

**U.S. GOVERNMENT PRINTING OFFICE**

Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Library of Congress Envelopes**

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

**Library of Congress**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2009 and ending January 31, 2010, plus up to two (2) optional 12-month extension periods 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, D.C. time, on January 16, 2009.

**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, Washington, D.C. 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.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively 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://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>.

For information of a technical nature contact William (Bill) White at 202-512-0303 (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 August 2002)).

**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/Film Negatives/Electronic Media
P-9.	Solid and Screen Tint Color Match	Pantone Matching System

**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 three (3) 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 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 the beginning of the contract to January 31, 2010, 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 October 31, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

**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 February 1, 2009 to January 31, 2010, 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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, and pursuant to the section entitled "Determination of Award and Placement of Work," the low contractor and each successive low 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, except when the shipping/delivery schedule cannot be met.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of various envelopes requiring such operations as prepress, printing, construction, packing, and distribution.

**TITLE:** Library of Congress Envelopes.

**FREQUENCY OF ORDERS:** Approximately 45 orders per year. Up to approximately five (5) orders may be placed in any one-week period (occasionally, more than one order may be placed in a single day).

**QUANTITY:** Approximately 500 to 10,000 envelopes per order. An occasional order may exceed 10,000 envelopes.

**TRIM SIZES:** Various envelopes will be ordered as follows:

- ITEM A - #10 envelope (4-1/8 x 9-1/2")
- ITEM B - #10 envelope with approx. 4-1/2 x 1-1/8" window
- ITEM C - #10 envelope (4-1/8 x 9-1/2") (Air Mail)
- ITEM D - 9-1/2 x 12" envelope
- ITEM E - 9-1/2 x 12-1/2" envelope

Multiple items may occasionally be ordered on a single print order.

### GOVERNMENT TO FURNISH:

Electronic Media:

File Format: Portable Document Format (PDF).

Storage Media: File will be provided on CD-R or via email.

Camera copy consisting of line art to be reproduced at various focuses.

Film negatives.

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

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

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/electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

### ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering specialist at Library of Congress.

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.

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

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

**PROOFS:** One set of Adobe Acrobat version 8.0 PDF soft proof for each item ordered. Proofs will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. to Print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

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

Items A, B, and C: White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22".

Items D and E: Kraft (light brown shade), basis weight: 32 lbs. per 500 sheets, 17 x 22".

**PRINTING:** Print envelopes face only in black ink or in a single color other than black.

Orders requiring "Air Mail" designation will print in Pantone 286 Blue and Pantone 199 Red only. Air Mail will be ordered on Item C only. Printing must bleed all sides.

Match Pantone number as indicated on the print order.

An occasional order may require a security tint on the inside (back - before manufacture) of the envelope in blue or black ink. Contractor may use his own design but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein.

**MARGINS:** Margins will be as indicated on the print order or furnished copy.

**CONSTRUCTION:**

Items A, B, and C: Envelopes may be ordered open side, diagonal seam, high-cut with gummed flap.

Items D and E: Envelopes may be ordered open side, side seams, with gummed flap.

Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from coming in contact with the envelope's contents. The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

Windows:

Item B: Windows (glycine or poly) shall be approx. 4-1/2 x 1-1/8" and placed approx. 7/8" from the left edge and approx. 1/2" from the bottom edge.

The window shall have rounded corners. The window material will be a semi-transparent covering that will not deteriorate from normal heat exposure during thermography or engraving. The window material must be securely glued on all sides so as not to interfere with insertion of contents. The transparent window material shall be free of any condition which would prevent the address from being distinctly legible.

Flap Adhesive (all items): Envelopes may be ordered with a gummed flap.

The remoistenable adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006 inch, uniformly applied, and cover a minimum of 0.5 inch from the outer edge of the flap. Splits in the flap adhesive shall be no greater than 0.75 inch. The flap adhesive shall be capable of being quickly and securely sealed using 5 lbs. pressure after moistening. When opened not less than 15 seconds, or more than 20 seconds after sealing, the flap shall pull fibers from the body of the envelope over the entire adhesive area.

**PACKING:** Pack items separately and identify. Pack suitably in shipping containers.

Envelopes must be securely packed in containers so as to prevent curling or warping due to excessive space. Chipboard or equal must be placed at top and bottom to prevent bowing.

Orders for smaller sizes will require envelopes to be boxed in units of 500, then packed in shipping containers, as specified.

Occasionally, pallets will be required. When required, do not stack shipping containers over four high. Place cardboard between each layer and double shrink-wrap.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Contractor must include Stock Number on all labels.

**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.

Envelopes

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 10,000	500
10,001 and over	1,000

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.

**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 sublots and select a copy from a different general area of each subplot. 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, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to approximately one to three addresses within the commercial zone of Washington, D.C.

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

Upon completion of each order, all furnished material and one sample of each item ordered must be returned to the address under "SCHEDULE".

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

NOTE: All deliveries to the Madison, Jefferson, and Adams Building Loading Docks must first be screened at the Off-Site Delivery Center for the U.S. Capitol Police located at 4700 Shepard Parkway, SW, Washington, DC. Delivery vehicles will be inspected before proceeding to the loading dock.

