

Program No 4953-M Term 05/01/19 To 04/30/20 *up to 4 option years																					
TITLE: Black and/or Color Copying/Duplicating																					
			(Contr #1 - E4)			(Contr #2 - G4)			(Contr #3 - I4)			(Contr #4 - K4)			(Contr #5 - M4)		(Contr #6 - O4)		(Contr #7 - Q4)		(C
			Alpha Graphics			Copy Xpress			Corporate Media Solutions			Gray Graphics			Image Square, Inc.		The Print House		Imaging Zone		
			Schaumburg, IL			Chesapeake, VA			Falls Church, VA			Capitol Heights, MD			Santa Monica, CA		Brooklyn, NY		Springfield, VA		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE
I. COPYING/DUPLICATING:																					
1.																					
(a) Copying/Duplicating in black ink:																					
(1)	Printing one side..... per page.....		0.02		0.05		0.019		0.0175		0.019		0.015		0.025						
(2)	Printing two sides..... per page.....		0.035		0.08		0.038		0.03		0.35		0.025		0.040						
(b) Copying/Duplicating in 4-Color Copying:																					
(1)	Printing one side..... per page.....		0.135		0.08		0.085		0.06		0.10		0.15		0.12						
(2)	Printing two sides..... per page.....		0.24		0.135		0.17		0.11		0.20		0.25		0.22						
2. TAB DIVIDERS:																					
(a) Tab Dividers print black ink only,																					
	per 100 tab dividers.....		14.00		25.00		12.00		15.00		15.00		25.00		17.00						
(b) Laminated Tab Dividers, print black ink only, with																					
	clear mylar reinforcement .per 100 tab dividers.....		18.00		35.00		20.00		25.00		24.00		35.00		25.00						
II. PAPER: (per 100 leaves)																					
Text: One page-size leaf																					
Covers: Two page-size leaves will be allowed																					
for each complete cover																					
(a)	White Offset Book (50lb) or White Writing (20lb)....		N/C		N/C		0.75		0.70		0.70		1.50		0.75						
(b)	White Opacified Offset Book (50lb).....		N/C		N/C		1.25		0.70		0.80		1.50		0.81						
(c) White Plain Copier, Xerographic, Archival																					
	Quality (20lb).....		N/C		N/C		1.65		1.00		0.75		1.50		0.82						
(d) White High-Quality Xerographic Copier, Laser																					
	Printer (20lb).....		N/C		N/C		1.70		1.00		0.75		1.50		0.98						
(e)	No. 1 White Coated Text, Gloss Finish (80lb).....		5.00		5.30		2.60		3.00		2.50		2.50		3.90						
(f)	No. 1 White Coated Text, Gloss Finish (100lb).....		5.00		5.80		3.25		4.00		3.00		2.75		4.60						
(g)	White Index (90lb).....		5.50		5.60		3.75		4.00		3.00		3.50		3.70						
(h)	Colored Index (90lb).....		5.50		5.90		5.50		5.00		4.00		5.50		4.50						
(i)	White Vellum Finish Cover (65lb).....		5.50		5.30		3.75		5.50		4.00		3.50		4.00						
(j)	Colored Vellum Finish Cover (65lb).....		5.50		5.80		5.50		6.00		4.00		5.50		4.55						
(k)	No. 1 White Coated Cover, Gloss Finish (80lb).....		7.50		6.00		5.00		5.00		4.50		3.50		6.00						
(l)	No. 1 White Coated Cover, Gloss Finish (100lb)....		9.00		7.00		6.00		6.00		5.25		4.00		7.35						
(m)	White Matte Coated Cover (80lb).....		7.50		6.00		5.00		5.00		5.25		3.50		6.00						
(n)	White Matte Coated Cover (100lb).....		9.00		7.00		6.00		6.00		4.50		4.00		7.00						
(o)	Clear Acetate Cover (7 to 10 mil thick).....		19.00		45.00		25.00		30.00		19.00		20.00		24.25						
(p)	Black Leatherette Cover (10 to 15 mil thick).....		30.00		92.00		50.00		50.00		30.00		30.00		50.60						
III. ADDITIONAL OPERATIONS:																					
(a) Laminating with clear 3mil or 5mil thick gloss or matte																					
	film laminate, per square foot.....		1.75		1.20		4.00		1.20		0.99		1.00		1.32						
(b) Create and email electronic Adobe Acrobat, PDF																					
	proof, per page.....		N/C		1.40		0.15		0.05		N/C		N/C		N/C						
IV. BINDING:																					
(a)	Wire stitch, one upper left corner, per 100 copies..		2.00		25.00		3.00		2.00		2.00		10.00		2.57						
(b)	Wire stitching in two places, per 100 copies.....		4.00		35.00		6.00		3.00		4.00		20.00		5.25						
(c)	Two or Three-hole drill, per 100 leaves.....		0.50		3.00		5.00		0.10		0.25		0.50		1.13						
(d) Bind w/ Black or White Plastic Comb Binding or																					
	Appropriate Capacity (including cost of punching																				
	and combs), per copy.....		1.25		2.40		0.70		1.15		1.20		1.50		1.35						
(e)	Plastic Coil Binding, per copy.....		1.25		2.40		0.70		1.25		1.20		1.50		1.38						
(f)	Wire-O Binding, per copy.....		1.25		3.60		0.70		1.25		1.25		1.50		1.71						
(g)	Black Thermal Tape Binding, per copy.....		1.25		1.80		0.90		1.25		1.25		2.50		1.45						
(h) Saddle-Stitching (includes scoring) in two places,																					
	per copy.....		0.15		0.75		0.35		0.05		0.20		0.15		0.40						
(i)	Perfect-Binding, per copy.....		3.00		4.00		0.60		3.00		1.00		2.00		1.92						
(j)	Shrink wrapping, per copy.....		0.18		0.50		0.30		0.20		0.20		0.50		0.28						
(k)	Up to three (3) folds, per 100 copies/covers/sheets....		2.00		30.00		2.00		2.00		3.00		10.00		4.40						
(l)	Scoring, per 100 copies/covers.....		2.00		10.00		2.00		3.00		2.25		10.00		5.10						
ACCELERATED SCHEDULE																					
PREMIUM PAYMENTS (when authorized):																					
	Percentage increase for accelerated schedule.....	%	15%		N/C		N/C		15%		15%		35%		23%						
CONTRACTOR TOTALS																					
DISCOUNT																					
			1%		1%		1%		2%		Net		0.25%		1%						
DISCOUNTED TOTALS																					
			AWARDED		AWARDED		AWARDED		AWARDED		AWARDED		AWARDED		AWARDED						

