

TITLE: Pressure Sensitive Vinyl Labels Department of Energy

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	Douglas Screen Print, Inc. Lakeland, Florida		Knightsbridge Graphics High Point, NC		Martin Stuart Decal Ltd. Chicago, IL		Serigraphic Screen Print LaCrosse, WI		Target Screen Print, Inc. Cleveland, OH		WBC Inc, dba Lithexcel Albuquerque, NM	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	PRINTING LABELS													
A.	Printing Single Ink color													
(a)	Format A													
(1)	Makeready and/or Setup.....	42	66.89	2,809.38	80.00	3,360.00	250.00	10,500.00	40.00	1,680.00	70.00	2,940.00	30.00	1,260.00
(2)	Running per 100 copies.....	875	4.29	3,753.75	1.30	1,137.50	6.50	5,687.50	65.00	56,875.00	3.10	2,712.50	1.80	1,575.00
(b)	Format B													
(1)	Makeready and/or Setup.....	51	66.89	3,411.39	80.00	4,080.00	235.00	11,985.00	40.00	2,040.00	80.00	4,080.00	30.00	1,530.00
(2)	Running per 100 copies.....	757	4.29	3,247.53	1.40	1,059.80	7.50	5,677.50	85.00	64,345.00	3.10	2,346.70	2.50	1,892.50
(c)	Format C													
(1)	Makeready and/or Setup.....	15	66.89	1,003.35	80.00	1,200.00	245.00	3,675.00	40.00	600.00	90.00	1,350.00	30.00	450.00
(2)	Running per 100 copies.....	219	4.29	939.51	2.75	602.25	19.00	4,161.00	135.00	29,565.00	3.10	678.90	3.50	766.50
B.	Printing Ea Add'l Color & Clear Coat													
(a)	Format A													
(1)	Makeready and/or Setup.....	26	69.11	1,796.86	45.00	1,170.00	135.00	3,510.00	0.00	0.00	40.00	1,040.00	30.00	780.00
(2)	Running per 100 copies.....	266	0.78	207.48	1.50	399.00	6.00	1,596.00	40.00	10,640.00	2.10	558.60	1.80	478.80
(b)	Format B													
(1)	Makeready and/or Setup.....	37	69.11	2,557.07	45.00	1,665.00	150.00	5,550.00	0.00	0.00	40.00	1,480.00	30.00	1,110.00
(2)	Running per 100 copies.....	169	0.78	131.82	0.50	84.50	7.00	1,183.00	50.00	8,450.00	2.10	354.90	2.50	422.50
(c)	Format C													
(1)	Makeready and/or Setup.....	7	69.11	483.77	45.00	315.00	180.00	1,260.00	0.00	0.00	40.00	280.00	30.00	210.00
(2)	Running per 100 copies.....	141	0.78	109.98	0.50	70.50	19.00	2,679.00	70.00	9,870.00	2.10	296.10	3.50	493.50
II.	STOCK/PAPER													
A.	White Vinyl 3-5 mil thick													
per 100 Square Inches	13,209	0.25	3,302.25	0.16	2,113.44	0.40	5,283.60	0.15	1,981.35	0.15	1,981.35	1.68	22,191.12
B.	Colored Vinyl 3-5 mil thick													
per 100 Square Inches	21,977	0.34	7,472.18	0.165	3,626.21	1.04	22,856.08	0.19	4,175.63	0.18	3,955.86	2.20	48,349.40
C.	Weather-Proof Laminate:													
per 100 Square Inches	31,322	0.24	7,517.28	0.17	5,324.74	1.02	31,948.44	0.10	3,132.20	0.60	18,793.20	5.11	160,055.42
D.	Additional Cost for Special Adhesive													
per 100 Square Inches	17,550	0.13	2,281.50	2.10	36,855.00	0.60	10,530.00	0.03	526.50	0.15	2,632.50	8.10	142,155.00
III.	ADDITIONAL OPERATIONS:													
A.	Numbering:													
(1)	Makeready and/or Setup.....per sequence	3	45.00	135.00	15.00	45.00	90.00	270.00	20.00	60.00	25.00	75.00	20.00	60.00
(2)	Running per sequence per 100 numbers	15	9.10	136.50	1.30	19.50	10.00	150.00	10.00	150.00	3.00	45.00	2.00	30.00
B.	Shrink-Film Wrapping ... per wrap	2,754	0.44	1,211.76	0.12	330.48	0.25	688.50	N/C	0.00	0.20	550.80	0.50	1,377.00
	TOTAL OFFER:			\$42,508.36		\$63,457.92		\$129,190.62		\$194,090.68		\$46,151.41		\$385,186.74
	DISCOUNT:		0.50%	\$212.54	0.00%	\$0.00	0.00%	\$0.00	0.50%	\$970.45	1.00%	\$461.51	1.00%	\$3,851.87
	NET OFFER:		20 Days	\$42,295.82	Net/30	\$63,457.92	Net/30	\$129,190.62	20 Days	\$193,120.23	20 Days	\$45,689.90	20 Days	\$381,334.87

AWARDED

This is a resolicitation of Program 4573-S with revised specifications.