No deliveries to the Madison, Jefferson, or Adams Building loading docks will be accepted unless the delivery vehicle has been processed at the Off-Site Delivery Center. The hours of operation for the Off-Site Delivery Center are 5:00am to 2:00pm, Monday through Friday.

To gain access to the loading docks, the contractor must have a letter on file with the U.S. Capitol Police. This letter must be on company letterhead and be signed by the owner, president, or manager. This letter must contain in print the names of persons requesting access. Names must be listed in alphabetical order, and the letter must contain the following information for each person:

- a. Name of the Company
- b. Name of the drivers/person requesting access



- c. Social Security Number
- d. Date of Birth
- e. Building to be accessed (Madison, Jefferson, Adams)
- f. Company contact person and phone number

Additionally, these items must be provided prior to admittance to the Off-Site Delivery Center:

- a. Bill of lading with the Library of Congress point of contact and telephone number
- b. Picture ID for Driver(s) and other occupants of the vehicle

Requests for access must be renewed annually. Contractors shall fax the required letter to U.S. Capitol Police at 202-226-0571 and Library of Congress Police (attn: Sergeant Marcella) at 202-707-0130.

To contact the Off-Site Delivery Center by phone: 202-226-0905.

**DIRECTIONS TO THE USCP OFF-SITE DELIVERY FACILITY:**

Traveling south on Interstate 295, take exit #1 (marked "U.S. Naval Research Lab"). At the 3<sup>rd</sup> traffic light, turn left onto Shepherd Parkway. Make an immediate right after passing under I-295. Approximately 2/10 of mile south, take the 2<sup>nd</sup> left onto 4700 Shepherd Parkway.

Traveling north on Interstate 295, take exit #1 (marked "U.S. Naval Research Lab"). Take the first left off of the exit ramp just before passing under I-295. Approximately 2/10 of a mile south, take the 2<sup>nd</sup> left onto 4700 Shepherd Parkway.

The entrance will be just past the D.C. Fire Academy on the left.

**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 must be picked up from and delivered to: Library of Congress, Printing Management Section, Room LM G-14, 101 Independence Avenue, SE, Washington, D.C. 20540-9446.

PDF proofs must be emailed to the email address specified on the print order. If none specified, email to [amor@loc.gov](mailto:amor@loc.gov), [tblo@loc.gov](mailto:tblo@loc.gov), and [dgho@loc.gov](mailto:dgho@loc.gov).

No definite schedule for pickup of material can be predetermined.

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.

	<u>Number of Workdays</u>
Up to and including 5,000 total envelopes .....	14
5,001 total envelopes and over .....	18

NOTE: An occasional large order (25,001 and over) may require a partial delivery within eight (8) workdays and the balance at the regular schedule. When required, it will be stated on the print order (GPO Form 2511).

**NOTE: Products requiring "Air Mail" printing will be allowed 20 workdays for production, regardless of quantity.**

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

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, D.C. 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 12 months' 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.

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

I. (a) 10  
(b) 38

	(1)	(2)
II. (a)	310	200
(b)	200	200
(c)	270	N/A
(d)	210	200
(e)	260	200

III. (a) 510  
(b) 400  
(c) 270  
(d) 410  
(e) 460

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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 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. ELECTRONIC PREPRESS:**

Trim/Page-Size: One basic charge will be allowed for each color on each envelope.

No charges will be allowed for films furnished by the Government.

(a) Trim/Page-size unit produced from camera copy ..... per page .....\$ \_\_\_\_\_

(b) Trim/Page-size unit produced from electronic file ..... per page .....\$ \_\_\_\_\_

**II. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:**

	<u>Per 100 envelopes</u>	
	<u>Up to and including 5,000 envelopes</u>	<u>From 5,001 envelopes and over</u>
	(1)	(2)
(a) Item A (#10 Envelope).....	\$ _____	\$ _____
(b) Item B (#10 Envelope with 4-1/2 x 1-1/8" Window) .....	\$ _____	\$ _____
(c) Item C (#10 Envelope, Air Mail) .....	\$ _____	NA

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

- (d) Item D (9-1/2 x 12" Envelope) .....\$\_\_\_\_\_ \$\_\_\_\_\_
- (e) Item E (9-1/2 x 12-1/2" Envelope) .....\$\_\_\_\_\_ \$\_\_\_\_\_

III. 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 envelopes furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of envelopes will be based on the following:

Envelope - Each envelope.

- |                                                                                | <u>Per 100 Envelopes</u> |
|--------------------------------------------------------------------------------|--------------------------|
| (a) White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22".                |                          |
| (1) Item A .....                                                               | \$_____                  |
| (2) Item B.....                                                                | \$_____                  |
| (3) Item C.....                                                                | \$_____                  |
| (b) Kraft (light brown shade), basis weight: 32 lbs. per 500 sheets, 17 x 22". |                          |
| (1) Item D .....                                                               | \$_____                  |
| (2) Item E.....                                                                | \$_____                  |

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 this bid)

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

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

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