

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards for the Army

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

DAPS/Fort Knox, KY and DAPS/Atlanta

Single Award

TERM OF CONTRACT: The term of this contract is for Date of Award through August 31, 2016 and 4 option year periods (September 1, 2016 through August 31, 2017; September 1, 2017 through August 31, 2018; September 1, 2018 through August 31, 2019; and September 1, 2019 through August 31, 2020). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Contract Term", and "Economic Price Adjustment".

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time, on

September 9, 2015

SUBMIT SEALED BID TO: U.S. Government Publishing Office, 1335 Dublin Road Suite 112-B, Columbus, Ohio 43215-7034. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid date opening. **Late, Telegraphic, Facsimile, and E-Mail bids transmitted to GPO offices WILL NOT be considered.**

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Added Prior-to-Production Samples. Card styles changed. Additional changes throughout.

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 Linda Price at (614) 488-4616, ext. 7 (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>
- Information regarding Disputes: <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>
- Other GPO Forms: <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 offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

SUBCONTRACTING: The predominant production functions are thermographic and flat printing. Bidders who must subcontract these operations will be declared non-responsible.

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

Product Quality Levels:

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

Inspection Levels (from 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:

Attribute	Specified Standard	
	Styles 1 through 3 (as applicable)	Style 4
P-4. Registration	Approved Prior-to-Production Samples	Approved Proofs
P-7. Type Quality and Uniformity	Approved Prior-to-Production Samples	Approved Proofs
P-8. Solid/Screen Tint Color Match	Approved Prior-to-Production Samples	Approved Proofs
P-10. Process Color Match	Approved Prior-to-Production Samples	Approved Proofs

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed August 31, 2020.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further 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 Contract Term 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 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.

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 August 31, 2016 (plus options). 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, requirements in excess of the limit on total orders under this contract, if any.

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

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

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

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

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 Columbus RO 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>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, all mailing and/or delivery receipts, and one PDF file of complete publication via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of thermographic business cards requiring such operations as typesetting, thermographic and flat printing on face only, trimming, packing, and distribution.

TITLE: Business Cards for the Army.

NUMBER OF ORDERS: Approximately 121 orders per year.

QUANTITY: 1,000 cards of each name, 1 to 150 names per order. Anticipate most orders will be for 100 names.

TRIM SIZE: 3-1/2 x 2".

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: Electronic files to be sent to contractor maintained e-mail address.

Static Data: Styles 1 through 3: US Army Logo and Camo background provided in Photoshop 5.1 and PDF. QR Code provided as a JPG. Style 4: PDF file.

Variable Data: Variable data and shipping information for all three styles, along with shipping information provided in Excel spreadsheet.

NOTE: Software versions may be upgraded during the term of the contract.

Print Order (GPO Form 2511).

Delivery/shipping status report form.

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.

TYPESETTING: Contractor responsible for typesetting in same or similar font as furnished files. If the cards for a name are rejected due to typesetting or other contractor error, the contractor will be required to reprint and deliver the replacement cards within 7 workdays after notification at no additional cost to the government. Contractor will be required to receive and respond to facsimile and/or e-mail notifications of rejected orders.

Most orders will be for more than one name. For each order, if 5% or more of the names are produced with errors requiring reprinting, that print order will be recorded as rejected. If 5% or more of the names on a print order are received late, then that print order will be recorded as late. Poor quality and high delinquency rates may be cause for termination of the contract.

PROOFS: Proofs are not required on Styles 1 through 3. All orders for Style 4 require proofs. E-mail proofs in PDF format to the address indicated on the individual print order.

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

PRIOR-TO-PRODUCTION SAMPLES: When indicated on the individual print order, Styles 1 through 3 will require prior-to-production samples. Prior-to-Production Samples are not required on Style 4.

When indicated on the print order, contractor shall submit 1 prior-to-production sample for each of the first 10 names of an order. Prior-to-Production samples may be ordered at any time, however, it is anticipated that they will be required the first time a style is ordered, when changes are made to a style. The approved prior-to-production samples will serve as the specified standard for layout, color, and construction until prior-to-production samples are ordered again.

