

**U.S. GOVERNMENT PRINTING OFFICE**

Oklahoma City, OK

General Terms and Conditions

For procurements under

**SIMPLIFIED PURCHASE AGREEMENTS**

As requisitioned from the U.S. Government Printing Office (GPO) by

Various Government Departments and Agencies

This request is for proposals to establish Simplified Purchase Agreements with the Government Printing Office to meet the printing needs of Various U.S. Government Departments and Agencies. This procurement vehicle has been established by the GPO in order to provide our customers with a simple, easy-to use method of procuring a wide range of printing and printing related services valued at under \$10,000.00 per order. Quotations for specific requirements will be solicited directly by the ordering agency. Factors other than price may be used in determining with whom to place an individual order. There are no limitations on the types of printed products or services that may be provided under these agreements. Agreements will only be entered into with contractors who certify that the pricing they provide under this agreement will be equivalent to, or lower than, those provided to any other customer. GPO will review the prices provided on a continuing basis and will terminate agreements with a contractor whose pricing violates this certification or is otherwise determined to be unfair or unreasonable. The Government will be under no obligation to, nor does it guarantee to, place any work with contractors with whom it establishes these agreements.

**CONTRACTOR PROPOSAL:** Contractors interested in establishing a Simplified Purchase Agreement for this requirement must complete and submit the attached SPA CONTRACTOR PROPOSAL FORM, pages 5 and 6 of this solicitation. Submit Proposal Forms to: U.S. Government Printing Office, 3420 D Ave., Suite 100, Tinker AFB, OK 73145. Faxed proposals are permitted. Fax Proposal Forms to (405) 610-4125.

**AREA OF CONSIDERATION:** Due to the quick turnaround anticipated for a great many of the requirements to be purchased under these agreements, it is to be expected that most offers for quotations will be made to vendors having production facilities in Oklahoma.

For information of a technical nature call Pam Dilbeck ([pdilbeck@gpo.gov](mailto:pdilbeck@gpo.gov)) or Diane Allen ([jdallen@gpo.gov](mailto:jdallen@gpo.gov)) at (405) 610-4146 (no collect calls).

## GENERAL TERMS AND CONDITIONS

**DESCRIPTION OF AGREEMENT:** Agreements will be established between the U.S. Government Printing Office (GPO) and commercial suppliers for the purpose of purchasing a wide variety of printed products and services by a simplified procedure. This purchase vehicle shall be known as a Simplified Purchase Agreement (SPA). Purchases under this SPA shall not exceed \$2,500.00 per order (exclusive of Superintendent of Documents copies).

The Government intends to enter into multiple agreements in order to meet its needs and may enter into additional agreements with suppliers at any time.

**SCOPE:** Products ordered under these agreements will include the entire spectrum of printed products and services. An idea of the anticipated requirements may be gained by reviewing the Contractor Proposal Form on page 6 of this solicitation. Orders will include, but not be limited to brochures, books, tab dividers, labels, letterheads, folders, laminating, color copying, envelopes, oversize copying, and invitations. It is anticipated that some orders will be for litigation-type duplicating/copying.

**QUOTATIONS:** Quotations will be solicited by the ordering agency for each individual order. Contractors must quote a complete and total price for the order. Counteroffers, such as specification change suggestions or alternate schedules, may be submitted.

Under this SPA, work will be placed with the contractor able to meet all the requirements of the order, and providing the best value to the Government, price and other factors considered. These other factors may include responsiveness, business practices, convenience, courtesy, attention to detail and elements of past performance including work quality, reliability, and schedule compliance. Generally, quotations will be solicited from three or more sources. However, to further reduce administrative costs for work valued at \$1,000.00 or less, a single quotation may be solicited. In such cases, work may be placed without additional quotations, or additional quotations may be solicited to assure a fair and reasonable price.

Quotations will be solicited by telephone, facsimile, e-mail, or other electronic communication and contractor must respond (by telephone, facsimile, e-mail, or other electronic communication) within the timeframe specified. NOTE: The contractor may respond with a "no quote" if unable to perform the requirements of the order within the required schedule.

**QUOTATIONS SUBMITTED FOR INDIVIDUAL ORDERS MUST BE EQUIVALENT TO THE LOWEST PRICE CHARGED BY THE CONTRACTOR TO ANY CUSTOMER FOR A LIKE PRODUCT OR SERVICE. SUBMISSION OF A PROPOSAL ON THIS AGREEMENT SHALL CONSTITUTE A CERTIFICATION BY THE CONTRACTOR TO THIS REQUIREMENT.**

The Government Printing Office reserves the right to request documentation to assure that the Government is receiving prices equivalent to those of the lowest provided to any customer(s). GPO will review the prices provided on a continuing basis and will terminate agreements with contractors whose pricing violates the certification or is otherwise determined to be unfair or unreasonable.

