

U.S. GOVERNMENT PRINTING OFFICE
Boston, Massachusetts

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For Procurement Under A

SIMPLIFIED PURCHASE AGREEMENT

With the U.S. Government Printing Office (GPO) by the
Boston Regional Printing Procurement Office, Boston, Massachusetts
And Various Government Departments and Agencies

BID OPENING: Proposals shall be received up to and after July 30, 2002.

This request is for proposals to establish Simplified Purchase Agreements with the U.S. Government Printing Office to meet the printing needs of various U.S. Government Departments and Agencies. This procurement procedure has been established by the GPO in order to provide a simple, easy-to-use method of procuring a wide range of printing and printed related services valued at under \$10,000 per order. Quotations for specific requirements will be solicited directly by individuals indicated. 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.

Please submit proposal forms to the U.S. Government Printing Office, Boston Regional Printing Procurement Office, 28 Court Square, Boston, MA 02108. Proposals may be faxed to (617) 720-0281, mailed, or delivered.

Direct all questions of a technical nature concerning these specifications to Fred Garlick at (617) 720-3680, or E-mail fgarlick@gpo.gov. No collect calls.

DESCRIPTION OF AGREEMENT: This Simplified Purchase Agreement (SPA) is established between the Government Printing Office (GPO) and commercial suppliers for the purpose of purchasing a wide variety of printed products and services by a simplified procedure. It provides simplified procedures for various Government agencies to acquire these supplies and services from commercial sources while reducing administrative costs and providing opportunity for local small business concerns to support this need in their area.

This agreement shall be used by the GPO and by various Government agencies beginning when executed and ending upon notification by the GPO. It is to acquire required supplies and services with a cost per order not to exceed \$10,000 (exclusive of Superintendent of Documents copies).

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 \$10,000 maximum order price specified in this agreement.

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 7 of this solicitation.

SECURITY: The contractor shall take all necessary precautions to insure against loss of forms or other reproducibles at any time prior to delivery to destination.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. When indicated, all extra copies, materials, waste, etc. must be destroyed.

When litigation copying is required, the Government reserves the right to require the contractor to furnish a listing of all personnel that will handle orders produced under this SPA in order that a background check may be conducted.

SCHEDULE: Orders will require delivery from approximately 4 hours up to 20 workdays or more after availability of furnished material, depending upon the complexity of the work required and the requirements of the ordering agency.

QUOTATIONS: Quotations will be solicited for each individual order. Contractor must quote a complete and total price for the order. Counter offers, such as specification change suggestions or alternate schedules, may be submitted.

Quotations will be solicited by telephone, facsimile, e-mail, or other electronic communication and must be provided by telephone, facsimile, e-mail, or other electronic communication within the timeframe indicated on the work order. Exception: The contractor may respond with a "no quote" if unable to perform the requirements of the order in the time required.

Quotations must include complete pricing. Quotations submitted for individual orders must be the lowest quotation for any customer for like products or services under any terms or conditions. Counter offers, if any (such as specification suggestions or alternate schedules) may be submitted.

Quotations must include a separate total price of any Superintendent of Documents copies to be delivered f.o.b. destination as indicated on the work order. Quotations for Superintendent of Documents copies are exclusive of any makeready or setup costs.

Notice of acceptance of quotation to the contractor and availability of material will be given by telephone, facsimile, e-mail, or other electronic communication within 30 minutes after receipt of quotations.

Work order and government furnished material must be picked up after notification of acceptance of quotation and availability of material, when required. The majority of orders will be picked up from the Agency facility or transmitted by other method mutually agreed upon by the contractor and ordering activity.

Under this SPA, work will be placed with the contractor quoting to meet all the requirements of the order and providing the best value to the Government, considering price and other factors. Generally quotations will be solicited from three or more sources. However, to further reduce administrative costs for work valued at \$1,000 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.

A WORK ORDER FORM will be used to place all orders. The sample on page 6 will be representative of the actual Work Order Form. The work order form must contain signatures of both agency and contractor representatives to be utilized as a delivery receipt/billing document to be submitted for payment.

AUTHORIZED INDIVIDUALS: Contractors must provide quotes to and accept work from authorized individuals. GPO will provide each contractor with a list of individuals authorized to solicit quotations and place work under this SPA. GPO will provide timely updates or changes in these authorizations as required.

