left off roll first.

**TAMPER EVIDENT MESSAGE:** Each evidence tape roll MUST include a tamper-evident message OPENED that will stay behind when the tape is removed.

**MARGINS:** Follow the digital files for margins.

**INKS:** Red Ink, PMS 185 and Flood UV Clear Protective Topcoat.

**STOCKS:** 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 Specifications Standards No. 12” dated March 2011.

Tan 2.5mil Tamper Evident Adhesive Tape, 2” (Match sample tape roll for stock color and thickness.)

**PROOFS:** Contractor to email one Adobe Acrobat PDF proof on or before **August 22, 2019** to [tristina.l.mancuso@cbp.dhs.gov](mailto:tristina.l.mancuso@cbp.dhs.gov) to adhere to production and delivery schedule. Contractor cannot proceed without an “okay to print”.

NOTE: The day the email is sent is not the first workday.

Contractor to submit one Press Quality PDF soft proof using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor may call Trish Mancuso at (202) 344-2106 to confirm receipt of proof, which will be evaluated within one workday upon receipt.

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order or otherwise requested, the first tape roll, as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Regional Procurement Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170 Attn: Inspection Samples, Jacket 671-409.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

**DEPARTMENTAL QUALITY COPIES:** All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

Quantity <u>Ordered</u>	Number of <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no

additional charge will be allowed.

In addition, a copy of the SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

**LABELING AND MARKING: Use clear tape to seal all shipping cartons. DO NOT use Red Evidence Tape to seal cartons or to tape cartons on pallets. DO NOT place labels on individual shipping cartons – label the pallets only. Label each pallet with contents and quantity. NO EXCEPTIONS.**

**PACKING:** Pack 36 tape rolls per carton. 44 cartons per pallet. No more than eight (8) pallets per shipment. Package to avoid damage during shipping.

DO NOT tape cartons together on pallets. DO NOT double stack pallets.

**DISTRIBUTION:** Deliver f.o.b. destination, as follows:

US Customs and Border Protection  
National Distribution Center  
6482 Corporate Drive  
Indianapolis, IN 46278

Attn: Marc Rucker (317) 290-3149, ext. 2001

Attn: Josh Herald (317) 290-3149, ext. 2010 (Deliver by traceable means, signature required)

(48-hour notice of delivery is required. MUST call Marc Rucker or Josh Herald for delivery & security requirements. Follow the pallet instructions or the entire order will be rejected. Pallets must be in good condition or the entire order may be rejected. If re-palletizing is required, it will be at the contractor's expense. Label each carton with carton number, content and quantity.)

**One sample seized property tamper evident tape roll to:**

U.S. Customs and Border Protection  
1300 Pennsylvania Avenue, NW  
Room 3.2C-51, Mail Stop 1017  
Attn: Trish Mancuso, (202) 344-2106  
Washington, DC 20229-1017

(Deliver by traceable means, signature required)

c/o

DHS CRDS FACILITY  
1100 HAMPTON PARK BOULEVARD  
CAPITOL HEIGHTS, MD 20743  
(866) 894-1369

(Deliver by traceable means, FedEx, UPS or independent shipper. Signature and printed, readable signature required.)

\*Although you are delivering to zip code 20743, make sure that both addresses appear on the all



shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. **DO NOT PLACE SHIPMENT ON PALLETS, AS IT WILL BE REFUSED.** Do not use the U.S. Postal Service for delivery. Signature and readable printed signature required. Email all delivery receipts to [tristina.mancuso@dhs.gov](mailto:tristina.mancuso@dhs.gov).

**\*\*THIS APPLIES ONLY TO SHIPMENTS TO THE DEPARTMENT OF HOMELAND SECURITY AND IS AGENCIES IN THE WASHINGTON, DC NATIONAL CAPITOL REGION.**

For labeling the cartons delivering to the CRDS FACILITY only:

- 1) Address the FedEx or UPS label using the CRDS Facility Address
- 2) Address a Plain Label with end recipient's full address and phone number.
- 3) Apply BOTH labels on each carton shipped.

**CUSTOMER DELIVERY NOTIFICATION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to [tristina.mancuso@dhs.gov](mailto:tristina.mancuso@dhs.gov). The subject line of this message shall be "Distribution Notice for Jacket 671-409". 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.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** The signed purchase order and digital files will be emailed to the contractor by **August 19, 2019**.

Complete production of all tamper evident tape rolls and delivery **MUST** be made on or before **September 20, 2019**.

Proofs are due on or before **August 22, 2019**.

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

**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 award on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**BIDS:** Bids 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 seized property tamper evident tape roll**. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified.

Bid Amount for Jacket 671-409: \_\_\_\_\_

Additional Rate for Jacket 671-409: \_\_\_\_\_

**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 undersign agree, if this bid is accepted with \_\_\_\_\_ 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.

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

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(Contractor's Initials)

**BIDDER 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 fax or mail, fill out and return one copy of all pages of “CONTRACTOR’S BID” section including initialing/signing where indicated.

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)

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THIS SECTION FOR GPO USE ONLY

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

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\_\_\_\_\_  
(Contractor’s Initials)

**\* SAMPLE BID ENVELOPE \***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Jacket: 671-409

From: \_\_\_\_\_

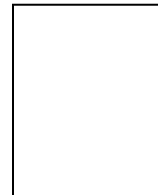
Address: \_\_\_\_\_

\_\_\_\_\_

Check appropriate:

Bid enclosed

No Bid



U.S. Government Publishing Office  
536 Stone Road, Suite I  
Benicia, CA 94510-1170

Bids will be received  
Until August 12, 2019  
at 2:00 PM prevailing  
San Francisco time.

