

Program No Date of awarded to August 31, 2017
 TITLE: DEA FORM 222

NEW REQUIREMENT

ITEM NO.	COMPLETE PRODUCT:	DESCRIPTION	BASIS OF AWARD	UNIT RATE COST	CRABAR/GBF Leipscic, OH	UNIT RATE COST	The Flesh Co	UNIT RATE COST	RR Donnelley Osage Plant	UNIT RATE COST	Previous contractor
I.(a)....	DEA Form 222 up to & including 100,000 sets per order		1	1,500.00	0.00	n/c	0.00	n/c	0.00	1,000.00	0.00
.....(1)	Makeredy and/or setup.....		100	30.00	3,000.00	43.60	4,360.00	98.90	9,890.00	19.00	1,900.00
.....(2)	Running per 1000 sets.....				0.00	0.00	0.00	0.00	0.00	0.00	0.00
....(b)....	DEA Form 222 over 100,000 sets per order		2	1,000.00	2,000.00	n/c	0.00	n/c	0.00	n/c	0.00
.....(1)	Makeredy and/or setup.....		1848	30.00	55,440.00	30.68	56,696.64	72.35	133,702.80	19.00	35,112.00
.....(2)	Running per 1000 copies.....				0.00	0.00	0.00	0.00	0.00	0.00	0.00
II.	STOCK/PAPER		1948	12.00	23,376.00	42.50	82,790.00	15.00	29,220.00	14.00	27,272.00
.....(a)	WC white Forms Bond (15-16 lb) ...per 1000 sets				0.00						
	CONTRACTOR TOTALS				\$85,316.00		\$143,846.64		\$172,812.80		\$65,284.00
	DISCOUNT			1.00%	\$853.16	1.00%	\$1,438.47	0.00%	\$0.00	1.00%	\$652.84
	DISCOUNTED TOTALS				\$84,462.84		\$142,408.17		\$172,812.80		\$64,631.16

U.S. GOVERNMENT PUBLISHING OFFICE
Boston, MA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

DEA Form 222

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

Department of Justice (DOJ)

TERM OF CONTRACT: The term of this contract is for the period beginning September 1, 2016 and ending August 31, 2017, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Eastern Standard Time, on September 12, 2016.

BID SUBMISSION: Submit bids to: U.S. Government Publishing Office, Boston Regional Office, JFK Federal Bldg., 15 New Sudbury Street Room E-270 Boston MA 02203-0002. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Fax Number (617) 565-1385. 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. Fill out and fax Section 4: Schedule of Prices of this specification with a copy of the 910 form to 617-565-1385.

Bids received after 2:00 p.m. on the bid opening date specified above will not be considered for award.

*******FOUO orders* Accountable Forms: CHAIN OF CUSTODY REQUIRED See p. 6 & 7*******

**NOTE: Prior to award, the contractor will be required to submit a written explanation as to how the contractor will safeguard the data provided by the agency. Explanation must be submitted via email (arich@gpo.gov) or fax to (617-565-1385)

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>

To submit a Bid, contractors must execute and submit the "Schedule of Prices"

BIDDERS, PLEASE NOTE: All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

For information of a technical nature call Anne Marie Rich (617) 565-1370 or email arich@gpo.gov

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation, which are specifically incorporated by reference into this solicitation, are applicable.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is required

QUALITY ASSURANCE LEVELS AND STANDARDS:

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (form related) Attributes--Level 3
- (b) Loss of information is a critical defect.
- (c) Exceptions--Image position (single-part and multi-part):

The tolerance for image displacement shall be +/- 1/32 inch from the specified position. Displacement shall be measured at its maximum point.

The tolerance for image skewness shall be +/- 1 degree from the specified angle.

Any displacement of skewness exceeding the tolerance is a major defect. A single form may be assigned one major defect for image displacement and one major defect for image skewness.

Inspection Levels (from ANSI/ASQC Z 1.4, Sampling Procedures and Tables for Inspection by Attributes):

- (a) Nondestructive Tests and Inspections -- General Inspection Level I.
- (b) Inspection of breaks, splices, and warning signals; performance tests; and destructive tests -- Special Inspection Level S-3.

Acceptable Quality Levels (AQL):

- (a) Form-related attributes and other characteristics: 1.0 defect per 100 forms for critical defects and 6.5 defects per 100 forms for total defects (total defects equal critical defects plus major defects). One form equals one unit of product.
- (b) Performance standards, breaks, splices, and warning signals: 2.5 defects per 100 containers. One container of forms equals one unit of product.

