

Program:	725-S											
Term:	December 17, 2015 to December 31, 2016											
Title:	Department of Veterans Affairs											
			<b>BOSWORTH PRINTING CO.</b>		<b>GRAPHICS VISIONS</b>		<b>GRAY GRAPHICS</b>		<b>K &amp; B OFFSET INC.</b>		<b>McDONALD &amp; EUDY INC.</b>	
		BASIS OF	STOUGHTON, MA		GAITHERSBURG, MD		CAPITOL HEIGHTS, MD		STATE COLLEGE, PA		TEMPLE, HILLS, MD	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>COMPLETE PRODUCT:</b>											
	Single Lead Form printing Face Only:											
(a)	Makeready and/or Setup.....	50	\$104.00	\$5,200.00	\$25.00	\$1,250.00	\$100.00	\$5,000.00	\$100.00	\$5,000.00	\$135.00	\$6,750.00
(b)	Running.....per 1,000 copies.....	1962	\$42.40	\$83,188.80	\$44.00	\$86,328.00	\$35.00	\$68,670.00	\$32.00	\$62,784.00	\$37.00	\$72,594.00
	<b>CONTRACTOR TOTALS</b>			\$88,388.80		\$87,578.00		\$73,670.00		\$67,784.00		\$79,344.00
	<b>DISCOUNT</b>		<b>1.00%</b>	\$883.89	<b>2.00%</b>	\$1,751.56	<b>2.00%</b>	\$1,473.40	<b>0.00%</b>	\$0.00	<b>1.00%</b>	\$793.44
	<b>DISCOUNTED TOTALS</b>			\$87,504.91		\$85,826.44		\$72,196.60		\$67,784.00		\$78,550.56
			<b>THE PRINT HOUSE</b>		<b>TAYLOR/ NAVITOR</b>		<b>THE REGAL PRESS INC.</b>		<b>CURRENT CONTRACTOR</b>			
		BASIS OF	BROOKLYN, NY		NORTH MARKETS, MN		NORWOOD, MA		REGAL PRESS			
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
I.	<b>COMPLETE PRODUCT:</b>											
	Single Lead Form printing Face Only:											
(a)	Makeready and/or Setup.....	50	\$75.00	\$3,750.00	\$19.00	\$950.00	\$10.50	\$525.00	\$12.00	\$600.00		
(b)	Running.....per 1,000 copies.....	1962	\$13.21	\$25,918.02	\$45.00	\$88,290.00	\$17.95	\$35,217.90	\$11.90	\$23,347.80		
	<b>CONTRACTOR TOTALS</b>			\$29,668.02		\$89,240.00		\$35,742.90		\$23,947.80		
	<b>DISCOUNT</b>		<b>0.25%</b>	\$74.17	<b>0.00%</b>	\$0.00	<b>2.00%</b>	\$714.86	<b>2.00%</b>	\$478.96		
	<b>DISCOUNTED TOTALS</b>			\$29,593.85		\$89,240.00		\$35,028.04		\$23,468.84		
				<b>AWARDED</b>								

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***VA Letterheads***

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

**Department of Veterans Affairs**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **January 1 2016** and ending **December 31, 2016** 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.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **December 17, 2015**

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call **David Love** (202) 512-0310 or [aps-team1@gpo.gov](mailto:aps-team1@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. 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](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 (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ACQC-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/Negatives
P-9. Solid and Screen Tint Color Match	Pantone Matching Systems

**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 this contract may not exceed **five (5) years** as a result of, and including, any extensions added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments.

**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 **January 1, 2016** through **December 31, 2016** 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 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 **September 30, 2015**, 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.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**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 **January 1, 2016** through **December 31, 2016**, plus for such additional periods 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:** 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>.

Vouchers may also be mailed to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of single-leaf forms requiring such operations as printing, binding, PDF proofs, typesetting, packing and delivery.

**TITLE:** VA Letterheads – 2 different options (see exhibits)

**FREQUENCY OF ORDERS:** Based on current orders, it is estimated that approximately 25 - 50 orders will be placed per year. Multiple orders may be placed on the same day.

**QUANTITY:** Approximately 1,000 to 50,000 copies per order.

**TRIM SIZE:** 8-1/2 x 11".

### **GOVERNMENT TO FURNISH:**

Camera copy (approximately 40% of orders), consisting of line art to be reproduced same size.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

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

**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.

### **PROOFS:**

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 must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

E-Mail PDF Proof to the Agency contact noted on the Print Order. PDF must be marked with the Program number / Print Order number along with a return name and E-Mail address.

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov), immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department.

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.

**CONTRACTOR MUST NOT PRINT PRIOR TO THE 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](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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

White 25% Bond, basis weight 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code G40.

**PRINTING:** Print text/line matter and departmental seal one side only in exact match of Pantone 280 blue ink. Some orders, when requested, will require typesetting.

**MARGINS:** Head 1/2", left 1/2" to seal.

**BINDING:** Trim four sides. The paper grain must run parallel to the long measure (length) of the page.

**PACKING:** Shrink-film wrap in units of 500. Pack in shipping containers not to exceed a depth of 10-3/4".

**LABELING AND MARKING:** (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart 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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Forms

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
1,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

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

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

A copy of the Government furnished certificate must accompany the invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**DISTRIBUTION:** Ship f.o.b. contractor's city.

Complete addresses and quantities will be furnished with the print orders.

At the VA's option, a small parcel carrier (UPS etc.) account will be provided for shipping costs. The contractor is responsible for creating the necessary labels and preparing the package for shipment. The contractor must also make arrangements with the small parcel carrier to pick up the package.

When a small parcel carrier is not an option, the contractor is to provide the shipping costs to VA as soon as possible. The contractor will be reimbursed for those shipping costs.

Truck height for deliveries should not exceed nine (9) feet.

Upon completion of each order, all furnished material including five sample copies must be returned to address under "SCHEDULE".

All expenses incidental to returning materials 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).

Print order and furnished materials will be provided in the form of a PDF. After complete production, return furnished material to: Department of Veterans Affairs, 810 Vermont Ave NW, Room 736, Washington, DC 20420. Attn: Production Manager (202) 461-5002

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

**Proofing**

PDF proof shall be provided to the Agency within **two (2) workdays** of the availability of the print order to the email address indicated on the print order.

Proofs will be withheld not more than **one (1) workday** from receipt in the department.

**Live production**

Complete production and shipping must be made within **4 workdays** of the final proof approval from the agency.

The ship date indicated on the print order is the date products ordered must be picked up by the small parcel carrier.

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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.



### **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.

Bidders shall state the location of the plant from which this product(s) will be shipped.

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

- I. (a) 50
- (b) 1962

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city.

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.

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

**I. COMPLETE PRODUCT:** Prices offered must 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.

Single Leaf Form printing Face Only:

- (a) Makeready and/or Setup ..... \$ \_\_\_\_\_
- (b) Running ..... per 1,000 copies..... \$ \_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

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

By \_\_\_\_\_

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

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

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

**VA**



U.S. Department  
of Veterans Affairs

**Assistant Secretary for Public and Intergovernmental Affairs**

810 Vermont Ave NW Ste 905

Washington DC 20420

**VA**



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