

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Letterhead Printing and Pads

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

Department of the Transportation

Single Award

CONTRACT TERM: The term of this contract is for the period beginning date of award ending December 31, 2009, plus up to three (3) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on December 30, 2008

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36-H Street, NW, Room C-161, Stop PPSB, Washington, DC 20404-0001. 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Proof.

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call Mr. Stuart Friedman (202) 512-0310 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO 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 (revised 8-02)).

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 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, Electronic Media, Government furnished negatives
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE CONTRACT TERM: 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 four (4) 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 periodic pricing revision.

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 December 31, 2009, 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 June 30, 2004, 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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from date of award through December 31, 2009, plus any 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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of letterhead stationary and pads, requiring such operations as electronic prepress, film making, printing, binding, packing, and distribution.

TITLE Letterhead Printing and Pads.

NUMBER/FREQUENCY OF ORDERS: It is impossible at this time to predetermine the number or frequency of orders which will be placed during the term of this contract. However, it is anticipated at this time that approximately 20 - 50 orders will be placed per year for letterheads, and 6 - 12 orders for pads.

QUANTITY: Letterheads: Approximately 500 to 30,000 copies per order.

Note-pads: Approximately 100 to 2,000 copies per order.

An occasional order could be for a larger quantity.

Note: Some orders may require blank second sheets of stock/paper.

NUMBER OF PAGES: Letterheads: Printed one side only.

Note-pads: 25, 50 or 100 leaves per pad.

TRIM SIZES: Letterheads: 8-1/2 x 11"

Note-pads: 5-1/2 x 8-1/2"

Note: An occasional note-paper order may be 8-1/2 x 11" and will be charged at the letterhead size for printing and paper.

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: MacIntosh 9.0 or newer or IBM Compatible, Windows Platform using Version 2000, NT or Vista.

Storage Media: 3-1/2" Mac or PC, formatted disks, Iomega 100 Zip, CD-ROM.

Software: QuarkXpress 4.0 or newer, Adobe InDesign CS or newer, or Adobe Illustrator CS or newer.

Fonts: All printer and screen fonts will be furnished.

A visual of the furnished electronic files will be provided in hard copy or PDF format.

Negatives, reproduction copy, or camera copy consisting of line art to be reproduced at various focuses may be supplied on some orders. Most orders final artwork will have to be downloaded from agency's web-based system called TIPTS.

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

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the negatives, camera copy, or electronic media, 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.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Warren Owens, (202) 493-2053. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

FILMS: The contractor must make all films required if unable to produce through direct to plate process.

PROOFS: Required on all jobs either in soft proof (PDF via email) or hard copy. If a hard proof is requested contractor must furnish a digital content proof or at contractor's option, a film-based composite blueline.

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. 11" dated February, 1999.

The paper to be used will be indicated on each print order. Paper used on this Program cannot contain a foreign countries watermark.

Letterheads:

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

White or Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White 100% Fine Writing, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code D50.

Note-pads:

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

PRINTING:

Letterheads: Print one-side only in black, a single ink color other than black or black and one additional ink color.

Note: Ink used must be suitable for use on a laser printer.

Note-pads: Print one-side only in black, a single ink color other than black or black and one additional ink color.

Match Pantone number as indicated on the print order.

MARGINS: Margins will be as indicated on the print order, furnished copy or sample supplied.

TRIMMING: Letterhead; Trim to 8-1/2 x 11" all four sides.

Notepads; Trim to 5-1/2 x 8-1/2" all four sides.

PAD CONSTRUCTION: Pad in units of 25, 50 or 100 leaves per pad as ordered, on the top 5-1/2" edge. Each pad is to have a chipboard, news board, or equal back approximately 0.020" thick. Sets are to be held together by an adhesive providing sufficient strength to guarantee parts will remain together under normal handling and storage, but permit ready separation of leaves without damage to the leaves.

PACKING: Letterheads/Pads: Shrink-film wrap letterheads/Pads in quantities indicated on the Print Order.

Pack in shipping containers not to exceed 45 lbs. when fully packed. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width).

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 shipment.

LABELING AND MARKING: 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 sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. 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.

<u>Letterheads</u>		<u>Pads</u>	
<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>	<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>
500 – 3,200	50	12,000 -35,200	50
3,201 – 10,000	80		
10,001 – 35,000	125		

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 largest consignment unless otherwise specified on the Print Order.

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

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 the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sub-lots and select a copy from a different general area of each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

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 copy of the print order must be included.

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

DISTRIBUTION: Deliver f.o.b. destination to one to three addresses within the commercial zone of Washington, DC. Inside delivery to room number(s) indicated will be required.

Complete addresses and quantities will be furnished with each print order.

Ship f.o.b. contractor's city via reimbursable small package carrier with 2-3 day delivery guarantee to area's outside the commercial zone of Washington, DC. Contactor must submit receipts with voucher for reimbursement.