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	Press Sheet Inspection
P-9	Solid & Screen Tint Color Match	Press Sheet Inspection

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7 OK'd Proofs, Furnished Manuscript copy.
- P-9 Pantone Matching System color.

PERFORMANCE STANDARDS FOR CONTINUOUS OPERATION ON PRINTERS, BURSTERS, DECOLLATORS AND OTHER SPECIFIED EQUIPMENT:

Containers: The following standard shall apply to containers of multiple-part forms.

A container of forms has a defect if it has more than two stoppages due to any manufacturing deficiency.

The Order: Acceptability of the order, for performance standards, will be based on the number of defective containers of forms in a sample selected in accordance with ANSI/ASQC Z 1.4, Sampling Procedures and Tables for Inspection by Attributes, Special Inspection Levels S-3.

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 five (5) 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 authorized pricing adjustment.

Extension of Contract Terms: At the request of the Government, the term of any contract resulting from this solicitation may be further 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 August 31, 2017**, 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 variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (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 **May, 31, 2017** 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 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 discount shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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, the Government reserves the right to conduct an on-site pre-award 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.

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 August 31, 2017, 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. Shipments/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 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(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, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode cover sheet program application and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment.

The following website address is the instruction on how to create the GPO payment barcode cover page.
<http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

After you create the bar code cover sheet and put it together with your print order, invoice, and delivery receipt with quantity represented to (202) 512-1851. For more Information
<http://www.gpo.gov/vendors/payment.htm>

If you need help with the bar code cover sheet please call 202-512-0869. If you have questions about the receipt or payment of your invoice please email invoice-inquiry@gpo.gov.

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

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

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.

Product is designated as: For Official Use Only: The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducible at any time prior to delivery by him to a transportation agent or 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. Unless otherwise indicated herein, all extra copies, materials waste, etc must be destroyed.

*****NOTE:** Prior to award, the contractor will be required to submit a written explanation as to how the contractor will safeguard the data provided by the agency. Explanation must be submitted via email (arich@gpo.gov) or fax to (617-565-1385)

WARNING: 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. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed by shredding or burning upon generation. If any master or other usable press print item (plate, etc.) containing a re-printable portion of whole of any set, or page of the end product is lost, stolen, or otherwise misplaced, the contractor must immediately notify the contract administrator, whose name and telephone number will appear at the top of the purchase order.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard Personally Identifiable Information (PII) from loss, theft or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personal identifiable information includes, but is not limited to, a person's name and address.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CRIMINAL SANCTIONS: It is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to Contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established hereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

NOTE: Data collection associated with this program is subject to Title V of the U.S. Code ("Confidential Information Protection and Statistical Efficiency").

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of 3-part marginally punch carbon interleaved forms with security background tinting, requiring such operations as composition, printing, proofing, press sheet inspection, perforating, collating, joining, crimping, packing, and distributing.

TITLE: DEA Form 222

PRODUCT: Three-part marginally punched continuous form.

EQUIPMENT AND PERFORMANCE: Forms will be processed on the following equipment: Printer – IBM 6500 Impact Printer. Bowe, Bell and Howell MasterStar 776 and Moore Business Equipment Trim Winder. Decollator: Manual. Forms must burst without tearing on the specified equipment.

FREQUENCY OF ORDERS: Approximately 3 scheduled orders.

QUANTITY: Approximately 1,848,000 sets per order for the two (2) orders. If needed there might be one order for approx. 100,000 sets.

TRIM SIZES: 10.5 x 6” 8 x 6 (detached size)

GOVERNMENT TO FURNISH: pdf Digital deliverable; 1 sample set. GPO 905 label.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the copy and/or 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.

COMPOSITION: Manuscript copy is furnished - the contractor must set type matching the typeface to the furnished sample provided, space out, and proofread.

Contractor must furnish an Adobe Acrobat PDF file (current version) of the typeset product to the ordering agency via email. Email address to be specified on the print order.

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 Government Publishing Office at (617) 565-1370.

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.

The contractor shall have available all the screen and printer fonts required to successfully output each page.

When furnished, contractor must scan all furnished camera copy to an Adobe Acrobat PDF file (current version) and email to the address specified on the print order.

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 or Adobe Acrobat PDF (current version) files (digital deliverables), as specified, 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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government or when specified on the print order.)

PROOFS: ONLY THE FIRST ORDER WILL REQUIRE PROOFS

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Anthony D'Andrea (202) 307-7767 or 703-912-2201 or email Anthony.C.Dandrea@usdoj.gov to confirm receipt.

