

TITLE:	DOL PRODUCTION, STORAGE, AND FULFILLMENT													
TERM:	Date of Award thru May 31, 2018													
	U.S. Department of Labor													
	PROGRAM 471-S			CRAFTLINE GRAPHICS, Inc.			DATA SAVERS		GRAY GRAPHICS		L&D MAIL MASTERS Inc.		WBC, INC. d/b/a LITHEXCEL	
		BASIS OF	Fort Wayne, IN			Jacksonville, FL		Capitol Heights, MD		New Albany, IN		Albuquerque, NM		
	AWARD	UNIT RATE	COST		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
I.	PACKING AND DISTRIBUTION:													
(a)	Gathering/Combining/Consolidating different titles/products going to the same address													
	1.	2 to 5 different titles/products/ per address	27,136	2.11	57,256.96	2.10	56,985.60	2.50	67,840.00	2.50	67,840.00	2.50	67,840.00	
	2.	6 to 10 different titles/products/per address	6,376	4.47	28,500.72	5.00	31,880.00	4.50	28,692.00	4.75	30,286.00	5.00	31,880.00	
	3.	11 to 15 different titles/products/per address	2,072	7.63	15,809.36	7.50	15,540.00	8.00	16,576.00	7.75	16,058.00	9.00	18,648.00	
	4.	16 to 30 different titles/products/ per address	1,704	10.00	17,040.00	10.50	17,892.00	13.00	22,152.00	9.85	16,784.40	11.00	18,744.00	
	5.	31 to 50 different titles/products / per address	400	16.84	6,736.00	16.80	6,720.00	25.00	10,000.00	16.50	6,600.00	21.00	8,400.00	
	6.	51 to 100 different titles/products / per address	72	33.68	2,424.96	31.50	2,268.00	50.00	3,600.00	33.25	2,394.00	50.00	3,600.00	
(b)	Creating additional labels when required													
	(multiple labels, if required, to the same location)													
		-----per label-----	100	1.05	105.00	1.50	150.00	1.00	100.00	1.00	100.00	1.00	100.00	
(c)	Deliveries:													
	1.	Packing and sealing shipping containers												
		per container-----	20	5.26	105.20	5.00	100.00	3.00	60.00	5.00	100.00	2.00	40.00	
	2.	Delivery to ordering agency within the commercial zone of Washington, DC-----per paller/per address	1	210.53	210.53	300.00	300.00	100.00	100.00	200.00	200.00	540.00	540.00	
(d)	Mailing/Shipping:													
	1.	Single or multiple copies (up to 200 leaves) in kraft envelope-----per envelope-----	816	1.05	856.80	0.65	530.40	0.85	693.60	0.55	448.80	0.60	489.60	
	2.	Single or multiple copies over 200 leaves, up to 12 pounds, in cushioned bags, or wrapped in bundles (maxumum gross weight 14 pounds.)												
		-----per bag or bundle-----	160	1.32	211.20	0.75	120.00	1.00	160.00	0.60	96.00	1.80	288.00	
	3.	Quantities over 12 pounds, up to 36 pounds, packed in shipping container (maximum gross weight 40 pounds)-----per container-----	69,112	1.84	127,166.08	0.99	68,420.88	1.15	79,478.80	0.65	44,922.80	1.00	69,112.00	
II.	STORAGE:													
(a)	Storage-----per month-----													
			12	3,421.05	41,052.60	3,500.00	42,000.00	15,000.00	180,000.00	8,500.00	102,000.00	4,000.00	48,000.00	
	CONTRACTOR TOTALS				\$297,475.41				\$409,452.40		\$287,830.00		\$267,681.60	
	DISCOUNT				5.00%	\$14,873.77			2.00%	\$8,189.05	2.00%	\$5,756.60	1.00%	\$2,676.82
	DISCOUNTED TOTALS				\$282,601.64				\$401,263.35		\$282,073.40		\$265,004.78	
	AWARDED													