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Pressure Sensitive Vinyl Labels

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

Department of Energy, Oak Ridge, TN

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending February 28, 2017, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF CONTRACT" clause in Section 1 of this contract.

SUBMIT QUOTE TO: U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus RPPO (614) 488-4577. **Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,
February 24, 2016

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Significant revisions have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Previous Abstract is available on GPO Web Site at:
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (No collect calls).

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 Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

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>.

More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The bidder should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

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
- (c) Additional Quality Requirements: The following defects are not specifically identified under GPO QATAP Pub. 310.1; however, may be cause for rejection of orders produced by the screen printing process.

Mesh Marks - the appearance of the screen material's mesh markings within the printed or nonprinted image areas.

Sawtoothing - an irregular “staircase” or “zigzag” appearance along the edge of the printed image (resembles the teeth of a saw). Sawtoothing must not be visible to the unaided eye, and must be kept to an absolute minimum in order to maintain the fine-line detail required by orders placed under the contract.

Screen Clogging - the closing of the screen material's mesh openings resulting in an incomplete, broken, or total loss of an image area.

Feathering/smearing/ghosting - ragged edges, excessive ink, or the appearance of a double impression extending beyond the edges of the image area.

Static “hairs” - fine hair-like ink strands projecting from the edge of a printed image, most likely caused by static electricity.

Inspection Levels (from ANSI/ASQC Z 1. 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	Camera Copy, Digital File, Approved Proof
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Scotch Tape Test: Printing must withstand a “Scotch Tape Test”. Press a strip of “Scotch” tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape.

OPTION TO EXTEND THE TERM OF 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 5 years (**February 28, 2021**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF TERM OF CONTRACT” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: 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 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 program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

PRICE ADJUSTMENT: The prices shall be adjusted on the basis of the “Consumer Price Index For All Urban Consumers – Commodities Less Food, Seasonally Adjusted,” published monthly in the CPI Detailed Report by the 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 For All Urban Consumers – Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the current period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to **March 1, 2016**, 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.

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

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.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through February 28, 2017 (plus options)**. All print orders issued hereunder are subject to the terms and conditions of this 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting GPO Columbus Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." For an example, go to <https://www.gpo.gov/vendors/billing.htm#> and click on the link for "Exhibit 1a (Public Voucher for Purchases and Services Other Than Personal)".

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of labels (individual labels, sheets of labels and roll of labels) requiring such operations as electronic prepress, soft proofs, printing in multiple colors, vinyl stock, numbering, laminating, cutting, packing, and delivery.

TITLE: Pressure Sensitive Vinyl Labels.

NUMBER OF ORDERS, QUANTITIES AND TRIM SIZES: Based on prior year's usage, anticipate about 108 orders per year. Anticipate the following: 87 orders for individual labels, 15 orders for sheet labels, and 6 orders for roll labels.

Various trim sizes will be ordered in their respective "Format" classification as described below.

- Format "A": Trim sizes up to and including 10 square inches
- Format "B": Trim sizes over 10 square inches, up to and including 40 square inches
- Format "C": Trim sizes over 40 square inches, up to and including 100 square inches

Individual Labels: Approximately 100 to 15,000 individual labels per order. See attachment A for a sampling of some of the individual labels that have been ordered in the past. NOTE: this is only a sampling and not the entire list of labels that will be ordered on this contract.

Sheet Labels: Anticipate up to 500 label sheets per order with 5 to 50 labels per sheet. Largest sheet size of labels is 8-1/2 x 11".

Roll Labels: Anticipate up to 15 rolls per order and up to 500 labels per roll. The maximum roll width is 3".

NOTE: No Quantity Variation Allowed.

GOVERNMENT TO FURNISH: Furnished material to be provided as PDF via e-mail or contractor maintained FTP site, created on Windows XP (or higher) or Mac OSX (or higher). An occasional order will be provided as camera copy via contractor city.

All printer and screen fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract. A visual of the furnished electronic files will be provided.

ELECTRONIC PREPRESS: Immediately upon receipt and 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 Columbus GPO Contracting Officer prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

- Delivery/Shipping Status Report Form.
- GPO Form 905 (R. 3/90) "Labeling and Marking Specifications".
- GPO Form 2511, Print Order.

