

Title: Labels  
 Program 1832-SP  
 Term: DOA to February 28,2017 W/Options

Item No.	DESCRIPTION	Basis of Award	Douglas Screen Printers		Lithexcel		Martin Stuart Decal		GPO ESTIMATE	
			State 090	Code 28380	State 300	Code 52436	State 120	Code 84626	State	Code
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>COMPLETE PRODUCTION:</b>									
(a)	FORMAT A - 1-3/4 x 1-3/4" (square)									
(1)	Makeready and/or Setup	77 x	49.00	3,773.00	65.00	5,005.00	75.00	5,775.00	51.80	3,988.60
(2)	Running Per 100 Labels	3060 x	6.50	19,890.00	3.50	10,710.00	32.50	99,450.00	4.07	12,454.20
(b)	FORMAT B - 3-1/2 x 1-1/2" (rectangle)									
(1)	Makeready and/or Setup	4 x	49.00	196.00	65.00	260.00	125.00	500.00	53.80	215.20
(2)	Running Per 100 Labels	720 x	13.00	9,360.00	5.50	3,960.00	36.95	26,604.00	6.81	4,903.20
(c)	FORMAT C - 4 x 1-1/2" (rectangle)									
(1)	Makeready and/or Setup	1 x	49.00	49.00	65.00	65.00	125.00	125.00	55.80	55.80
(2)	Running Per 100 Labels	180 x	14.63	2,633.40	8.00	1,440.00	38.00	6,840.00	8.03	1,445.40
(d)	FORMAT D - 2-3/4 x 2" (rectangle)									
(1)	Makeready and/or Setup	1 x	49.00	49.00	65.00	65.00	125.00	125.00	53.80	53.80
(2)	Running Per 100 Labels	180 x	13.20	2,376.00	6.00	1,080.00	38.00	6,840.00	6.95	1,251.00
(e)	FORMAT E - 2-1/4" diameter (circle)									
(1)	Makeready and/or Setup	1 x	49.00	49.00	165.00	165.00	125.00	125.00	48.50	48.50
(2)	Running Per 100 Labels	180 x	14.63	2,633.40	9.50	1,710.00	33.50	6,030.00	7.57	1,362.60
II.	<b>ADDITIONAL OPERATIONS:</b>									
	One time setup charge including proofing and prior to production samples per specifications	1 x	125.00	125.00	55.00	55.00	375.00	375.00	54.00	54.00
CONTRACTORS TOTALS				\$41,133.80		\$24,515.00		\$152,789.00		\$25,832.30
DISCOUNT (if any)			0.50%	\$205.67	1.00%	\$245.15	Net		Net	
DISCOUNTED TOTALS				\$40,928.13		\$24,269.85		\$152,789.00		\$25,832.30

Item No.	DESCRIPTION	Basis of Award	Serigraphics		Target Screen Print		Tri Star Label	
			State 480	Code 79295	State 340	Code 85984	State 310	Code 88095
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>COMPLETE PRODUCTION:</b>							
(a)	FORMAT A - 1-3/4 x 1-3/4" (square)							
(1)	Makeready and/or Setup	77 x	30.00	2,310.00	70.00	5,390.00	200.00	15,400.00
(2)	Running Per 100 Labels	3060 x	2.40	7,344.00	4.11	12,576.60	125.00	382,500.00
(b)	FORMAT B - 3-1/2 x 1-1/2" (rectangle)							
(1)	Makeready and/or Setup	4 x	30.00	120.00	80.00	320.00	200.00	800.00
(2)	Running Per 100 Labels	720 x	4.10	2,952.00	7.36	5,299.20	130.00	93,600.00
(c)	FORMAT C - 4 x 1-1/2" (rectangle)							
(1)	Makeready and/or Setup	1 x	30.00	30.00	90.00	90.00	200.00	200.00
(2)	Running Per 100 Labels	180 x	4.70	846.00	8.62	1,551.60	132.00	23,760.00
(d)	FORMAT D - 2-3/4 x 2" (rectangle)							
(1)	Makeready and/or Setup	1 x	30.00	30.00	80.00	80.00	200.00	200.00
(2)	Running Per 100 Labels	180 x	4.30	774.00	7.00	1,260.00	132.50	23,850.00
(e)	FORMAT E - 2-1/4" diameter (circle)							
(1)	Makeready and/or Setup	1 x	30.00	30.00	70.00	70.00	200.00	200.00
(2)	Running Per 100 Labels	180 x	3.50	630.00	5.59	1,006.20	129.00	23,220.00
II.	<b>ADDITIONAL OPERATIONS:</b>							
	One time setup charge including proofing and prior to production samples per specifications	1 x	40.00	40.00	NC		75.00	75.00
CONTRACTORS TOTALS				\$15,106.00		\$27,643.60		\$563,805.00
DISCOUNT (if any)			0.50%	\$75.53	1.00%	\$276.44	1.00%	\$5,638.05
DISCOUNTED TOTALS			AWARDED	\$15,030.47		\$27,367.16		\$558,166.95

