

**TITLE: Optical Mark Reader (OMR) Forms/PROGRAM 7759-SP**

**TERM: MAY 1, 2012 TO APRIL 30, 2013 (w/Options)**

Item No.	DESCRIPTION	Basis of Award		Data Recognition Corp.		GRC Enterprises, Inc.		Scantron Corp.	
				State 220	Code 26053	State 450	Code 34933	State 370	Code 78113
				UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPOSITION AND DESIGN:</b>								
(a)	Create form in two ink colors .....per form	13	x	203.20	2,641.60	240.00	3,120.00	189.99	2,469.87
(b)	Author's alterations (Minimun charge shall be \$10.00) .....per hour	2	x	100.00	200.00	65.00	130.00	99.99	199.98
<b>II.</b>	<b>PRIOR TO PRODUCTION SAMPLES:</b>								
	25 preproduction samples .....per order	23	x	127.00	2,921.00	165.00	3,795.00	No Charge	
<b>III.</b>	<b>PRINTING, BINDING, AND DISTRIBUTION:</b>								
	Forms printing face and back in two ink colors.								
(1)	Makeready and Setup Charges								
(a)	Quantities up to 15,000	20	x	101.60	2,032.00	135.00	2,700.00	199.99	3,999.80
(b)	Quantities from 15,001 to 50,000	1	x	25.40	25.40	135.00	135.00	199.99	199.99
(c)	Quantities from 50,001	2	x	25.40	50.80	135.00	270.00	199.99	399.98
(2)	Running per 1,000 copies								
(a)	Quantities up to 15,000	19	x	132.08	2,509.52	48.50	921.50	146.37	2,781.03
(b)	Quantities from 15,001 to 50,000	16	x	34.43	550.88	39.00	624.00	29.99	479.84
(c)	Quantities from 50,001	165	x	30.35	5,007.75	37.25	6,146.25	19.99	3,298.35
<b>IV.</b>	<b>ADDITIONAL OPERATIONS:</b>								
	Shrink-film wrapping .....per wrap	2,000	x	0.25	500.00	0.17	340.00	0.33	660.00

<b>CONTRACTOR TOTALS</b>				<b>\$16,438.95</b>			<b>\$18,181.75</b>		<b>\$14,488.84</b>
<b>DISCOUNT if any</b>			<b>NET</b>			<b>2.000%</b>	<b>363.64</b>	<b>NET</b>	
<b>DISCOUNTED TOTALS</b>				<b>\$16,438.95</b>			<b>\$17,818.11</b>		<b>\$14,488.84</b>

**AWARDED**

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

Program 7759-S  
Specifications by: RT

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U.S. GOVERNMENT PUBLISHING OFFICE

San Antonio, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Optical Mark Reader (OMR) Forms**

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

Defense Logistics and Acquisitions

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning May 1, 2017 and ending April 30, 2018, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**REQUEST FOR QUOTATION:** Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing San Antonio Time, Central time, on April 21, 2017.**

Fax Number: **(210) 675-2429**  
Mail To: **U.S. Government Publishing Office  
San Antonio SPPO  
Bldg. 6629, Ste. 2  
1531 Connally St.  
Lackland AFB, TX 78236-5514**

Abstract of previous pricing can be found at  
<https://www.gpo.gov/gpo/abstracts/abstract.action?region=Oklahoma City>

For information of a technical nature call (210) 675-1480, Ext. 1 or email [rmartinez@gpo.gov](mailto:rmartinez@gpo.gov).

## 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 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. 8-02)).

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 [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC 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	Camera Copy/Approved preproduction samples*

\* Where electronic files are furnished, the Specified Standard in the absence of approved preproduction samples and/or originals will be uniformity of image throughout the press run.

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**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 May 1, 2017 through April 30, 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 January 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 TEST:** The contractor being considered for award shall be required to complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where products identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

The prospective contractor who is in line for award must pickup one sample form and shall typeset and produce 100 copies. This test must be furnished to the U.S. Government Publishing Office, San Antonio SPPO, Bldg. 6629, Ste. 2, 1531 Connally St., Lackland AFB, TX 78236-5514, Attn: Program 7759-S, Preaward Test, within ten workdays after notification that publication is ready for pickup.