TITLE:	DOL PRODUCTION, STORAGE, AND FULFILLMENT									
TERM:	Date of Award thru May 31, 2018									
	U.S. Department of Labor									
	PROGRAM 471-S									
		MPE BUSINESS FORMS			THE PRINT HOUSE		NPC, Inc.		CURRENT CONTRACTOR	
		Dekalb, IL			Brooklyn, NY		Claysburg, PA		NPC, INC.	
		AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PACKING AND DISTRIBUTION:									
(a)	Gathering/Combining/Consolidating different titles/products going to the same address									
1.	2 to 5 different titles/products/ per address	27,136	9.50	257,792.00	2.50	67,840.00	2.50	67,840.00	2.20	59,699.20
2.	6 to 10 different titles/products/ per address	6,376	11.50	73,324.00	5.00	31,880.00	3.00	19,128.00	4.50	28,692.00
3.	11 to 15 different titles/products/per address	2,072	13.50	27,972.00	7.50	15,540.00	5.00	10,360.00	7.50	15,540.00
4.	16 to 30 different titles/products/ per address	1,704	17.50	29,820.00	10.00	17,040.00	8.00	13,632.00	9.85	16,784.40
5.	31 to 50 different titles/products / per address	400	22.50	9,000.00	25.00	10,000.00	10.00	4,000.00	16.40	6,560.00
6.	51 to 100 different titles/products / per address	72	33.50	2,412.00	50.00	3,600.00	33.00	2,376.00	33.00	2,376.00
(b)	Creating additional labels when required (multiple labels, if required, to the same location)									
	-----per label-----	100	1.00	100.00	5.00	500.00	5.00	500.00	1.00	100.00
(c)	Deliveries:									
1.	Packing and sealing shipping containers per container-----	20	10.00	200.00	5.00	100.00	5.00	100.00	5.00	100.00
2.	Delivery to ordering agency within the commercial zone of Washington, DC-----per paller/per address	1	250.00	250.00	500.00	500.00	200.00	200.00	100.00	100.00
(d)	Mailing/Shipping:									
1.	Single or multiple copies (up to 200 leaves) in kraft envelope-----per envelope-----	816	0.75	612.00	1.00	816.00	1.20	979.20	0.50	408.00
2.	Single or multiple copies over 200 leaves, up to 12 pounds, in cushioned bags, or wrapped in bundles (maximum gross weight 14 pounds.) -----per bag or bundle-----	160	1.00	160.00	2.00	320.00	1.20	192.00	0.55	88.00
3.	Quantities over 12 pounds, up to 36 pounds, packed in shipping container (maximum gross weight 40 pounds)-----per container-----	69,112	1.25	86,390.00	2.00	138,224.00	1.20	82,934.40	0.60	41,467.20
II.	STORAGE:									
(a)	Storage-----per month-----	12	8,800.00	105,600.00	12,500.00	150,000.00	16,500.00	198,000.00	9,683.00	116,196.00
	CONTRACTOR TOTALS			\$593,632.00		\$436,360.00		\$400,241.60		\$288,110.80
	DISCOUNT		1.00%	\$5,936.32	0.25%	\$1,090.90	0.25%	\$1,000.60	0.25%	\$720.28
	DISCOUNTED TOTALS			\$587,695.68		\$435,269.10		\$399,241.00		\$287,390.52

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

DOL Storage and Fulfillment

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

U.S. Department of Labor

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending May 31, 2018, 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 11:00 a.m., prevailing Washington, DC, time, on June 2, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

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 <https://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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)).

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

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

SUBCONTRACTING: Subcontracting is not allowed.

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 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(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 Date of Award to May 31, 2018, 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 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 February 28, 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 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 contractor, 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: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

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 on-line electronic order for each job placed with the contractor. The electronic order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order. *NOTE: A print order will be issued at the end of each month for all electronic orders placed during that month (see "PAYMENT").*

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders and electronic orders by the Government. Orders may be issued under the contract from Date of Award through May 31, 2018, plus for such additional period(s) as the contract is extended. All print orders/electronic 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/electronic order. A print order/electronic order shall be "issued", upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT:

Within the first five (5) workdays of each month, prior to submitting an invoice to GPO, the contractor must submit an order report (see "REPORTS"); an itemized billing invoice, and all shipping receipts (including costs) to the ordering agency (as specified on each order) for verification, approval, and signature.