**THIS CONTRACT IS BEING SOLICITED AS A  
SMALL PURCHASE PROCUREMENT**

**Program 1832-SP (2/21)**  
Specifications by BS  
Reviewed by DA

Page 1 of 15

U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, Colorado

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Labels**

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

**USDA Forest Service**

**Single Award**

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning Date of Award (DOA) (NOTE: The anniversary date for this contract shall be observed as March 1, 2017). Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

**The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.**

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on March 2, 2016.

Facsimile Telephone Number: **(303) 236-5332**  
Mail To: **U.S. Government Publishing Office**  
**Denver Regional Office**  
**12345 W Alameda Pkwy, Ste 208**  
**Lakewood CO 80228**

**THIS IS A NEW CONTRACT. NO ABSTRACT EXISTS TO ESTABLISH HISTORICAL PRICES.**

For information of a technical nature call (303) 236-5292 (no collect calls).

## SECTION 1 - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:

<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

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

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.\*
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved preproduction samples
P-9. Solid and Screen Tint Color Match	Approved preproduction samples
P-10. Process Color Match	Approved preproduction samples

\* Due to stringent agency requirements regarding consistent color match the following attributes will be evaluated at quality level I standards – P10 and F18. Failure to meet these standards may be reason for rejection of the entire job.

Reference <http://www.gpo.gov/pdfs/vendors/qatap.pdf> GPO QATAP for a detailed explanation of these standards.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from DOA to February 28, 2017. The additional periods shall extend from March 1<sup>st</sup> of the subject year to the last day of the month of February of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

**NOTIFICATION:** The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

**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 DOA through February 28, 2017 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**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, any 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 that 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 BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**. **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5304 or emailed to [Infodenver@gpo.gov](mailto:Infodenver@gpo.gov).**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

**Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.**

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) and the GPO form 910 may be facsimile transmitted direct to GPO office.

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of face only labels/stickers requiring such operations as printing, lamination, packing, and distribution.

**TITLE:** Printing for full color labels for USDA Forest Service.

**GENERAL DESCRIPTION:** This job consists of the production of 24 standard labels (see attachment) in various quantities for each label which will be distributed to approximately nine nationwide destinations in various quantities of each label. It is not anticipated that these 24 labels will change throughout the term of the contract, however the Government reserves the right to make minor changes, delete or add additional labels as necessary.

**FREQUENCY OF ORDERS:** Approximately 2 orders per year (biannual).

**QUANTITY:** Approximately 216,000 labels/stickers per order. Quantities for individual labels will vary on each order, from 1,000 to 20,000 or more each label, **these are not sets**.

**TRIM SIZES:** The following trim sizes will be required – 1¾ x 1¾" (square); 3½ x 1½", 2¾ x 2" and 4 x 1½" (rectangle); 2¼ diameter (circle). All labels bleed all sides.

**GOVERNMENT TO FURNISH:** Print orders, electronic files.

It is anticipated that the contractor will be furnished press quality PDF files in CMYK for reproduction. These files will be electronically transferred by email or to the contractors ftp site at the Government's option. These labels (24 in all, see attachment to these specifications) are anticipated to remain the same throughout the contract period.

**NOTE:** The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

**Fonts:** Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. **NOTE:** The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

When data is provided in native application format have all necessary scans and graphics properly linked and in final position.

**INSPECTION OF ELECTRONIC FILES:** The contractor is to perform a basic check (preflight) of the furnished files. The check should look for damaged disks, missing or damaged files, missing fonts, missing bleeds, improper trim size, improper color definition, and so on. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing

prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, and 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, and defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

Prior to making any revisions, the contractor must make a "copy" of the original files, and then proceed to make any revisions to the "copy" as required. Upon delivery of the printed product the contractor must provide corrected native applications files (digital deliverables) if files are modified during production. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

Contractor must provide final output with text equivalent to a minimum of 2400 dpi and all equal to 150 line screen or finer.

CONSULTATION: It is anticipated that during the initial stage of the contract or during the course of production of an order, the agency may consult with the contractor (over the telephone or face-to-face contact) regarding technical matters under the specifications involving electronic media and color match. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic pre-press system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

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.

