

Program 1835-S Decals and Labels

Term: November 7, 2017

to October 31, 2018 (w/Options)

Item No.	DESCRIPTION	Basis of Award	Image Square		Lithexcel	
			040	44026	300	52436
			UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, PACKING & DISTRIBUTION:					
(a)	Printing in a single ink color, per product					
1	Makeready and/or Setup					
1.	Format A	28 x	\$30.00	\$840.00	\$30.00	\$840.00
2.	Format B	13 x	\$30.00	\$390.00	\$38.00	\$494.00
3.	Format C	17 x	\$30.00	\$510.00	\$38.00	\$646.00
2	Running Per 100 Copies					
1.	Format A	1,028 x	\$0.035	\$35.980	\$2.00	\$2,056.00
2.	Format B	97 x	\$0.035	\$3.395	\$3.00	\$291.00
3.	Format C	6 x	\$0.035	\$0.210	\$4.00	\$24.00
(b)	Each Additional Color: per color/per product					
1	Makeready and/or Setup					
1.	Format A	24 x	\$30.00	\$720.00	\$30.00	\$720.00
2.	Format B	27 x	\$30.00	\$810.00	\$30.00	\$810.00
3.	Format C	43 x	\$30.00	\$1,290.00	\$30.00	\$1,290.00
2	Running Per 100 Copies					
1.	Format A	794 x	\$0.035	\$27.790	\$1.50	\$1,191.00
2.	Format B	167 x	\$0.035	\$5.845	\$2.50	\$417.50
3.	Format C	19 x	\$0.035	\$0.665	\$3.00	\$57.00
(c)	Four color process: per product					
1	Makeready and/or Setup					
1.	Format A	3 x	\$30.00	\$90.00	\$88.00	\$264.00
2.	Format B	6 x	\$30.00	\$180.00	\$100.00	\$600.00
3.	Format C	3 x	\$30.00	\$90.00	\$110.00	\$330.00
2	Running Per 100 Copies					
1.	Format A	35 x	\$0.035	\$1.225	\$3.00	\$105.00
2.	Format B	54 x	\$0.035	\$1.890	\$3.50	\$189.00
3.	Format C	2 x	\$0.035	\$0.070	\$5.00	\$10.00
(d)	UV Coating, per product					
1	Makeready and/or Setup	7 x	\$30.00	\$210.00	\$50.00	\$350.00
2	Running Per 100 Copies	157 x	\$75.00	\$11,775.00	\$5.50	\$863.50
II.	STOCK: Per 100 sq. inches					
(a)	White Flexible Vinyl (2-6 mil)	5,070 x	\$1.55	\$7,858.50	\$1.00	\$5,070.00
(b)	White Pressure-Sensitive, Crack and Peel Paper (60-lb.)	141 x	\$1.50	\$211.50	\$0.685	\$96.585
(c)	Clear Acetate, Matte Finish (0.002" - 0.003" thick)	221 x	\$4.50	\$994.50	\$1.685	\$372.385
III.	ADDITIONAL OPERATIONS: per product					
(a)	Die Making, per die	21 x	\$155.00	\$3,255.00	\$280.00	\$5,880.00
1	Makeready and/or Setup					
(b)	Die-cutting	40 x	\$50.00	\$2,000.00	\$30.00	\$1,200.00
(c)	Perforating	5 x	\$50.00	\$250.00	\$20.00	\$100.00
(d)	Laminating (face only)	5 x	\$50.00	\$250.00	\$20.00	\$100.00
2	Running Per 100 Copies					
(b)	Die-cutting	982 x	\$50.00	\$49,100.00	\$2.00	\$1,964.00
(c)	Perforating	72 x	\$50.00	\$3,600.00	\$1.50	\$108.00
(d)	Laminating (face only)	22 x	\$75.00	\$1,650.00	\$2.50	\$55.00
IV.	PREMIUM PAYMENTS:					
	Percentage increase	10%				
	CONTRACTOR SUBTOTAL			\$86,151.57		\$26,493.97
	CONTRACTOR PAPER TOTAL			\$9,064.50		\$5,538.97
	SUBTOTAL LESS PAPER			\$77,087.07		\$20,955.00
	ACCELERATED SCHEDULE	10%		\$7,708.71		\$2,095.50
	PERCENTAGE INCREASE		7.50%	\$578.15	35.00%	\$733.43
	SUBTOTAL PLUS PERCENTAGE INCREASE			\$86,729.72		\$27,227.40
	DISCOUNT				1.00%	\$272.27
	DISCOUNTED TOTALS			\$86,729.72		\$26,955.13
					AWARDED	

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
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Decals and Labels

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

U. S. Department of Energy
Los Alamos National Laboratory

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending October 31, 2018, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

QUOTES OPENING: Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on November 02, 2017.