CONTRACT TERMS: The provisions of GPO Contract Terms, GPO Publication 310.1, Quality Assurance through Attributes Program for Printing and Binding, and 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 ASSURANCE LEVELS: A typical physical description of the quality levels follows:

Level I - At this level products are generally multicolor or process color work. Illustrations may be very fine line drawings, multicolor illustrations, or up to 300-line screen halftones.

Level II - Overall appearance is of primary importance. Products in this level generally have single color or multicolor subject matter. Finishing must be held to high standard of accuracy, durability, and appearance.

Level III - Generally requires clean, sharp printing of single or multi-color work (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 which 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.

Level V - One color type and line work only.

Four of the QATAP printing attributes require specifying the standard against which a product will be evaluated.

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 (a) OK press sheet, (b) camera copy, (c) furnished negatives, (d) average type density in publication, or (e) digital media.

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

P-9. Solid or Screen Tints Color Match - (a) OK press sheet, (b) furnished sample (previous Printing), (c) furnished color swatch, or (d) specified Pantone Matching System (PMS) color.

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

NOTE: If a contractor has not submitted samples in the past or is interested in offering quotes at a higher quality level than previously submitted samples were rated, contact Quality Assurance at (617) 720-3680 for proper procedures in obtaining a quality level rating or updating the previous rating.

GOVERNMENT TO FURNISH: Copy/material for reproduction may be furnished in various forms including camera copy, manuscript copy, reprint copy, electronic media, negatives, 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 by the contractor as indicated on the work order. If electronic transmittal is mutually agreed upon, the materials will be sent to the contractor within one hour. Pickup will be in the area indicated on the work order. Complete addresses will be given to the contractor at the time of notification of award.

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: Various types of proofs may be ordered.

PAPER: The paper required will be as specified at the time of order. When paper ordered under this SPA references for a Joint Committee on Printing Code Number, it must meet the requirements of the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specification Standards No. 11" dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site: <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

PRINTING/IMAGING: Offset printing, screen printing, duplicating, copying, color copying, foil stamping, thermographic (raised) imaging, and other related imaging methods may be ordered under this SPA. Signs, banners, posters, magnets for vehicles, books, pamphlets, forms, envelopes, and various other items may be ordered.

BINDING: Collating, gathering, folding, stapling, stitching, paper clipping, paper banding, shrink film wrapping, kraft 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.

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 delivery to the consignee(s) in an undamaged condition.

DELIVERY OF SHIPMENT: Orders must be delivered f.o.b. destination, to the address indicated, unless otherwise indicated on the work order.

Deliver f.o.b. destination any required copies for the Superintendent of Documents to the address indicated on the individual work order when ordered.

A copy of the work order form must accompany each delivery as the delivery ticket. A signed copy of the work order must be submitted as a billing document for payment.

MODIFICATIONS: Modifications to work orders after placement with the contractor must be authorized and executed by the GPO Contracting Officer.

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

On orders requiring litigation copying, the contractor is responsible for submitting a work order with the final cost indicated, signed by the ordering agency as delivered.

GPO will accept written or facsimile vouchers/invoices along with signed work orders. GPO will only make payment by electronic funds transfer (EFT) or other approved electronic means. Payment will be made 30 days after receipt of an acceptable voucher/invoice unless a suitable discount is offered for payment in a shorter timeframe.

NOTE: Prompt payment discounts will not be a factor in determining award of the individual work order.

CONTRACTOR PROPOSAL: The contractor's proposal must:

- (1) Include the names, telephone numbers, fax numbers, and e-mail addresses of the individuals authorized to provide a quote for individual jobs.
- (2) Include location of facility and hours of business.
- (3) Indicate all the services and products that the contractor will provide under the agreement.
- (4) Indicate the quality level capability for work required.
- (5) Certify that the prices to be quoted for individual jobs under the SPA will be the lowest charged any customer for like products or services under any terms or conditions.

Contractor may deliver or mail proposals to the U.S. Government Printing Office, Boston Regional Printing Procurement Office, 28 Court Square, Boston, MA 02108. Faxed proposals are permitted. Fax proposals forms to (617) 720-0281.