Samples shall be submitted within three workdays after receipt of order. Samples are to be submitted to the address indicated on the individual print order. The packaging of the business cards and accompanying documentation shall be marked PRIOR-TO-PRODUCTION SAMPLES and shall include the GPO jacket, purchase order, program and print order numbers. Each sample shall be constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

The Government will approve, conditionally approve, or disapprove the samples within two workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection.

Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 “Notice of Compliance With Schedules” of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor’s risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK: The specifications of all stock 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. All stock used in each copy must be of a uniform shade.

White Smooth Finish Cover, basis size 20 x 26”, minimum 80 lbs. per 500 sheets, equal to JCP L23 with the following exceptions: minimum 0.010” thick, minimum brightness 90, minimum opacity 96. The stock must be suitable for thermographic equipment.

PRINTING: Four different card styles will be ordered, see page 13 for representative samples of each style. Styles are subject to change during the term of the contract, but changes are expected to be infrequent. Advance notice of changes will be given when possible. Contractor is cautioned against pre-printing of static data. The Government shall not be responsible for contractor pre-printing static data.

STYLE 1: Anticipate 65% of the orders will require Style 1. Print face only.

Static Data: Full camo background printed flat in four-color process. US Army Logo printed with thermography in black ink and Pantone 115U Gold with reverse to white. QR Code containing web address printed flat in black ink with reverse to white. Web address, phone number and physical address printed with thermography in black ink directly below the QR code.

Variable Data: Printed with thermography in black ink. Variable data prints in three locations (center top of card, bottom left of card, and bottom right of card) with up to 5 lines of type per location.

STYLE 2: Anticipate 20% of the orders will require Style 2. Print face only.

Static Data: White background. US Army Logo printed with thermography in black ink and Pantone 115U Gold with reverse to white. QR Code containing web address printed flat in black ink with reverse to white. Web address, phone number and physical address printed with thermography in black ink directly below the QR code.

Variable Data: Printed with thermography in black ink. Variable data prints in three locations (center top of card, bottom left of card, and bottom right of card) with up to 5 lines of type per location.

STYLE 3: Anticipate 10% of the orders will require Style 3. Print face only.

Static Data: White background. US Army Logo printed with thermography in black ink and Pantone 115U Gold with reverse to white. Web address and phone number in lower right corner printed with thermography in black ink. No QR Code is required.

Variable Data: Printed with thermography in black ink. Variable data prints in three locations (top right of card, middle right of card, and bottom left of card) with up to 5 lines of type per location.

STYLE 4: Anticipate 5% of the orders will require Style 4. Print face only.

Static Data: Background with partial camo design in four-color process and outline border in black ink printed flat. US Army Logo printed with thermography in black ink and Pantone 115U Gold with reverse to white.

Variable Data: Printed with thermography in black ink. Variable data prints in three locations (top right of card, middle right of card, and bottom left of card) with up to 5 lines of type per location.

MARGINS: Follow the furnished files. Orders printing in four-color process (styles 1 and 4) bleed 4 sides.

BINDING: Trim 4 sides (square cut to 3-1/2 x 2").

PACKING: Box in units of 1,000 and affix a copy of the card therein to the end panel of each box. Box must be suitably durable to withstand shipping without damage to the contents. At contractor's option, the box may be shrink film wrapped or placed in a cushioned shipping bag or another box to ensure that contents will not be damaged in shipping.

LABELING AND MARKING: Affix a shipping label to the outside of the shipping box or cushioned shipping bag.

DISTRIBUTION: Deliver f.o.b. destination. Contractor's price per 1,000 cards must include shipping via traceable method to any destination within the Continental United States. Each name shipped will have a unique destination.

Within 3 days of shipment, contractor must provide via e-mail a list of names shipped, method of shipment, and control or tracking number of each shipment so it may be traced electronically. This does not replace contractor's responsibility to promptly and accurately provide delivery information upon request.

Deliver to the addresses provided. Each print order will deliver to 1 to 150 different destinations. Anticipate that each name (business card) delivers to a different address.

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) and furnished material.

Print order and files will be e-mailed to the contractor's plant. Contractor to confirm receipt of e-mail within 30 minutes of transmission.

Proofs for Style 4 are required within 1 work day after receipt of order. Proof approval will be given on the same day the proofs are received.

Prior-to-Production samples, when ordered on Styles 1 through 3, are required within 3 work days after receipt of order. Approval will be given within two work days after receipt of Prior-to-Production Samples.