QUOTATION SUBMISSION: Submit quotes in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quotes opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001. GPO 910 Form is NOT required.

OFFERORS, PLEASE NOTE: These specifications have been revised; therefore, all offerors are cautioned to familiarize themselves with all provisions of these specifications before submitting a quote.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
On the internet <https://www.gpo.gov/gpo/abstracts/abstract.action?region=Denver>.

For information of a technical nature, contact Deb Eichfeld at (303) 236-5292, x7; or email deichfeld@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Quote will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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 www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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
- (c) Exception: The acceptable tolerance for die-cutting shall be +/- 1/32".

Inspection Levels (from ANSI/ASQC Z1.4):

- (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	Approved Proofs/Average Type Dimension/ Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs/Electronic Media

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

EXTENSION OF CONTRACT TERM: 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 pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to October 31, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending July 31, 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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.

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 Date of Award through October 31, 2018, 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/electronic order shall be “issued”, upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to 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.

PAYMENT: Upon completion of each order, the contractor is required to furnish their billing invoice to the ordering agency for examination and certification as to correctness of billing as applicable to the work performed. Contractor to submit billing to the ordering agency as specified on the print order.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt thereof.

After examination and certification by the ordering agency, contractor must submit his invoice to GPO. Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

NOTE: 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.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of decals and labels requiring such operations as electronic prepress, composition, printing, lamination, construction, packing, and distribution.

TITLE: Decals and Labels.

FREQUENCY OF ORDERS: Approximately 40 to 50 orders per year. (NOTE: Multiple decals and/or labels may be ordered on the same print order requiring the same schedule.)

QUANTITY: Approximately 25 to 30,000 copies per order. (NOTE: Majority of orders issued will be for 500 or less copies.)

NUMBER OF PAGES: Face only.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective Format classification as follows:

Format A: Any size up to and including 2 x 3", or a maximum of 6 square inches.

Format B: Any size over 2 x 3" up to and including 5 x 7", or a maximum of 35 square inches.

Format C: Any size over 5 x 7" up to and including 9 x 12", or a maximum of 108 square inches.

NOTE: To determine the trim size of die-cut shapes, use the rectangular or square size of the stock needed to produce the die-cut shape ordered.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows:

Platform: Macintosh OS 10.7.5 and newer; Windows 7 and newer.

Storage Media: FTP; Email; CD-ROM; DVD.

Software: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat, Microsoft Office software, and WordPerfect. Current or near current version.

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. 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.

Additional Information: Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files will be furnished to be used as a guide only. Pantone Matching System and CMYK to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, 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 products in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

ELECTRONIC PREPRESS: 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 other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contracting Officer immediately upon discovery.

The contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g. bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black, NOT a process build. Furnished files must be imaged as necessary to meet the assigned quality level.

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

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files 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. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.

COMPOSITION: The contractor must set and assemble all elements of the decal and/or label. Typeset in the same or similar typeface style and sizes as from electronic files as furnished.

PROOFS: When ordered, 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.

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

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs 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 "O.K. 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.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

The paper to be used will be indicated on each print order.

White Flexible Vinyl, 2 to 6 mil, suitable for outdoor use with permanent adhesive and suitable liner removal feature.

White Pressure-Sensitive, Crack and Peel Paper, basis weight: 60 lbs., 25 x 38", with permanent adhesive and suitable liner removal feature.

Clear Acetate, Matte Finish, approximately 0.002" – 0.003" thick, with permanent heat resistant adhesive.

The material shall be uniform in color, texture, finish, and other physical properties and shall be free from streaks, blisters, scratches, mottling, and pronounced extrusion marks.

Printability: The material shall have a surface smooth enough to allow a complete bonding of vinyl based inks to the surface after a minimum of one hour's drying time. The ink shall not be capable of being removed without the use of a solvent and even after removal shall show evidence of the bond.

PRINTING: Print face only, in one to four ink colors (including four-color process). Match Pantone ink number as indicated on the print order.