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.

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.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

DIE/VINYL CUTTER (PLOTTER): It is anticipated that no irregular shape trim size product will be required on this contract. If an irregular shape is needed, contractor is to immediately contact the GPO Contracting Officer for further instruction.

PROOFS: The print order will state whether a soft proof or no proof is required.

Soft Proof: Contractor to e-mail soft proof to the address indicated on print order and courtesy copy rwoodmancy@gpo.gov with the subject line indicating "Soft Proof" along with Program Number 4573-S and the print order number. The "Press Quality" PDF "soft" proof is for content only, and must use 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 must call the name and phone number listed on the print order to confirm receipt after e-mailing soft proof.

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

If No Proof. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

STOCK/PAPER: Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s). The stock/paper to be used will be indicated on each print order.

- Flexible Vinyl, 3 to 5 mil thick. Anticipate the following colors to be ordered: White, Yellow, Orange, and Green. Yellow to be a close match of PMS 115.

Upon award, the contractor is to furnish a swatchbook of white, yellow, orange and green to three addresses in Oak Ridge, TN and to GPO-Columbus Regional Office. Addresses will be provided at time of award.

Some orders may require a color other than the swatchbook of colored vinyl furnished by contractor. In those instances, the contractor may surface tint white stock to match the required Pantone color specified on the print order. An additional ink charge will be allowed for this operation.

PRINTING: Print face only in 1 to 4 spot colors of ink. No 4-color process printing required. Ink trapping and reverse printing will be required. Pantone number will be indicated on individual print order.

Opaque ink printing is required on colored vinyl stock orders. Screen printing is the preferred method of printing on colored vinyl stock orders. Other printing and imaging methods other than screen printing will be acceptable provided that contractor achieves opaque ink coverage, bump(2X) or more may be necessary.

Fade Resistant Inks: All orders will require fade resistant inks. Ink must not show any appreciable change in color after exposure in an Atlas Fadeometer for 340 standard fading hours or its equivalent. Ink must be weather resistant to withstand outside conditions such as sunlight and rain and resist fading when exposed to direct sunlight when used outdoors for a period of 1 year.

Clear Coat: When indicated on the Print Order. After printing, coat the face with a clear varnish or aqueous coating or equal, must be weatherproof. The coating must be evenly applied with no trapped foreign particles or air bubbles. End user will write on the clear coat surface with a pen or permanent marker. Contractor to ensure that ink/marker image will not smear or rub off after drying.

LAMINATION: When indicated on the Print Order. Majority of Individual Label orders will require a 1 to 3 mil clear matte film laminate. The clear matte laminate coating to be weather and humidity resistant. These orders will be exposed to outdoor weather conditions and indoor humidity controlled environments such as freezers, refrigerators and coolers. End user will write on the matte laminate surface with a pen or permanent marker. Contractor to ensure that ink/marker image will not smear or rub off after drying.

NUMBERING: When ordered, labels will be sequentially numbered from 2 to 10 alpha/numeric characters in black ink up to 3/8" in height. One numbering sequence per label. Sheet Labels may require more than one numbering sequence per sheet, but each label will have only one numbering sequence on the sheet. No missing numbers.

MARGINS: Margins will be as indicated on the print order or furnished copy. Orders may bleed up to all sides.

ADHESIVE TYPES:

Ultra Removable (Temporary/Repositionable): Adhesive must allow the label to be reapplied in another area and is not limited to the number of times it can be repositioned. After a period of time or exposure to weather, the repositionable adhesive does not gain permanency.

Permanent Pressure Sensitive: High adhesion and cannot be removed without destroying the label. The surface will be indicated on each print order. Labels will be required to adhere to glass, metal, fiberglass, plastic, cardboard, paper, synthetic paper/stock, oily surfaces, rough surfaces, smooth surfaces, microwave ovens, refrigerators, cellular phones, smooth and rough binders, acco press binders, etc.

Special Adhesive Coating: Some orders will require a special adhesive designed for extreme outdoor weather conditions or indoor humidity-controlled environments (usually freezer, refrigerators or coolers). It has a minimum application temperature of 10°F and a service temperature range of -40°F or lower to over 300°F (limited to melt temperature of vinyl Facestock 302°F - 446°F).

LABEL CONSTRUCTION:

The Print Order will specify if the label to be sheet or on a roll. If the Print Order does not specify the label to be mounted on a sheet or roll, then the label will be defined as an individual cut label on this contract. Individual cut labels must not be delivered mounted on a sheet or roll.