After verification/approval of the monthly report, the ordering agency will issue a print order (GPO Form 2511). Contractor must submit this signed, verified receipt along with the print order with their billing invoice to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401. Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of receiving payment. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the storage and fulfillment of internet-submitted orders, requiring such operations as storage, inventory maintenance, packing, on-line order fulfillment, and distribution.

TITLE: DOL Storage and Fulfillment.

FREQUENCY OF ORDERS: Approximately 200 to 800 orders per year.

Orders for fulfillment will be placed via the contractor's web-based on-line ordering system (see "ON-LINE ORDERING"). (At the end of each month, the ordering agency will issue a print order for all on-line orders placed during that month for billing purposes. See "REPORTS" and "PAYMENT.")

Replenishment of printed products will be supplied from outside DOL printing programs. Quantities from these programs will be placed into contractor's inventory. Anticipated maximum pallet storage capacity required of contractor is 500 pallets (each pallet measuring 40"W x 48"L x 48"H).

NOTE: During the months of March through June of each contract year, contractor can expect a large number of orders placed via the online ordering system for OSHA.

QUANTITY: Approximately 1 to 10 items per order and approximately 1 to 5,000 copies per item per order.

GOVERNMENT TO FURNISH: Various printed products for storage and fulfillment. Products consist of, but are not limited to:

- Saddle-stitched and perfect-bound publications, looseleaf publications, brochures, pamphlets, posters, laminated cards, and flyers.
- Printed products range in size from 2-1/2 x 3-1/2" up to and including 17 x 12".
- Printed products range from 1 to 1,000 pages.
- Products will be printed on various types of stock.
- Posters may be furnished either flat or folded.
- Oversized products, binders, letterhead, No. 10 envelopes, kraft envelopes, CDs, and DVDs.

CONTRACT START-UP:

Contractor will be responsible for one (1) pickup of materials to be placed in the contractor's inventory for fulfillment of orders.

Immediately after award, the contractor must contact DOL to make arrangements for the transfer of approximately 280 pallets of materials from one (1) address for DOL, Altoona, PA, to the contractor's facility. The contractor will be reimbursed for all shipping costs by submitting all shipping receipts with the billing invoice.

Additional inventory will be furnished to the contractor by various printing contractors (from existing DOL printing contracts) throughout the term of the contract. This additional inventory will be delivered to the contractor's facility. With the exception of the one (1) pickup specified above, the contractor will not be responsible for arranging for pickup of additional inventory throughout the term of the contract, nor will the contractor be responsible for costs associated with the delivery of this inventory.

On an occasional order, the contractor may be required to pick up inventory from the ordering agency (at one or more addresses) within the commercial zone of Washington, DC only. The contractor will be reimbursed for all shipping costs by submitting all shipping receipts with the billing invoice.

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.

ON-LINE ORDERING: *The contractor must provide an Internet-based on-line ordering system that is fully functional at time of award. This system shall be administered by the contractor and will not be hosted by the ordering agency. The contractor must be able to accept on-line orders within 30 calendar days of contract award.*

The contractor's system must be able to handle order entry, fulfillment, and storage. The application must allow the ordering agency to retrieve downloaded orders from the web site.