When ordered, spot varnish, as specified, with a clear non-yellowing varnish.

When ordered, flood coat the surface with an aqueous coating. NOTE: Aqueous coating must be applied inline.

When ordered, spot and/or flood coat the surface with a protective UV resistant coating.

The GPO imprint requirement is waived and must not print on the finished product.

LAMINATION: After printing, laminate the entire surface (face only) with clear polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a thickness of 1.3 mil. The laminated product must have no distortion of the printed matter and must remain clear and legible.

MARGINS: Margins will be as indicated on the print order or furnished media. Most orders will bleed one or more sides.

CONSTRUCTION: The backs of the labels are to be coated with a permanent type, pressure-sensitive adhesive and mounted on a suitable backing sheet.

Die-cut labels/decals as required and remove all waste.

When ordered, perforate labels/decals as required.

When ordered, crack and peel liner removal feature as required.

When ordered, kiss-cut horizontally and/or vertically and deliver multiples-up on a single backing sheet, as indicated on the print order.

A large percentage of the orders will require labels/decals to be rolled in suitable units (as specified on the print order) and butt cut between labels. A small quantity of these orders may require 3” cores.

DIES: The contractor must make the majority of all dies required at the most economical means in order to meet the requirements of the contract.

NOTE: On an occasional order, the ordering agency may furnish the die(s).

PACKING: Wrap (shrink or Kraft) in suitable units. Pack in suitable shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery process.

LABELING AND MARKING: Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): When non-rolled orders are requested, they must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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 label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's quote and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

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 U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to one of the following addresses (as specified on the print order):

- Los Alamos National Laboratory, Receiving Department, SM-30, Bikini Atoll Road, Los Alamos, NM 87545.
- Sandia National Laboratories, P.O. Box 5800, MS-0619, 1515 Eubank Boulevard, SE, Building 894, Room 205, Albuquerque, NM 87185-0619. Mark to the attention as specified on the print order.

A more complete address, such as "to the attention of" or the actual location on site may be furnished on the individual print orders.

NOTE: Contractor or contractor's delivery agent must apply for and receive a Sandia Contractors Identification Badge as well as a U.S. Air Force Defense Biometric Identification System (DBIDS) Identification. This clearance process typically takes about a week but may take up to three weeks, requires an interview, and is unique to the individual driver. This clearance will be required for each driver who makes deliveries.

For deliveries to Sandia National Laboratories, inside delivery is required to two locations within the SNL complex. This area is a high security area, and the contractor should anticipate delays of 15 to 30 minutes and occasionally, up to three hours or more to gain access.

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 invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1835-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all furnished material (if applicable), digital deliverables, and any dies produced, must be returned to either the Los Alamos National Laboratory address or Sandia National Laboratories address, as specified on the print order.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

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).

At the Government's option, the print order and furnished materials may be emailed to the contractor or uploaded to the contractor's FTP site.

When applicable, at the Government's option, the print order and furnished material must be picked up from and returned to either the Los Alamos National Laboratory address or Sandia National Laboratories address (specified under "DISTRIBUTION").

The ordering agency will notify the contractor when copy and print orders are available for pickup at Los Alamos National Laboratory or Sandia National Laboratories. The Government will wrap or otherwise prepare the furnished material for pickup by the contractor or contractor's agent.

At the contractor's option, furnished material will be packaged and mailed f.o.b. contractor's plant via parcel post. Time consumed in mailing will be deducted from the production schedule.

When ordered, PDF soft proofs are to be emailed to the email address specified on the print order.

No definite schedule for pickup of material/placement of order can be predetermined.

The following schedules begin the workday after receipt of the print order and furnished material; the workday after receipt will be the first workday of the schedule.

Regular Schedule:

- Contractor must complete production and distribution within the specified amount of workdays on the print order. (NOTE: Most orders will be for approximately 10 to 15 workdays.)
- When ordered, proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them. Proofs will be withheld no more than two (2) workdays from receipt at the ordering agency. NOTE: The first workday after receipt of proofs to the ordering agency is day one of the hold time. Government representative will provide written proof response via email.
- All proof and transit time is included in the above specified schedule.

Accelerated Schedule: Approximately 10% of all orders issued will require an accelerated schedule.

NOTE: Orders with an accelerated schedule will not require die-cutting.