Individual Labels: Majority of orders will be rectangle with square corners. Some orders will require round corners or be a circle. If a circle cut is required it will be in increments of 1/4". The longest dimension will not exceed 14" for rectangle shapes and 4" diameter for circle shapes.

Backing sheet to have only one slit along the entire horizontal or vertical dimension. Most individual labels will cut/trim to the rectangular or circular dimensions indicated on the individual print order. Most orders will require labels to have square corners with no waste removed. An occasional order will require labels to have square or rounded corners with waste removed. An occasional order will require the backing slightly larger than the label, usually 1/16" to 1/8" larger on all sides for rectangular shapes, with waste removed. The extra backing sheet for circular shape to be rectangular cut at a minimum of 1/16" to 1/8" at closet points to the label.

Sheet Labels: Sheet labels will have rectangular backing sheet. Sheet labels trim 4 sides to the sheet size indicated on the individual print order. Strip of labels is defined as a sheet of labels for this contract. Based on prior year's usage, anticipate columns ranging from one to six, and rows ranging from five to ten. Common orders have been: one column with five or ten rows of rectangular labels, and circle labels with five or six columns with seven rows of labels with waste removed.

Roll Labels: Roll labels and backing sheet to wrap around on 1-1/2" or 3" wide cardboard core, 3" inside diameter core. One label mounted across the core width. Backing sheet of labels must not exceed cardboard core width. Label direction (head off first, side off first, etc.) will be specified on the print order.

Sheet and Roll Labels: Labels are cut rectangular or circle shapes. Labels will kiss-cut to the backer but not through it. Sheet labels position as indicated on the print order.

Most orders will be for square and rectangular individual labels and will butt-cut with no waste. Some orders as indicated on the print order will require gaps between labels, round corners, with or without waste removed.

PACKING: Pack as indicated on the individual print order.

Shrink-Film Packaging: Anticipate majority of orders for individual and sheet labels will require shrink-film packaging. Usually 25, 50, or 100 per package. Shrink-film wrap in units as specified on the individual print order. NOTE: Not all orders will require shrink-film wrapping.

Containers: Pack all orders in shipping containers furnished by the contractor. Containers are not to exceed 45 lbs. when fully packed.

LABELING AND MARKING: Refer to GPO Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into equal sublots. A random copy must be selected from each subplot. Copies must not be chosen 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 Sublots</u>
500 - 3,200	50
3,001 - 12,000	80
12,001 - 35,000	125

- (b) 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 print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.
- (d) A copy of the Government-furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate, may result in delay in processing voucher.

DISTRIBUTION: Deliver f.o.b. destination to Oak Ridge, Tennessee. Complete address and quantity will be furnished on the individual print order.

Deliveries to the Y-12 National Security Complex will only be accepted Monday through Thursday, excluding Federal holidays, between 7:00 a.m. and 1:30 p.m. local Oak Ridge, Tennessee time.

Deliveries to all other Oak Ridge, Tennessee addresses must be made Monday through Thursday, excluding Federal holidays between 8:00 a.m. and 2:30 p.m. local Oak Ridge, Tennessee time unless otherwise noted on the print order. Some orders will state Friday delivery is acceptable.

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) to be mailed/delivered with the furnished material.

Furnished material will be transmitted via e-mail or contractor maintained FTP site or will be mailed or delivered f.o.b. contractor's plant.

Based on prior year's usage, the following is anticipated. The following schedule begins one workday after receipt of material.

<u>Number of Orders</u>	<u>Number of Workdays</u>
13	5 to 8
67	9 to 15
23	16 to 20
5	21 to 25

The ship/deliver date indicated on the print order is the date products must be received at Oak Ridge, TN.

NOTE: The minimum number of workdays for sheet labels is 10 workdays.

Soft proofs will be withheld 1-2 workdays, respectively, from receipt in the GPO to receipt in the contractor's plant. Note: The first workday after receipt of soft proofs is day one of the hold time. When proofs are ordered, the minimum number of workdays in the schedule will be 11 workdays.

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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government, digital deliverables, and two printed samples of each job to the Oak Ridge, TN address indicated on the individual print order.

These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

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 year’s orders 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 during the term of this contract.

The following item designations correspond to those listed in “SECTION 4. -SCHEDULE OF PRICES”.

I.		(1)	(2)
A.	(a)	42	875
	(b)	51	757
	(c)	15	219
B.	(a)	26	266
	(b)	37	169
	(c)	7	141

II.		
A.		13,209
B.		21,977
C.		31,322
D.		17,550

III.		
A.	(a)	3
	(b)	15
B.		2,754

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Oak Ridge, TN.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE

SCHEDULE OF PRICES

Bids for each "Format" area shall be for any trim size up to the maximum square inch size listed for each of the "Formats", as outlined in Section 2. – Specifications.