The on-line ordering system must have the following capabilities –

1. The contractor's web site must support a minimum of 20 unique users with usernames and passwords. Each account must be capable of storing shipment addresses in an "address book" format per user. The contractor is responsible for administration of usernames and passwords.
2. The contractor's ordering system must provide a fillable web form specifically designed to accept data and place an Order Request. An on-screen verification allowing the user to review and edit the order prior to order placement is required.
3. The contractor's web site must contain a representative photo of each publication available for fulfillment under this contract. (NOTE: When a new title is added to inventory, the contractor has three (3) workdays from receipt thereof to make available for fulfillment.)
4. Placement of an Order Request must result in the immediate generation of a confirmation email to the individual placing the order, summarizing the contents of the order. The email must include instructions for cancelling an order.
5. The contractor's web site must notify the user when an item is out of stock.
6. The contractor's web site must include functionality for approval by a designated individual at DOL for requests for expedited shipping.
7. The contractor's web site must support a "Super Admin" feature in which a designated individual at DOL is able to view the order history for the entire contract and create reports to include, but not limited to, the following criteria: order number, date of order placement; name of individual placing each order; number of items per order; number of copies per item; total number of orders placed; and shipping tracking information.
8. The contractor's web site must include functionality for approval by a designated individual for: (a) quantities over 5,000 of a single item; (b) requests for expedited shipping; and, (c) any order for certain furnished items as designated by staff.
9. OSHA Specific Functionality:
 - For OSHA orders only, the contractor's website must be able to handle the processing of "individual orders" and the processing of "bulk orders." For OSHA orders only, "individual orders" are defined as orders for less than 25 copies of the same item; "bulk orders" are defined as orders for 25 copies or more of the same item.
 - In addition to all functionality specified in paragraphs 1. through 8. above, the contractor's ordering system must be able to accept individual orders by email. The contractor must provide an email address to which these orders are to be sent. (See Attachment 1 for the email format that will be sent to the contractor.)

- For individual orders received, the contractor's system must generate a packing slip with the address in the same layout as shown in Attachment 2. This packing slip must be available within one (1) hour of receipt of the order being submitted to the contractor. This packing slip will be printed by OSHA on stock already in their possession which will allow OSHA to have the address printed on a removable pressure-sensitive label which can be affixed directly on the package for shipping (see Attachment 3).
- Individual orders will be fulfilled by OSHA. Bulk orders will be fulfilled by the contractor.

REPORTS: Contractor must generate and submit a monthly report to the designated authorized ordering agency employee. Report shall contain: order number, date each order was placed, name of individual placing each order, number of items, per order, number of copies, per item, total number of orders placed, and delivery tracking information (see "PAYMENT" specified in SECTION 1.)

ONLINE ORDERING SYSTEM VALIDATION TEST: After award, but prior to processing/fulfilling live orders, the contractor may be required to demonstrate their ability to receive and process orders received via the contractor's online ordering system by completing a validation test. The Government reserves the right to waive the validation test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor has the capability to successfully meet the requirements for the online ordering system, as specified herein.

NOTE: This validation test will take place during the 30-calendar day start-up period for the online ordering system.

Within five (5) workdays of notification of award, the Government will place three (3) test orders via the contractor's online ordering system, as follows:

- One DOL/OSHA individual order
- One DOL/OSHA bulk order
- One DOL/non-OSHA order

The contractor must process these orders in accordance with the specifications of the online ordering system within one (1) hour of receipt of the online orders.

NOTE: THE CONTRACTOR IS ONLY TO PROCESS THESE TEST ORDERS. CONTRACTOR WILL NOT BE REQUIRED TO ACTUALLY PACKAGE/FULFILL/SHIP THE ORDERS.

The Government will approve, conditionally approve, or disapprove, the validation test the SAME workday of receipt. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

If the validation is disapproved by the Government, the Government, at its option, may require additional validation tests, in the time and under the terms and conditions specified in the notice of rejection. Such test shall be made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional validation tests required.

In the event the additional validation tests are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the validation test within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Processing/fulfilling live orders prior to approval of the validation test is NOT permitted. Violation of this restriction shall be considered a breach of security and contractor shall be subject to default.

All costs for this validation test shall be included in the contractor's prices submitted in accordance with the "SCHEDULE OF PRICES."

PACKING:

When posters are furnished flat, contractor must pack flat.

When required, contractor must shrink-film wrap copies of one item together or shrink-film wrap different items together, as specified.