The Superintendent of Documents may ride an agency order for additional copies which will be specified with the quotation solicitation. The cost for these Superintendent of Documents copies shall be quoted as a separate total price and shall be based on a running rate for additional copies exclusive of any makeready and/or setup charges. The cost for Superintendent of Documents copies will not be a consideration in the \$2,500.00 maximum order price specified in this agreement.

Notification of placement of order and availability of materials may be given by telephone, facsimile, e-mail, or other electronic communication within 30 minutes after receipt of all quotations.

**ORDERING AUTHORITY:** GPO will provide each contractor with a list of individuals authorized to solicit quotations and place work under this SPA. Contractors are only to provide quotes to, and accept work from, these authorized individuals. Updates or changes in these authorizations will be furnished as required.

**WORK ORDER:** A simplified ordering document will be used under this SPA. All "Work Orders" must contain the signature of the ordering authority.

**CONTRACT TERMS:** The provisions of GPO Contract Terms, GPO Publications 310.1 Quality Assurance Through Attributes Program for Printing and Binding, and GPO Pub. 310.2, Solicitation Provisions, Supplemental Specifications and Contract Clauses, as applicable, are a part of each order placed under this agreement. Specific provisions of this agreement or individual orders under this agreement will prevail if in conflict with GPO Contract Terms, and Quality Levels will apply when specified on an individual order.

**QUALITY:** The quality of items produced under this SPA shall conform to, and when necessary will be evaluated against, GPO's Quality Assurance Through Attributes Program (QATAP) for Printing and Binding as detailed in GPO Publication 310.1. QATAP Quality Levels III or IV may be specified for requirements under this SPA. Absent a specified Quality Level, products shall be expected to conform to Quality Level IV. Typical physical descriptions of the various Quality Levels are as follows:

**Level III** – Generally requires clean, sharp printing of single or multi-color (general process color work) and halftone reproductions up to 150-line screen. Finishing must be held to above average standards of accuracy, durability, and appearance.

**Level IV** – Products provide general information, usually black and white or line color (non-process) and occasional halftone reproductions. Utility is important, as well as basic, clean appearance. Finishing must be of an accuracy, durability, and appearance that does not impair the function of the product.

Four of the QATAP printing attributes require specifying the standard against which a product will be evaluated. For this SPA, those particular attributes and the accompanying standards (with the various possible standards for each attribute listed in order of precedence) are as follows:

P-7. Type Quality and Uniformity - Standard will be either (a) OK press sheet, (b) OK proof, (c) camera copy, (d) furnished negatives, (e) average type density in publication, or (f) digital media.

P-8. Halftone Match (Single or Double Impression) - Standard will be either (a) OK press sheet, (b) OK proof, (c) camera copy, (d) furnished negatives, or (e) digital media.

P-9. Solid or Screen Tints Color Match - Standard will be either (a) OK press sheet, (b) OK proof, (c) furnished sample (previous printing), (d) furnished color swatch, or (e) specified Pantone Matching System (PMS) color.

P-10. Process Color Match - Standard will be either (a) OK press sheet, (b) OK proof (c) furnished sample, or (d) furnished original.

**GOVERNMENT TO FURNISH:** Copy/materials for reproduction may be furnished in various forms including camera copy, manuscript copy, electronic media, stamping/engraving dies, or other available forms. The reproduction copy medium and other furnished materials will be specified at the time of quotation solicitation and will be listed on the work order.

Furnished materials and work order will be available for pickup at the address of the Various Government Departments or Agencies, that are located in the contractor's business area. Although materials will generally be available for contractor pickup, the Government may deliver materials and will so specify when soliciting a quotation. The Government may also utilize "walkup" facilities with

contractors offering that service. Some copy/materials may be available for transmitting electronically and will be furnished by this means if mutually agreed upon.

**CONTRACTOR TO FURNISH:** Other than those items listed under "Government to Furnish," the contractor shall furnish all materials and operations necessary to provide the product(s) and/or service(s) needed to complete an order under this SPA.

**PROOFS:** Various types of proofs may be ordered.

**PAPER:** The required paper will be specified at the time of quotation solicitation and will be listed on the work order. When the paper ordered references a Joint Committee on Printing Code Number, it must meet the requirements of Government Paper Specifications Standards No. 11, dated February 1999.

**PRINTING/IMAGING:** Printing, duplicating, copying, color copying, foil stamping, thermographic (raised) imaging, engraving, and other related imaging methods may be ordered under this SPA.

**BINDING:** Collating, gathering, folding, stapling, stitching, paper clipping, paper banding, shrink film wrapping, Acco fastening, Velo binding, plastic comb binding, tape binding, drilling, saddle stitching, perfect binding, and other related binding methods and/or operations may be ordered under this SPA.

**PACKING:** Any prescribed packing or packaging required for an individual job will be specified with the order. If no particular packing and/or packaging requirements are specified, the contractor shall pack suitably for safe deliver to the consignee(s) in an undamaged condition.