- Contractor must complete production and distribution within six (6) workdays.
- When ordered, proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them. Proofs will be withheld no more than one (1) workday from receipt at the ordering agency. NOTE: The first workday after receipt of proofs to the ordering agency is day one of the hold time. Government representative will provide written proof response via email.
- All proof and transit time is included in the 6-workday schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact U.S. GPO Denver Regional Office via email to infodenver@gpo.gov; or by faxing (303) 236-5332.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest quote by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production 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 the contract.

PREMIUM PAYMENT: Orders requiring the accelerated schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II. "STOCK" in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his billing invoice.

It is estimated that 10% of all orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item IV.), to 10% of the prices offered for all items, except Item II., "STOCK."

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

		(1)	(2)	
I.	(a)	(1)	28 1,028	
		(2)	13 97	
		(3)	17 6	
	(b)	(1)	24 794	
		(2)	27 167	
		(3)	43 19	
	(c)	(1)	3 35	
		(2)	6 54	
		(3)	3 2	
	(d)		7 157	
	II.	(a)	5,070	
		(b)	141	
(c)		221		
III.	(a)	21		
		(1)	(2)	
	(b)	40	982	
	(c)	5	72	
	(d)	5	22	

SECTION 4. - SCHEDULE OF PRICES

Quotes submitted are f.o.b. destination.

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

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

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

Quotes submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

Quotes for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats," as outlined in "SECTION 2. – SPECIFICATIONS."

Cost of all stock must be charged for under Item II. "STOCK."

I. PRINTING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (excluding stock; including composition and PDF soft proofs) for the printing, packing, and distribution of the products listed in accordance with these specifications.

Cost of varnish and aqueous coating is to be charged as an additional color under Item I.(b)., as applicable to the Format. Prices quoted for line item I. (d) are for all Formats.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Printing in a single ink color		
(1) Format A per product.....	\$ _____	\$ _____
(2) Format B per product.....	\$ _____	\$ _____
(3) Format C per product.....	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(b) Each Additional Color: Printing in a color in addition to the first single ink color charged for under Item I.(a) (1), (2), or (3), as applicable		
(1) Format A	per color/per product..... \$ _____	\$ _____
(2) Format B	per color/per product..... \$ _____	\$ _____
(3) Format C	per color/per product..... \$ _____	\$ _____
(c) Four color process:		
(1) Format A	per product..... \$ _____	\$ _____
(2) Format B	per product..... \$ _____	\$ _____
(3) Format C	per product..... \$ _____	\$ _____
(d) UV Coating.....	per product..... \$ _____	\$ _____

II. STOCK: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the rectangular or square size of the stock needed to produce the die-cut shape ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Examples: Stock for 100 copies of a 3/4 x 1” label/decal is calculated as 1 x 1 x 100 = 100 sq. inches. Stock for 200 copies of a 3” diameter label/decal = 3 x 3 x 200 = 1,800 sq. inches.

	<u>Per 100 Sq. In.</u>
(a) White Flexible Vinyl (2 – 6 mil)	\$ _____
(b) White Pressure-Sensitive, Crack and Peel Paper (60-lb.)	\$ _____
(c) Clear Acetate, Matte Finish (0.002” – 0.003” thick)	\$ _____

III. ADDITIONAL OPERATIONS:

Prices quoted for line items III. (a), (b), (c) and (d) are for all Formats.

(a) Die Making.....	per die.....\$ _____
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(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(b) Die-cutting..... per product.....	\$ _____	\$ _____
(c) Perforating..... per product.....	\$ _____	\$ _____
(d) Laminating (face only)..... per product.....	\$ _____	\$ _____

IV. PREMIUM PAYMENT: Premium payment, when authorized, will apply to all items except Item II., "STOCK." Percentage increase will be added to all orders which require the "Accelerated Schedule."

Percentage Increase..... %

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

_____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

Contractor hereby acknowledges amendment(s) number(ed) _____

CONTRACTOR'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.

Contractor _____
(Contractor Name) (Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

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

SAMPLE OF THE QUOTE ENVELOPE

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

Program Number 1835-S

From: _____

Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

**U.S. Government Publishing Office
Denver Regional Office
12345 West Alameda Parkway, Suite 208
Lakewood, CO 80228-2842**

Quotes will be received until November 2, 2017,
11:00 a.m., prevailing Denver, CO time.