As required, contractor must gather, combine, and consolidate approximately 2 to 100 different titles/products going to the same address.

Deliveries – Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

Pallets may be required.

Mailing/Shipping –

Insert single or multiple copies (up to 200 total leaves) into kraft envelopes.

Quantities over 200 total leaves, up to 12 total pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 total pounds, up to 36 total pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Deliveries – Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Mailing/ Shipping – Create and affix a return and recipient address label to each shipment packaged in kraft envelopes, shipping bags, shipping bundles, and shipping containers. At contractor's option, addresses may be imaged directly onto kraft envelopes, shipping bags, shipping bundles, and shipping containers.

Contractor must use the specific ordering agency's address as the return address. List of agency addresses and all pertinent information will be provided at the postaward conference, or shortly thereafter.

When required, contractor must create multiple address labels required for multiple packages being shipped to the same address. Packages must be clearly marked to indicate the total number of packages in the mailing (for example, 1 of 3; 2 of 3; 3 of 3).

DISTRIBUTION:

- Ship f.o.b. contractor's city to various addresses to both domestic and foreign destinations. NOTE: Domestic addresses are nationwide, including Alaska, Hawaii, APO/FPO, and American Territories.
- Deliver f.o.b. destination to one or more addresses within the commercial zone of Washington, DC. (NOTE: Less than 10% of all online orders will require a delivery.)

Complete addresses and quantities will be furnished with each on-line order.

For Occupational Safety and Health Administration (OSHA) and Wage and Hour Division (WHD), shipments are to be made by small package carrier using the Government's UPS account number which will be provided after award, unless otherwise instructed. For Veterans Employment and Training Service (VETS), shipments are to be made by reimbursable small package carrier, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of weight of shipment, must be made by reimbursable U.S. Postal Service. The contractor will be reimbursed for all mailing costs by submitting all mailing receipts with the billing invoice for payment.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required for all shipments. Contractor must be able to provide copies of all shipping/delivery receipts upon agency request.

Expedited/overnight shipment requested via the online ordering system must be approved prior to order fulfillment by an individual at the ordering agency as designated at the postaward conference.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

All expenses incidental to returning balance of furnished/produced inventory at end of the contract, maintenance of on-line ordering system, and furnishing sample copies 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 electronic order confirmation.

No definite schedule for the placement of online orders can be predetermined.

The following schedule begins the workday after receipt of an electronic order confirmation; the workday after receipt will be the first workday of the schedule.

- Contractor must complete fulfillment and shipment within two (2) workdays of receipt of confirmation of electronic order.
- NOTE: In the event that the contractor has no copies in inventory for an ordered item, the contractor must fulfill and distribute all other items ordered on that same order in accordance with the schedule. Contractor must distribute the "out of stock" item within two (2) workdays of receipt of replenished inventory.
- The ship/deliver date indicated on the electronic order is the date products ordered for shipping f.o.b. contractor's city must be picked up by the small package carrier (UPS) and 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance

Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquires.

STORAGE AND MAINTENANCE OF INVENTORY: Title of Government-furnished materials shall remain in the Government. The contractor shall maintain adequate property control records of all Government-furnished materials in accordance with industrial practices.

Unless otherwise provided in this contract, the contractor, upon receipt and acceptance of any Government-furnished material, assumes the risk of, and shall be responsible for loss thereof, or damage thereto, except to the extent that such material is consumed in the performance of this contract.

The contractor will be responsible for counting furnished material and notifying the Government of any shortage within 24 hours of receipt thereof.

The contractor must maintain a minimum level (per item) as designated at the postaward conference. When inventory of furnished items falls to the designated minimum, contractor must notify the Government immediately.

Contractor will not be allowed additional time in the schedule on orders waiting for replenishment of inventory because the contractor failed to notify the Government in sufficient time to have replenishment stock furnished to the contractor.

The contractor will be held responsible for any loss of, or damage to, Government-furnished material held in the contractor's inventory.