PDF soft proofs must be emailed as indicated on the individual print order.

Email to Anthony.C.Dandrea@usdoj.gov. Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 3 workdays from receipt at the agency until they are made available for pickup by the contractor.

The contractor will be responsible for performing all necessary proofreading to ensure that the proofs are in conformity with the sample set submitted.

Submit THREE SETS OF PAGE PROOFS together with furnished media directly to DEA-SAOS, 8701 Morrisette Drive, Springfield, VA 22152, and Attn: Anthony C. D'Andrea (202) 307-7767. Send via traceable means, inside delivery required. Contractor must contact GPO Boston, Anne Marie Rich at (617) 565-1370, immediately upon sending/delivering proofs. Contractor is responsible for the pick up of all proofs from the agency/department.

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

When proofs are not required, the contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

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. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

White Chemical Wood Forms Bond, Basis weight: 15-16 lbs per 500 sheets, 17 x 22", equal to JCP Code G05

PRINTING: Print all parts head-to-head. Print part 1 in brown, part 2 in green, and part 3 in blue. Match Pantone 470 Brown, 347 Green and 285 Blue. All parts must register.

- Changes: Face – Minor change on part 2 and Marginal change on part 3.
- Back – Major change on part 3.
- Printing in black ink, type and rule matter, overprinting a security background tint (guilloche pattern-approximately 7-11/16 x 5-3/8") design is required on face and back of all parts (except part 3 back).
- Also, a jumbled character block out area, approximately 1-3/4 x 7/16", is required on face of parts 2 and 3 printing in black ink.
- Overprinting of a block out area is required in black ink on face of parts 2 and 3 and must be of such density that it precludes reading of crash printed number.

Numbering (Indelible Sequential Numbering Ink – Red): Sequentially number part 1 (only) in the lower right corner area measuring approximately 1-1/4 x 3/8". Use nine numeric characters starting with 180,262,000; each character no larger than 3/32" wide and 1/4" high. No missing or duplicate numbers, crash numbering acceptable. Contractor must use ink with a special red pigment that will penetrate the paper fibers and migrate to the back of Copy 1, creating a mirror image of the numbers which makes altering and/or copying extremely difficult.

MARGINS: Face – Head 1/6", foot 2/6", left 1-3/4", right, 1-1/16";
Back – Head 2/6", foot 5/12", left 1-13/16", right, 1-11/16";

CONSTRUCTION: Interleave with black, standard, narrow un-punched, non-smudge carbon paper.

- Carbon between parts 1 and 2 to be 1-1/2" short at left and 3/8" short at right, with a 5/8" wide un-carbonized area at right.
- Carbon between parts 2 and 3 to be 7/8" short at left and 1" short at right, with a 5/8" wide un-carbonized area at left.
- All carbon paper must be of sufficient density and graded sensitivity to ensure clear, legible copies on all parts when forms are processed on the specified equipment.

Perforations: Perforate all parts only (carbons do not perforate) vertically along the entire 6" depth at 1-1/2" from left edge and 1" from right edge.

- In addition, horizontal tear line perforations (all parts and carbons) shall be provided every 6" between sets. At the point of intersection between horizontal and vertical perforations, an uncut portion in the vertical perforation must prevail to preclude premature bursting.
- Vertical perforations must be tough-tear on Parts 1 & 2 right side and Part 3 left side.
- All perforations shall be cut clean and sufficiently deep to permit easy separation but not to tear in ordinary handling or in feeding through specified equipment

MARGINAL ALIGNING HOLES: The parts shall be punched along the left and right sides of form with round holes 5/32" in diameter, spaced 1/2" center to center, 1/4" from center of holes to sides of form with center of top aligning holes located 1/4" from top tear line perforation. All holes must be clean cut with all forms completely free of waste.

PERFORATIONS: Marginal perforations, shall be provided for the purpose of removing marginally punched holes from the forms. Marginal perforations are located not less than 3/8" no more than 1" from left, right or both side(s). Cuts in marginal perforations must not intersect cuts in tear line perforations.

Tear line perforations shall be provided between forms and shall be at a 90-degree angle to a straight line extending through the center of the marginal aligning holes. They shall fall halfway between the marginal aligning holes when the form depth is a multiple of 1/2". Cuts in tear line perforations must not intersect cuts in marginal perforations.

All perforations must be such as to guarantee easy separation in one operation (without additional assistance, such as folding marginal perforations on left and/or right) but sufficient strength must be retained to prevent separation when processed on the equipment specified.