**DELIVERY:** Products ordered will generally require delivery to a location or locations within a 48.2 km (30-mile) radius of the location of the Various Government Departments and Agencies. The address or addresses will be indicated at the time of quotation solicitation and will be listed on the work order. Occasional orders may require delivery outside of this area. All orders will be delivered f.o.b. destination. Inside delivery to room number(s) indicated will be required when specified. The Government will pickup completed orders when so specified, when utilizing walkup service, or as otherwise agreed to.

Copies produced for the Superintendent of Documents must to be delivered f.o.b. destination to up to three locations in Washington, DC, and/or Laurel, Maryland.

A copy of the work order or a suitable delivery ticket identifying the order must be signed and dated by the recipient of the order and must be submitted with the contractor's voucher/invoice for payment.

**SCHEDULE:** Schedules may range from several hours to several weeks and will be specified when a quotation is requested. Delivery date (and time, if applicable) indicated on the work order is the date (and time, if applicable) the product ordered must be received at the destination(s) specified. Deliveries may be required on a Federal holiday or weekend.

Requests for quotations and notification of placements of orders may be made up to 9:00 p.m., local time, at the Government Department or Agency location.

**PAYMENT PROCEDURES:** Contractor submission of a voucher/invoice constitutes representation that the material ordered has been delivered as specified and the contractor agrees to replace or repair non-conforming materials.

GPO will accept written or facsimile vouchers/invoices. A copy of the work order must be included and each individual job must be identified and separately priced when vouchers/invoices are submitted. GPO will only make payment by electronic funds transfer (EFT) or other approved electronic means. Payment will made 30 days after receipt of an acceptable voucher/invoice unless a suitable discount is offered for payment in the shorter timeframe. Prompt payment discounts will not be a factor in determining award of the individual work order.

**SPA CONTRACTOR PROPOSAL FORM**

**CERTIFICATION: By submission of this proposal, the contractor certifies that the quotations offered for individual jobs under this SPA will be equivalent to the lowest prices provided to any customer for like products or services.**

Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
(Discounts are for payment purposes only; not an evaluation factor for award.)

The following individuals are authorized to provide quotes for individual jobs:

Name	Telephone number	E-mail	FAX number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The hours of business for accepting requests for quotations are: \_\_\_\_\_  
(Hours indicated are to be in central time.)

Walkup service available:     Yes     No

**Company:** \_\_\_\_\_

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

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed Name)*

**GPO Contractor's Code (if known):** \_\_\_\_\_

**E-mail address for user updates:** \_\_\_\_\_

**My firm's specialty is:** \_\_\_\_\_

If your firm has not previously done work for the GPO, and does not have a Contractor's Code, you may download, complete and return to GPO, Washington, DC, (address on form) the Solicitation Mailing List Application, GPO Form 2524, available on the internet at <http://www.access.gpo.gov/procurement/gpo2524.pdf>

In addition, to receive a Quality Level assignment: Return with your Solicitation Mailing List Application, GPO Form 2524, approximately 5 recent samples completed by your firm. Also available at the above referenced internet site is an Evaluation Sample Certificate, GPO Form 2689 (2/90), which must be completed, and returned with the samples.

**If you have submitted the form and samples, please check this box.....**

### SPA CONTRACTOR PROPOSAL FORM

**Please indicate which of the following services and products will be provided under this agreement. This list is not meant to be comprehensive and will only be used as a guide by the ordering agency in determining from whom to solicit quotations. This agreement is intended to cover the entire spectrum of printed products and services.**

- Duplicating/Copying (up to 11 X 17")
- Color Copying (up to 11 x 17")
- Oversized Black image Copying (various widths & lengths)
- Oversized Color Copying (various widths & lengths)
- Printed books/pamphlets/forms – Single color
- Printed books/pamphlets/forms – Multiple colors
- Printed books/pamphlets/forms – 4-Color Process
  
- Saddle-Stitch Binding
  
- Perfect Binding
  
- Comb Binding
  
- Spiral (Coil) Binding
  
- Velo Binding
  
- Tape Binding

- Heat Seal Binding (Plastic Overlay)
- Labels/Decals/Stickers
- Tab Dividers – Custom/Plain/Laminated
  
- Envelope – Construction/Printing
  
- Foil Stamping
  
- Laminating, Mounting
  
- Die-Cutting
  
- Crash print/over print furnished forms
  
- Certificates
  
- Invitations, Reply cards, and envelopes
  
- Folders – Presentation/Pocket etc.
  
- Thermography

**Please indicate which Quality Levels you wish to offer quotations (see "QUALITY").**

*GPO reserves the right to determine which Quality Levels of work you will actually be offered.*

- Level III**     Good quality, above average quality.
- Level IV**     Basic quality, informational quality, and utility quality.