The preaward test must be performed at the same facilities and on the same equipment that will be used to produce the publications required for this contract.

**APPROVAL OF PREAWARD TEST:** Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

**DISAPPROVAL OF PREAWARD TEST:** At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.

**NO CHARGES WILL BE ALLOWED FOR COSTS INCURRED IN THE PERFORMANCE OF THE PREAWARD TEST.**

**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 May 1, 2017 through April 30, 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 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.

**PAYMENT:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:

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

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of single sheet Optical Mark Reader (OMR) forms requiring such operations as composition, film making, printing, packing, and distribution. These forms will be processed on Scantron 8600/8000 and ES2800 models.

**TITLE:** Optical Character Recognition Forms.

**FREQUENCY OF ORDERS AND QUANTITY:** Approximately 10 orders per year with quantities as follows:

Quantities ranging from 500 to 5,000 copies per order - average 1,000 copies per order.

**TRIM SIZE:** 8-1/2 X 11; precision trimming required.

### **GOVERNMENT TO FURNISH:**

Handwritten and typewritten manuscript copy and/or electronic PDF files.

CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC/ Windows 10 platform in Adobe Acrobat press quality PDF. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

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

**INSPECTION OF ELECTRONIC FILES:** The contractor is to perform a basic check (preflight) of the furnished files. The check should look for damaged disks, missing or damaged files, missing fonts, missing bleeds, improper trim size, improper color definition, and so on. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, and 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, and defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

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

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

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.

One reproduction proof for shipping container labels, Form 905 (R. 3/90) with labeling and marking specifications.

**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.

**COMPOSITION:** The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

When ordered, the contractor must set the forms from a rough draft or copy furnished with the order. Copy represents content and general design characteristics of the desired form, but does not represent the correct measurements and/or locations of character spacing, field separators, response grids and other printing requirements. Coverage will range from medium to heavy. Screened areas to have a 20% screen. Forms must be set with the precision necessary to ensure processing on the Scantron 8600/8000 and ES2800 models, 48-channel readhead configuration.

Forms will print face and back; marking positions on one side of the form must not be set over marking positions on the opposite side of the form.

Typefaces: Contractor to set in suitable type faces as necessary for suitable scanning on the machine indicated.

Computer to plate is the required method of production. At the contractor's option, they may use film; however, the Government will not pay for any film costs, even if these costs are the result of author's alterations.

Output resolution: Where electronic media is provided, the contractor **MUST** generate images via direct to plate, equivalent to 2400 dpi.

**PRIOR TO PRODUCTION SAMPLES:** Contractor may be required to furnish 25 prior to production samples. If ordered, the prior to production samples are to be furnished on the production paper using production inks and exactly represent the final product.

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

Preproduction samples deliver to:

502 CS/SCOKR  
2484 Stanley Road, Ste 18  
Fort Sam Houston, Tx 78234-5018  
POC: Mae York 210-295-9081

as ordered on the print order.

**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.

White Optical Mark Reader (OMR) Bond, basis weight: 24 to 32 lbs per 500 sheets, 17 x 22", equal to JCP Code O-26, except weight.

**PRINTING:** Forms will print face and back in two ink colors. An occasional order may print face only.

**Ink Requirements:**

Colored non-scannable inks cannot exceed one read level above the average read level of the paper when tested on the scanner.

Black scannable inks must be printed dark enough to register a minimum level of E (or level 15) on an OPScan series scanner.

The combined reflectance of the dropout ink color printed at 100% density must not exceed 10% beyond the reflectance of the paper stock alone.

Extraneous ink spots or any other foreign matter deposited on form will be cause for rejection of the order. It is essential that there be no black ink splatter onto the colored ink or background area.

**MARGINS:** Contractor to use suitable margins.

Registration-guaranteed tolerances for register and image size:

- (1) Guide edge in relation to timing track and response position plus or minus 0.015".
- (2) Printing: color to color and front-to-back in relation to edge and read-head - plus or minus 0.015".
- (3) Guide edge trim and printing combined - plus or minus 0.015".