Upon completion of each order, all furnished materials must be held by the contractor for reprints. The contractor must hold all films and/or digital deliverables for use on reprint orders till the end of the contract, unless otherwise indicated on the print order.

All expenses incidental to returning materials and films made by the contractor, and furnishing samples 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).

Furnished material, print orders and hard copy proofs must be picked up from and delivered to: Department of Transportation, 1200 New Jersey Ave., Room E41-312, Washington DC, 20590. At agencies option, the orders may also be emailed and/or uploaded to the agency's web based system (TIPTS) which the contractor will be instructed on its use.

Pickup must be made between 8:00 a.m. and 4:00 p.m. eastern standard time, Monday through Friday.

No definite schedule for placement of orders can be predetermined at this time.

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

Approximately 5% of the orders placed on this Program for Letterheads will be on an accelerated schedule. When an accelerated schedule is required, it will be indicated on the Print Order and the contractor will receive a "Premium Payment" in accordance with their bid price for "Premium Payments" in the Schedule of Prices.

REGULAR SCHEDULE:

Letterheads/Pads: Contractor to complete production and delivery within 5 workdays. If hard proofs are required three additional workdays will be added to the schedule which will include the agency holding proofs for one workday. Hard proofs will not be required on Accelerated Schedule jobs.

ACCELERATED SCHEDULE:

Letterheads: Contractor to complete production and delivery within 1 to 3 workdays. It is anticipated at this time that 1% of the orders placed on the accelerated schedule will require a 1 workday turn around (delivered by close of business the day after the issuance date of Print Order). The remaining orders placed on the accelerated schedule will require a 2 or 3 workday delivery schedules as indicated on the Print Order.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destinations specified and products shipping f.o.b. contractor's city must be picked up by the carrier.

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

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

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 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 for a like period of time.

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 Items I. (c), (d), and (e) (notepads), and item II. "PAPER" in the "Schedule of Prices".

It is estimated that 5% of the 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 V.) , to 5% of the prices offered for items except Items I. (c), (d), and (e) (notepads), and Item II. "PAPER".

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

I.	(1)	(2)
(a)	34	2,720
(b)	3	30
(c)	4	100
(d)	2	20
(e)	4	XXX

II.	(1)	(2)
(a)	10	20
(b)	110	500
(c)	XXX	5
(d)	XXX	2,220
(e)	XXX	5

III.		
(a)	6	
(b)	5	

IV.		
(a)	80	

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, DC, and f.o.b. contractor's city for all other shipments.

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

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 non-responsive.

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

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 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.

I. PRINTING AND BINDING: The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications, and shall include the costs of all required materials (except paper) and operations, as defined in Section 2.-Specifications.

Cost of all required paper must be charged under item II. "PAPER".

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Letterheads printing in a single ink colorper letterhead.....	\$ _____	\$ _____
(b) Letterheads printing in two ink colorsper letterhead.....	\$ _____	\$ _____
(c) Note-pad forms printing in a single ink colorper form.....	\$ _____	\$ _____
(d) Note-pad forms printing in two ink colorsper form.....	\$ _____	\$ _____
(e) Paddingper 100 pads	\$ _____	\$ <u>XXXXXX</u>

(Initials)

II. PAPER: 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 net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Blank second sheets will be reimbursed at the below prices.

Computation of the net number of leaves that will be based on the following:

Letterhead - each 8-1/2 x 11" leaf.

Note-pads - each 5-1/2 x 8-1/2" leaf.

	<u>Per 100 leaves</u>	
	<u>(5-1/2 x 8-1/2")</u>	<u>(8-1/2 x 11")</u>
	(1)	(2)
(a) White Offset Book 50-lbs.....	\$ _____	\$ _____
(b) White Writing 20-lbs.....	\$ _____	\$ _____
(c) Colored Writing 20-lbs.....	\$XXXXXXXXXX	\$ _____
(d) White 25% Bond 20-lbs.	\$XXXXXXXXXX	\$ _____
(e) White 100% Fine Writing 28-lbs.	\$XXXXXXXXXX	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Shrink-film packaging per 100 packages \$ _____
- (b) Digital contend proof.....per proof..... \$ _____

IV. PACKING, SEALING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of all necessary wrapping and packing materials, and labeling or marking in accordance with these specifications.

- (a) Packing and sealing shipping containers (up to approximately 45 lbs. capacity) each container..... \$ _____

V. PREMIUM PAYMENTS: Premium Payments, when authorized, will apply to all items except Items I. (c), (d), and (e) (notepads), and Item II. "PAPER".

- (a) Percentage increase %

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) 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)

(Person to be contacted)

(Telephone Number)

My production facilities are located within the assumed area of
production..... _____ yes _____ no

NOTICE: Bidders **OUTSIDE** the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____