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

FILMS: Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film; however; the Government will not pay for any film costs, even if these costs are the result of author's alterations.

Output resolution: Where electronic media is provided, the contractor must generate images, whether via films or direct to plate, equivalent to 2400 dpi for text and 175-line or higher screens for illustrations.

PROOFS: At the inception of the contract contractor to furnish two sets of SWOP certified inkjet proofing systems will be acceptable. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. For list of approved systems go to: [www.swop.org/certmfq.html](http://www.swop.org/certmfq.html). At contractor option, a film-based composite laminated color proof may be submitted, or inkjet color proofs G7 profiled, using pigment-based inks which meets or exceeds industry tolerance to ISO 12647-2 Standard for Graphic Technology provided Direct to plate is used to produce final product with minimum 2400 x 2400 dpi. Proofs will be used for preliminary color match.

Upon proof approval contractor is to produce **2 sets of preproduction samples**. These samples, when approved, will be used to establish color match standards that will be maintained throughout the contract period. **NOTE: Color match and consistency is critical throughout this contract.**

Although not anticipated, the contractor may be required 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. These proofs will be required in cases where minor changes are requested. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Email proofs to [emalone@blm.gov](mailto:emalone@blm.gov) . Contractor must call Beth Malone at 303-903-6694 to confirm receipt. In the event that Beth Malone is unavailable, alternative contact information for proof approval will be furnished on the print order and/or after contract award.

CONTRACTOR IS CAUTIONED THAT THE PROOFS PRODUCED MUST BE FROM THE CONTRACTOR PREPARED PDF OR SIMILAR FILES FOR THEIR OUTPUT DEVICE THAT WILL BE USED FOR FINAL REPRODUCTION (RIPPED PROOF). IT IS NOT ACCEPTABLE TO SIMPLY SUBMIT REPRODUCTIONS OF PDF FILES FURNISHED BY THE ORDERING AGENCY!!

When ordered, no charges will be allowed for these "soft" proofs.

Cost of transporting proofs/preproduction samples and materials to the Government and for their return to the contractor is to be borne by the contractor.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs/preproduction samples, the revised proofs/samples are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "**OK to print**".

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "**Government Paper Specification Standards No. 12**" dated March 2011. Paper used under this contract MUST conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

All stock used in each copy must be of a uniform shade.

Stock provided by the contractor will be: White Flexible Vinyl, 3 to 4 mil, suitable for outdoor use with permanent adhesive and suitable liner removal feature.

After contract award, the contractor is to furnish a sample of the stock which will be used throughout the term of the contract for approval by the ordering agency. Once approved, any subsequent change of stock during the term of the contract must be approved by the agency.

**PRINTING:** Print face only in four color process (full color).

Note: Pantone equivalents on the attachment are approximate color matches and may need minor adjustments to match agency requirements.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level standards specified in Section 1 of this contract are maintained. When direct digital

printing is utilized, output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. CONSISTENT COLOR MATCH THROUGHOUT THE RUN AND THE CONTRACT TERM MUST BE MAINTAINED. Resolution that is enhanced or simulated by software will not be acceptable.

The contracting officer reserves the right to waive this equipment requirement based on a contractor's previous performance which has consistently demonstrated their ability to meet contract quality requirements.

MARGINS: All labels will bleed four sides. Note on the attachment the labels are depicted with either reverse or solid borders on or close to or on the trim. **THE ACTUAL LABELS WILL NOT HAVE THESE BORDERS.**

BINDING:

Trim four sides – flat. Die cut round sticker to finished diameter.  
All labels will require a high gloss laminate as described below.

Laminate the entire surface, after printing, with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a minimum thickness of 3 mil. The laminated product must have no distortion of the printed matter and must remain clear and legible. Laminate must be flush with trim. Laminate must be suitable for outdoor use without degrading, yellowing, or delaminating from the vinyl substrate.

PACKING:

Pack suitable. Each label is to be packed separately and have adequate packing to prevent damage in shipment. Shrink wrap in 50's.

Pack and seal in shipping containers, palletize, marking packages and shipping bundles or containers by printing, stenciling, or labeling as per GPO Contract Terms.

The method of packing will be indicated on the print order for each and must be accomplished in accordance with specifications. Each package unit must contain uniform quantities.

LABELING AND MARKING: Reproduce shipping container label from furnished reproducible (GPO Form 905), fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): 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. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

In addition, a copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order, or otherwise requested, the first two copies of each label ordered must be sent for inspection to **U.S. Government Publishing Office, Denver Regional Office, 12345 Alameda Pkwy, Suite 208, Lakewood, Colorado 80228 Attn: "Inspection Samples"**.