Complete production and delivery must be made by the ship/deliver date indicated on the individual print order. Anticipate orders will require delivery within 5 to 30 workdays, with most orders requiring delivery between 7 and 11 work days.

Orders with Proofs will have a minimum of 7 work days.

Orders with Prior-to-Production Samples will have a minimum of 10 work days.

Up to 15 orders may be placed on a single day and those orders may all have the same delivery date. Contractor must have the capability to produce up to 1,500,000 cards per work day.

Contractor must use a traceable method of delivery which ensures adherence to the above production/delivery schedule, and provides proof of delivery by means of signed receipts. Contractor must provide tracking number for each shipment so it may be traced electronically.

Occasionally, the Government may request the contractor to trace a specific order to identify when it was received and who signed for it.

This requested information must be provided by the contractor within two workdays following the date of the Government's request; e.g., if the Government calls the contractor before COB on Wednesday and requests the name of the person who received a particular shipment, the contractor must furnish the name of that person to the Government (by telephone or fax) on or before COB Friday.

After receiving the information, the Government may request a copy of the signed delivery receipt.

Accurate and timely tracing of orders is considered an important element of these contract specifications and the contractor may be held in default for failure to provide this information as specified.

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: Upon completion of each order, immediately return all furnished material plus one sample of each card to the address indicated on the individual print order.

These materials must be packaged, properly labeled, and returned 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.

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

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 for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

- | | | |
|-----|-----|-------|
| I. | (a) | 6,080 |
| | (b) | 2,303 |
| | (c) | 841 |
| | (d) | 352 |
| II. | (a) | 1 |
| | (b) | 1 |
| | (c) | 1 |

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to various addresses.

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

Prices shall be all-inclusive, covering all materials and operations, for complete production 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. The minimum order per name is 1,000 copies. Orders will be placed in multiples of 1,000.

I. PRINTING, CUTTING TO SIZE, STOCK/PAPER, AND DELIVERY: 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 except for Item II. Additional Operations.

Printing (flat and thermography), including stock/paper and delivery:

Per 1,000 Cards

- (a) Style 1: Four-color process, Black ink, and Pantone 115U Gold **(including QR Code)**.....each name\$_____
- (b) Style 2: Black ink and Pantone 115U Gold **(including QR Code)**.....each name\$_____
- (c) Style 3: Black ink and Pantone 115U Gold **(no QR Code required)**.....each name\$_____
- (d) Style 4: Four-color process, Black ink, and Pantone 115U Gold **(including proofs, no QR Code required)**.....each name\$_____

(Initials)

RETURN THIS PAGE TO GPO, COLUMBUS REGIONAL OFFICE

SCHEDULE OF PRICES

II. ADDITIONAL OPERATIONS: Price offered for the following operations must include the cost of all required materials and operations.

Prior-to-Production Samples (including cost of pick-up and delivery):

- (a) Style 1 Prior-to-Production Sampleseach set of 10 names\$ _____
- (b) Style 2 Prior-to-Production Sampleseach set of 10 names\$ _____
- (c) Style 3 Prior-to-Production Sampleseach set of 10 names\$ _____

BID SUBMISSION AND BIDDER'S NAME AND SIGNATURE: Fill out and return 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 bid.

Fill out and return GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at <http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

Bidder _____
(Company Name)

(Address, City, and State)

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

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

(E-Mail Address(s)) (Contractor Code Number)

Shipment made from: _____
(City and State)

RETURN THIS PAGE TO GPO, COLUMBUS REGIONAL OFFICE

REPRESENTATIVE SAMPLES (not to scale and content subject to change)

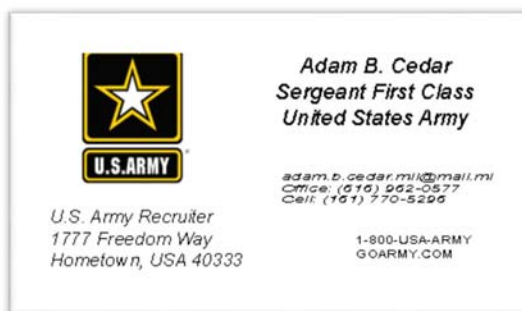
STYLE 1



STYLE 2



STYLE 3



STYLE 4