NOTE: Contractor must hold inventory for up to 60 calendar days after contract expiration to allow for a new contract award to be made.

CONTRACT EXPIRATION: Within five (5) workdays of contract expiration, the contractor must return all material furnished by the Government and an electronic file containing the data inventory to the address provided at the postaward conference. The contractor must be able to produce a signed receipt for this delivery.

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 (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

- I. (a) 1. 27,136
- 2. 6,376
- 3. 2,072
- 4. 1,704
- 5. 400
- 6. 72

- (b) 100

- (c) 1. 20
- 2. 1

- (d) 1. 816
- 2. 160
- 3. 69,112

- II. (a) 12

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all shipping and f.o.b. destination for all deliveries within the commercial zone of Washington, DC.

Prices must include the cost of all required materials, storage, operations, and distribution 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.

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of packing; kraft envelopes, shipping bags, shipping, bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; and, complete distribution, in accordance with these specifications.

A gathering/combining/consolidating charge under Item I.(a) will only be allowed on orders requiring the gathering, combining, and consolidating of different publications (titles) to a common addressee.

Only one charge under line item I.(a), as applicable to each order, will be allowed on the same order for shipments going to the same address.

(a) Gathering/Combining/Consolidating different titles/products going to the same addressee:

- 1. From 2 to 5 different titles/products per address\$ _____
- 2. From 6 to 10 different titles/products per address\$ _____
- 3. From 11 to 15 different titles/products per address\$ _____
- 4. From 16 to 30 different titles/products per address\$ _____
- 5. From 31 to 50 different titles/products per address\$ _____
- 6. From 51 to 100 different titles/products per address\$ _____

(b) Creating additional labels when required (multiple labels, if required, to the same location) per label\$ _____

(Initials)

(c) Deliveries:

- 1. Packing and sealing shipping containers per container\$ _____
- 2. Delivery to ordering agency within the commercial zone of Washington, DC per pallet/per address\$ _____

(d) Mailing/Shipping:

- 1. Single or multiple copies (up to 200 leaves) in kraft envelope.....per envelope\$ _____
- 2. Single or multiple copies over 200 leaves, up to 12 pounds, in cushioned bags, or wrapped in bundles (maximum gross weight 14 pounds.)..... per bag or bundle\$ _____
- 3. Quantities over 12 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds) per container\$ _____

II. STORAGE:

- (a) Storage.....per month\$ _____

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)

(Email Address)

ATTACHMENT 1

OSHA CTR

From: Publications.Order.Form@osha-slc.gov
Sent: Friday, October 28, 2016 6:52 AM
To: Publications - OSHA
Subject: Online Publications Order

Selection 1: 3165 - Job Safety and Health -- It's The Law Poster
Quantity 1: 2

Customer Name:

E-Mail: _____

Company:

Attention:

Suite:

Street Address:

Country:

City:

State:

Zip Code: _____

Phone:

ATTACHMENT 2

Samples of Packing Slip Layout

OSHA Publications Office

Page 1 Order No: 533233

US Department of Labor / OSHA Publications Office / 200 Constitution Avenue, N.W. / Room N3101 / Washington, D.C. 20210 (202) 693-1888 Fax:(202) 693-2498

Send to:

Recipient
Address

Order Number: 533233
F063 N-3101

Recipient address
on removable label

Your order was taken by:

Date: 12/15/2016

Bin	Pub#	Pub Code	Title	Quantity	Availability
A-11	3021	3021	OSHA WORKERS RIGHTS AND RESPONSIBILITIES - (ENGLISH)	2	Available
D-2	3165	P-3	POSTER-JOB SAFETY & HEALTH "IT'S THE LAW"	5	Available

Thank you for your order. Some of the items you have requested may not be available for shipment or are in limited supply. We encourage you to visit www.osha.gov/publications where PDF's of all OSHA publications are available for you online.

ATTACHMENT 3

Removable
Pressure-Sensitive
Label

Blank packing slip to be printed by OSHA using information that the contractor's online ordering system has processed and provided in packing slip layout.