JOINING: Join parts by crimping at left and right with minimum of three (3) four-prong crimps each side per 6" depth. Join all parts and carbon 1 with a continuous firm glue line at 1-1/4" from left edge, and all parts and carbon 2 with a continuous firm glue strip and 13/16" from right edge. Forms shall be impacted over glue lines to prevent tenting and to prevent form separation while processing. Wire stitches are not part of these specifications.

Crimping is a method of joining in which the forms are die embossed or cut in one or both marginal aligning strips; thereby interlocking the parts and carbon leaves.

Permanent joining is a fastening, which requires stripping off the marginal aligning strip(s) before separation. Permanent joining includes line, skip or spot gluing, and flexible stub.

PRESS SHEET AND CONSTRUCTION INSPECTIONS: Final make-ready press sheets and construction operations will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during production of this requirement. Upon approval, contractor is charged with maintaining those standards throughout the entire production run. Inspection of the press sheets and construction operations must be completed on the same day.

The contractor must notify the GPO of the date and time press sheets will be available. In order that proper arrangements can be made notification must be given at least 72 hours (excluding Saturdays, Sundays and Federal holidays) in advance of the time for inspection of the press sheets. Notify the Boston GPO. TELEPHONE - (617) 565-1370.

To maintain the required quality, the Government reserves the right to inspect the press sheets at the contractor's plant on any workday during the contractor's regular working hours. When press inspection is requested, it must be scheduled during contractor's first and/or second shifts ONLY. Note: See contract clauses, paragraph 14(c) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor additional cost of the inspection

PACKING: Forms must be zig-zag folded and tightly packed in units of 1,400 sets per container in a manner that will prevent warping or other mutilation during handling, transportation, and storage. Containers shall be durable uniform size Level A shipping containers which ensure delivery at destination in a satisfactory condition ready for free passage through the machines.

- One break per container (splices not acceptable) is allowed but the total number of shipping containers containing breaks must not exceed 300 for the entire order.
- Shipping containers with breaks shall be marked in red with the word "BREAK" and a line drawn to indicate the appropriate location of break.
- Type A pallets required. 60 cartons per pallet. See GPO Contract Terms (Publication 310.2 (Rev. 6-01).)

All inner boxes must be packed suitable in shipping containers not to exceed 45 pounds when fully packed. Do not mix different inner boxes within a shipping container.

In addition to taping cartons, top and bottom, add 2 straps to each carton. Wrap top row on each pallet with double tape. Stretch wrap entire pallet.

Pallets must be loaded in sequence with high numbers on tail of trailer.

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

- In addition to regular markings, all shipping container labels must show “DEA-222” only as the title, and the first and last serial numbers in the shipping container.
- The title, as printed on the actual form, must not show on label.
- Each shipping container shall be sequentially numbered in relation to the total number of shipping containers, i.e., 1 of 8,100, 2 of 8,100, 3 of 8,100, etc.
- The first number set in shipping container number 1 must be 180,262,000.

Bar Code Markings: “Shipping container 1 of 8,100, 2 of 8,100, 3 of 8,100, etc.” plus the first and last serial number in each shipping container must be bar coded on shipping containers, using the Uniform Symbology Specification – Code 39 (new standard) bar code system, for non-contract reading, in accordance with ANSI/AIM BC1-1995. The bar code must be positioned in accordance with Fed. Std. 123.

PALLETS: Each pallet must identify the numbering sequence contained therein. Stretch-wrap each pallet. Pallets must be loaded in sequence with high numbers on tail of trailer.

QUALITY ASSURANCE RANDOM COPIES: The contractor is required to submit 50 (unnumbered) quality assurance random sets per shipment, to test for compliance against specifications for each print order. The 50 sets must be selected randomly for each shipment. 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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 1190-S Purchase Order XXXXX, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/shipping method, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Upon completion of each order, contractor must return all furnished material and digital deliverables to the ordering agency as specified on the print order. These materials must be packaged and returned separately from the entire job via the contractor’s vehicle, Certified Mail, or any other traceable means.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

DISTRIBUTION: Ship f.o.b. destination.

****Accountable Forms: CHAIN OF CUSTODY REQUIRED****

Signature of delivery service required. The entire order must be shipped/delivered via carriers specifically contracted for the transportation of this product only. No other freight may be included with these shipments. There are to be two signatures when the shipment is picked up from the vendor’s plant. One (1) signature from the vendor’s plant and one (1) from the vehicle driver. If vehicle is stopped at a transfer point, or must be unloaded for some reason, signature of person(s) in charge must be included on form.