**BINDING:** Trim four sides. All forms have corner cut. The majority will be in the upper right corner.

**PACKING:** Shrink wrap orders in various quantities as ordered on the print orders. Quantities may vary from 50 to 500 per package. Include chipboard stiffener in each package. Palletize when containers fill 2 layers or more. Do not mix orders on pallets.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Label must also include date of manufacture.

**DISTRIBUTION:** Ship f.o.b. destination to the following, as ordered:

Forms and Publications Stockroom 2216 Engine House Street, Bldg 4190, Door V, Stop L Fort Sam Houston, Tx 78234 POC: Richard Martinez 210-221-4995	G-37, AMEDDC&S 3630 Stanley Road, Bldg 2840, Room 336, Stop 49 Fort Sam Houston, Tx 78234-6100 POC: Ms. Donna D. Sabsook 210-221-6222
QAO, MCCS-GQA 2250 Stanley Road, Ste 036, Stop 49 Fort Sam Houston, Tx 78234 POC: Debbie Strickland 210-221-6001	DLA Document Service 2216 Engine House St Ste 17 Fort Sam Houston, Tx 78234 POC: (210) 295-3079

Upon completion of each order, a complete set press quality PDF files, manuscript, and/or camera copy furnished must be returned by traceable means to the Government. The address will be on the print order.

All expenses incidental to returning materials including Government furnished materials, digital deliverables, submitting preproduction samples 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). No definite schedule for pickup of materials can be predetermined.



Furnished material will be ready for pickup, at contractor's expense, 1 hour after notification from DLA, 1820 Hughes Avenue, Bldg 6629, Lackland AFB, TX 78236-5520.

The production time allowed for each order will normally depend on the amount of work involved and the immediate need of the Department.

The following schedule begins the workday after notification of the availability of print order and furnished material.

Ten (10) workdays will be allowed for complete production and shipment.

Contractor will be allowed four (4) additional workdays when forms need to be created.

Contractor will be allowed 10 additional workdays when preproduction samples are ordered. The government will hold preproduction samples not more than 5 workdays from receipt to return to contractor's plant.

The ship/deliver date indicated on the print order is the date products ordered must be mailed/shipped to the destination(s) 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.

**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 12 months 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 a like period of time.

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

I.	(a)	2
	(b)	2
II.		10
III.	(a)	10
	(b)	10
IV		200

**SECTION 4.- SCHEDULE OF PRICES**

Quotes offered are f.o.b. destination.

Offerors must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Quote) 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.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

**I. COMPOSITION AND DESIGN:**

- (a) Create form in two ink colors..... per form..... \$\_\_\_\_\_
- (a) Author's alterations (Minimum charge shall be \$10.00) per hour ..... \$\_\_\_\_\_
- ...

The costs billed per order for Item I. (b) cannot exceed the cost of creating the entire form.

**II. PRIOR TO PRODUCTION SAMPLES:**

25 preproduction samples..... per order ..... \$\_\_\_\_\_

**III. PRINTING, BINDING, AND DISTRIBUTION:** Forms printing face and back in two ink colors:

- (a) Makeready and setup..... per form..... \$\_\_\_\_\_
- (b) Running ..... per 1,000 forms..... \$\_\_\_\_\_

**IV. ADDITIONAL OPERATIONS:**

Shrink Film Wrapping ..... per wrap..... \$\_\_\_\_\_

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

**Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.**

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

**OFFEROR'S NAME AND SIGNATURE:** Fill out and return one copy of all pages in Section 4.- Schedule of Prices," initial or sign each page in the space provided.

Offeror \_\_\_\_\_

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

By \_\_\_\_\_

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

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

\_\_\_\_\_  
(Telephone Number)

## SAMPLE OF THE QUOTE ENVELOPE

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

Program Number **7759-S**

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

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

\_\_\_\_\_

Postage  
Stamp  
Required  
Here

**Offer Enclosed**

U.S. Government Publishing Office  
San Antonio Satellite PPO  
Bldg. 6629, Suite 2  
1531 Connally St.  
Lackland AFB, TX 78236-5514

Offers will be received until April 21, 2017  
at **11 A.M.** prevailing San Antonio time.