SPA WORK ORDER

Date	Agency	BAC Code	Object Class Code 24.34	Program/SPA Number	Work Order Number
Contractor Name		State Code	Contractor's Code	Requisition Number	Jacket No.
Title		Purchase Order	Quality Level	Trim/Finished Size	Quantity
Text Pages (Incl. Blanks)	Foldins/Forms - Face Only	Foldins/Forms - Face & Back		Cover Prints 1 2 3 4	
Text Stock			Cover Stock		
Other Stock			Text Ink	Cover Ink	
Binding Information					
Furnished Materials					
Additional Information					
Supt. Docs Notified	Quantity Ordered	Supt. Docs Delivery Address			
Agency Delivery Address				Delivery Date	
Quotes Due by:	Bid Price	Supt. Docs Cost	Discount/Days		
Authorizing Official - Name/Phone					
Order Received By: (Agency Representative)				Date Received	
<p>Contractor to mail this completed form to: Comptroller, FME, Financial Management Service, U.S. Government Printing Office, Washington, DC 20401</p> <p>I certify that the materials/services ordered have been delivered on the date indicated above and that payment or credit has not been received.</p>					
Signature				Date	

SAMPLE

SPA CONTRACTOR PROPOSAL FORM

By submission of this offer, the Contractor certifies that the quotations for individual jobs under this SPA will be the lowest for any customer for like products or services under any terms or conditions.

The following individuals are authorized to provide a quote for individual jobs:

NAME	TELEPHONE NUMBER	FAX NUMBER	E-MAIL

(attach a separate sheet if necessary)

The hours of business for accepting request for quotations are:_____

Walkup Service Available: Yes_____ No_____

Please indicate which of the following services and products will be available under the agreement.

- | | |
|---|---|
| <input type="checkbox"/> Printing in a single color | <input type="checkbox"/> Books/Pamphlets (side/saddle stitch) |
| <input type="checkbox"/> Printing in multiple colors | <input type="checkbox"/> Forms – Single Leaf/Multipart |
| <input type="checkbox"/> Printing in four color process | <input type="checkbox"/> Certificates/Invitations |
| <input type="checkbox"/> Copying (black/color) | <input type="checkbox"/> Folders- Presentation/Pocket, etc. |
| <input type="checkbox"/> Litigation Copying | <input type="checkbox"/> Signs/Posters/Banners/Plaques |
| <input type="checkbox"/> Oversized Copying (black/color) | <input type="checkbox"/> Thermography |
| <input type="checkbox"/> Digital Imaging (black/color) | <input type="checkbox"/> Foil Stamping |
| <input type="checkbox"/> Screen Printing | <input type="checkbox"/> Embossing |
| <input type="checkbox"/> Perfect Binding | <input type="checkbox"/> Engraving |
| <input type="checkbox"/> Spiral/Comb Binding | <input type="checkbox"/> Calligraphy |
| <input type="checkbox"/> Velo Binding | <input type="checkbox"/> Labels/Decals/Stickers |
| <input type="checkbox"/> Tape Binding | <input type="checkbox"/> Tab Dividers |
| <input type="checkbox"/> Proofs (dylux, color keys, matchprints, digital, etc.) | <input type="checkbox"/> Bags (paper/canvas/plastic) |
| <input type="checkbox"/> Editorial/Graphic Services | <input type="checkbox"/> Magnetic Cards |
| <input type="checkbox"/> Publication Art | <input type="checkbox"/> Book Marks (paper/ribbon) |
| <input type="checkbox"/> Microfilm/Microfiche | <input type="checkbox"/> Envelopes (construction/printing) |
| <input type="checkbox"/> CD Duplicating/Replication | <input type="checkbox"/> Tags |
| <input type="checkbox"/> Chemical Reproduction | <input type="checkbox"/> Die-Cutting |
| <input type="checkbox"/> Presentation Materials (transparencies) | <input type="checkbox"/> Bates Numbering/Labeling |
| <input type="checkbox"/> Mail Preparation | <input type="checkbox"/> Laminating/Mounting/Framing |
- Other (please specify)_____

Please indicate which Quality Levels you wish to offer quotations for under this agreement (see "Quality Assurance Levels" on Page 3). GPO reserves the right to determine the Quality Levels of work a contractor will be offered.

- Level I Level II level III Level IV Level V

SPA CONTRACTOR PROPOSAL FORM

Discounts are offered for payment as follows: ____ percent, ____ calendar days.

(Discounts are for payment purposes only; not an evaluation factor for award.)

Company: _____

Address: _____

(City/State/Zip Code)

By: _____
(Contractor's Signature)

Date: _____

(Printed Name)

(Contractor Code, if known)

Telephone No. (____)____-_____

Fax Number (____)____-_____

E-mail Address _____

The company specialty is _____