- Format "A": Trim sizes up to and including 10 square inches
- Format "B": Trim sizes over 10 square inches, up to and including 40 square inches
- Format "C": Trim sizes over 40 square inches, up to and including 100 square inches

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING LABELS: Prices offered must include the cost of makeready, printing, washup, trimming, and all other materials and operations in accordance with these specifications except for Item II. Stock/Paper/Laminate, and III. Additional Operations.

The running rate is for the trim size of labels whether individual or on a roll. When labels are on a sheet, the format size is for the trim size of the sheet.

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
A. Printing single ink color:		
(a) Format "A"	\$ _____	\$ _____
(b) Format "B"	\$ _____	\$ _____
(c) Format "C"	\$ _____	\$ _____
B. Printing in each additional ink color and/or clear coat:		
(a) Format "A"	\$ _____	\$ _____
(b) Format "B"	\$ _____	\$ _____
(c) Format "C"	\$ _____	\$ _____

SCHEDULE OF PRICES

II. STOCK/PAPER/LAMINATE: Payment for all stock/paper/laminate supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the trim size area of labels.

If the label area trim size carries into decimal places. The contractor is allowed to round up the area (square inches) to the nearest whole number, but not to the Format size listed in Item I.

When waste is to be removed, per print order, contractor can include the total area prior to waste removal in the cost per 100 square inches listed below.

The cost of any stock/paper/laminate required for makeready or running spoilage must be included in the prices offered.

Prices offered for vinyl stock must include temporary (removable) and permanent adhesive as indicated on the print order and a suitable release liner (inclusive of a back slit when indicated).

per 100 Square Inches

- A. White Vinyl, 3 to 5 Mil Thickness:..... \$ _____
- B. Colored (Yellow, Orange and Green) Vinyl, 3 to 5 Mil Thickness: \$ _____
- C. Weather-Proof Laminate:..... \$ _____
- D. Additional Cost for Special Adhesive..... \$ _____

III. ADDITIONAL OPERATIONS: The prices for each of the following operations must include the cost of all required materials and operations.

- A. Number in black ink:
 - (a) Makeready and/or Setup..... per sequence \$ _____
 - (b) Running per sequence per 100 numbers ... \$ _____
- B. Shrink-Film Wrapping per package \$ _____

SCHEDULE OF PRICES

CUTTING METHODS:

Traditional Die-Cut: Yes No

Vinyl Cutter (Vinyl Cutting Plotter): Yes No

Make _____ Model _____

Ex.) Make – Vinyl Express™ Model – Qe6000
Make – Roland CAMM-1™ Model – Pro GX-300

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in “Section 4. - Schedule of Prices,” initial or sign each in the space provided. See Page 1 for instructions on how and where to submit quotation.

Discounts are offered for payment as follows: ___ percent, _____ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Bidder _____

(Street Address) (City) (State) (Zip Code)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be Contacted) (Telephone Number) (Fax Number)

(Contractor Code Number if Known) (e-mail address)

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

ATTACHMENT A

Below is a list of trim sizes of individual labels that have been order in the past. This list is only a sample and not an entire listing of trim sizes and corner cuts that will be placed on this contract.

<u>Trim Size</u>	<u>Corners</u>
1-1/4 x 1"	Square
1-1/2 x 3/4"	Square
1-7/8 x 1-7/8"	Square
2 x 1"	Square and Round
2 x 1-1/4"	Square and Round
2 x 2"	Square
2-1/4 x 1-1/8"	Square
2-1/2 x 1-1/2"	Square and Round
3 x 1.5"	Square
3 x 2"	Square
3 x 3"	Square
3" Diameter	
3-1/2 x 2"	Square
3-3/4 x 1-1/2"	Square
4 x 4"	Square
4-1/2 x 3-1/4"	Square
5 x 3/4"	Square
5-1/8 x 7-1/2"	Square
5-1/4 x 3-3/4"	Square
5-1/2 x 2-3/4"	Square
5-1/2 x 4-1/4"	Square
6 x 4"	Square
6 x 6"	Square
6-1/4 x 3-1/8"	Square
6-5/8 x 1-1/4"	Square
6-5/8 x 4-1/4"	Square
7 x 7"	Square
7-3/8 x 2-5/8"	Square
8-1/2 x 5-1/2"	Square
8-7/8 x 3-7/8"	Square
9 x 2-1/4"	Square
10 x 2	Square
10 x 7	Square
11 x 4"	Square
11-1/2 x 8-1/2"	Square