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, program number, print order 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.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's offer and their cost will not be a consideration for award.

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 copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, Program, and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION:** Deliver f.o.b. destination to addresses in one or more the following cities. **INSIDE DELIVERY REQUIRED.**

Missoula, MT	Lakewood CO
Albuquerque, NM	Ogden, UT
San Francisco, CA	Portland, OR
Atlanta, GA	Milwaukee, WI
Juneau, AK*	

\*In the case of shipments to Alaska, the contractor must contact the agency for shipping direction.

Upon completion of each order, all furnished material must be returned to the ordering Agency at the address listed on the print order.

All expenses incidental to returning materials must be borne by the contractor.

In addition 2 sets of each label ordered and all furnished material must be delivered to Beth Malone at the following address at the completion of the order:

**US Forest Service**  
**Attn: Beth Malone, PH. (303) 275-5353**  
**740 Simms St**  
**Golden, CO 80401**

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the addresses furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Purchase Order MXXXX, Program 1832-SP, Print Order XXXXXX. The notice must provide all applicable tracking numbers, shipping method, and Title for each destination. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**SCHEDULE:** The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). The schedule will begin the workday after notification of the availability of the print order and furnished material.

After contract award:

The SWOP proofs are due within one week of the Government files availability.

The "Prior to production samples" will be due within two weeks of approval of the SWOP proofs.

SWOP proofs and Prior to production samples will be held no more than 5 working days, respectively, by the Government. Any soft proofs will be held no more than three working days.

**CONTRACTOR IS RESPONSIBLE FOR PICKUP AND DELIVERY OF ALL PROOFS AND PREPRODUCTION SAMPLE AND ASSOCIATED PICKUP AND DELIVERY COSTS.**

Production Schedule:

Complete production and distribution at destination must be made on majority of orders within four weeks after furnished material and print order is made available for electronic transmission. The exact date will be indicated on the print order.

The proof hold period by the Government begins when proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

For all shipments the ship/deliver date indicated on the print order is the date the products ordered **MUST BE DELIVERED** to the destinations.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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.

### SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices offered in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's** work 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 under this contract.

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

		(1)	(2)
I.	(a)	<b>77</b>	<b>3060</b>
	(b)	<b>4</b>	<b>720</b>
	(c)	<b>1</b>	<b>180</b>
	(d)	<b>1</b>	<b>180</b>
	(e)	<b>1</b>	<b>180</b>
II.	<b>1</b>		

**The term of this contract is for one year and four option years.**

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**SECTION 4 - SCHEDULE OF PRICES**

Offers are f.o.b. destination, Freight prepaid and add, for all shipments **"INCLUDING INSIDE DELIVERY"**.

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

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with **"NB"** (No Quote), **"NA"** (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of quantities will be prorated.

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.

**I. COMPLETE PRODUCTION:** Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications with the exception of items listed under II.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Labels</u> (2)
(a) FORMAT A - 1¾ x 1¾" (square) .....	\$ _____	\$ _____
(b) FORMAT B - 3½ x 1½" (rectangle) .....	\$ _____	\$ _____
(c) FORMAT C - 4 x 1½" (rectangle) .....	\$ _____	\$ _____
(d) FORMAT D - 2¾ x 2" (rectangle) .....	\$ _____	\$ _____
(e) FORMAT E - 2¼" diameter (circle) .....	\$ _____	\$ _____

**II. ADDITIONAL OPERATIONS:**

One time setup charge including proofing and prior to production samples per specifications ..... \$ \_\_\_\_\_

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

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:**

\_\_\_\_\_ **Percent**, \_\_\_\_\_ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed) \_\_\_\_\_

**OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "OFFER" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.**

**OFFEROR'S NAME AND SIGNATURE:** When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated as well as including a completed GPO FORM 910.

Offeror \_\_\_\_\_ (Contractor Code)

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

\_\_\_\_\_ (City - State)

By \_\_\_\_\_ (Signature and title of person authorized to sign this offer)

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

\_\_\_\_\_ e-mail address \_\_\_\_\_ (Facsimile Number)

**SAMPLE OF THE QUOTE ENVELOPE**

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number    **1832-SP**

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

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

\_\_\_\_\_

Postage  
Stamp  
Required  
Here

**Offer Enclosed**

Offers will be received until

March 2, 2016 at **11 A.M.** prevailing Denver  
time.

U.S. Government Publishing Office

Denver Regional Office

12345 W Alameda Pkwy, Ste 208

Lakewood, CO 80228