This requirement must be made in the event forms must be traced. In the event a complete or partial container(s) is lost which includes any set, part, or page of one or more units of the end item ordered hereunder, during shipment, the loss will be investigated. Tailgate delivery at final destination.

Vendor to follow print order instructions for complete delivery information.

The PRIMARY DELIVERY ADDRESS will be as follows:

DRUG ENFORCEMENT ADMINISTRATION

8701 Morrisette Drive
Springfield VA 22152
Attn: ODT

Springfield, VA PALLET CAPACITY: The Springfield, VA warehouse can accept up to 54 pallets with 60 cartons each. Total of 3,240 cartons upon delivery

****SPECIAL INSTRUCTIONS:**

DELIVERIES TO:

Delivery vehicle (container/trailer) must be sealed at contractor location and must arrive at destination intact. Only authorized agency personnel may remove the seal from the (container/trailer). No double stacking of pallets allowed. Boxes will be removed from vehicle one at a time at the destination.

Forms shipped out of sequence will not be accepted at destination. Deliveries must be made between the hours of 8:00am – 11:00am Monday thru Friday excluding Federal holidays. Deliveries will not be accepted on Saturdays, Sundays or Federal holidays, or at hours other than those designated above.

Return of GFM: Return furnished material to DEA-SAOS, 8701 Morrisette Drive, Springfield, VA 22152, Attn: Anthony C. D'Andrea (202) 307-7767. Shipment shall be made via USPS Certified Mail with signature service.

All expenses incidental to returning materials and submitting proofs must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print order and furnished material must be picked up from: DEA-SAOS, 8701 Morrisette Drive, Springfield, VA 22152, Attn: Anthony C. D'Andrea (202) 307-7767.

On the first order, PDF soft proofs must be emailed as indicated on the individual print order. Submit proofs as soon as the contractor deems necessary in order to comply with shipping schedule. Digital color content proofs must be delivered to and picked up from the address as specified on the print order. When applicable, furnished electronic media and visual(s) must be returned with proofs. Proofs will be withheld 3 workdays from receipt at the agency until they are made available for pickup by the contractor.

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.

Contractor must complete production and distribution within 40 calendar days (as specified on the print order) of notification of the availability of print order and furnished material.

DEA FORM 222

No specific date is set for the submission of proofs, on the first order. Proofs must be submitted as soon as possible to allow for revised proofs if the contractor's errors are judged serious enough to require them. When required, proofs will be withheld no longer than three (3) workdays of receipt thereof.

All proof and transit time is included in the above specified schedule.

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 the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I. COMPLETE PRODUCT:

	(1)	(2)
(a)	1	100
(b)	2	1848

II. PAPER:

(a)	1948
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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

Contractor 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 contractor intends to furnish individual items at no charge to the Government.

Bids submitted with NQ (No Quote) or blank spaces for an item within the category that a contractor is quoting on 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 billing submitted to the GPO shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders that are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Boston GPO. If such orders are placed by the agency, and no Modification is received from the Boston GPO, the contractor is to notify GPO Boston immediately. Failure to do so may result in nonpayment.

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

I. COMPLETE PRODUCT: Prices must be all-inclusive and must include the cost of all required materials and operations necessary for the complete production (including printing, construction, shipping containers, all necessary pallets, packaging materials, labeling and marking) of the product listed in accordance with these specifications except for Items II. Stock/Paper.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1000 Sets</u> (2)
(a) DEA form 222 up to & including 100,000 sets per order per order.....	\$ _____	\$ _____
(b) DEA form 222 over 100,000 sets per order..... per order.....	\$ _____	\$ _____

(Initials)

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the finished size of the envelopes. The cost of any paper required for Makeready or running spoilage must be included in the prices offered.

(a) W.C. White Forms Bond (15-16-lb.)..... per 1,000 sets \$_____

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)

ATTACHMENT 1

Sample of Bid Envelope

Bids must be sent to the address indicated below.

In order to ensure proper processing of all bids, the following information is required on all bid envelopes.

Jacket or Program No. ____ 1190S ____

From _____

Address _____

POSTAGE
STAMP
REQUIRED
HERE

(please check appropriate box)

- BID
- NO BID
- CONFIRMATION OF BID/NO BID

**U.S. Government Publishing Office
Boston Regional Publishing Procurement Office
15 New Sudbury Street, Room E-270
Boston, MA 02203-0002**

Bids will be received until _____
at **2:00 P.M.** Prevailing Eastern Standard Time