Center #8 - S4)

COST

U.S. GOVERNMENT PUBLISHING OFFICE
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Black and/or Color Copying/Duplicating

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

Department of Homeland Security
U.S. Customs and Border Protection Agencies

Multiple Award

From May 1, 2019 to as late as April 30, 2020*

BID OPENING: Bids shall be publicly opened at 2:00 PM, prevailing San Francisco time, on April 5, 2019.

For information of a technical nature call Ms. Scoti Cox at (707) 748-1970, ext. 2. (No collect calls.)

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:

CONTRACT TERM: The term of this contract is for the period beginning May 1, 2019 and ending April 30, 2020, plus up to four optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

BIDDERS, PLEASE NOTE: GPO has issued a new Publication 310.2, GPO Contract Terms – Solicitation Provisions, Supplemental Specifications and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as that applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

An abstract of the previous contract prices is included in these specifications.

Bids may be submitted via fax machine. The GPO Fax number is (707) 748-1981. See Page 2.

NOTE: The GPO Form 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, pages 17 through 21 of Section 5 – “SCHEDULE OF PRICES”.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: 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) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979). In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

*GPO Contract Terms (GPO Publication 310.2): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.

*GPO QATAP (GPO Publication 310.1): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

*More GPO Publications can be found at: <https://www.gpo.gov/vendors/sfas.htm>

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

CONTRACTING METHOD: Contract bidders are required to submit a sealed bid or facsimile bid (see ‘FACSIMILE BIDS’). This contract will be awarded in accordance with the U. S. Government Printing Office Printing Procurement Regulation (PPR: GPO Publication 305.3, (Rev.2-11)), Chapter VII, Section 1.

Send bids to U.S. Government Publishing Office, 536 Stone Road, Suite I, Benicia, CA 94510. Mark for: Program 4953-M (If mailing/overnighting bid, see last page for sample mailing envelope).

FACSIMILE BIDS: Facsimile bids are permitted.

(a) Definition: "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to FAX No. (707) 748-1981, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
- (1) Receipt of garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

PREDOMINANT FUNCTION: The predominant function of this contract is the copying and duplicating.

SUBCONTRACTING: Subcontracting is not allowed.

PRE-AWARD SURVEY: In order to determine the responsibility of the 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.

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 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes — Level IV.
- (b) Finishing Attributes — Level IV.

Inspection Levels from ANSI/ASQC Z1.4:

- (a) Non-destructive Tests — General Inspection Level I.
- (b) Destructive Tests — Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera/Repro Copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Camera/Repro Copy/Electronic Media

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 before expiration of the current contract term. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be further extended for a period of time mutually agreeable to the GPO and the contractor.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker

subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

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

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from May 1, 2019 to as late as April 30, 2020. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

Notwithstanding the above paragraph, 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 contractors.

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

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

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

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of

the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

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

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

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from May 1, 2019 to April 30, 2020. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers – Commodities Less Food" published monthly in the CPO Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between the Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes for the 12-month interval ending three 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 January 31, 2019, 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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. 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 <https://www.gpo.gov/finance/index.htm>

NOTIFICATION: The contractor will be notified at least 30 days before the end of the current contract annual period of availability or nonavailability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of various stock requirements, quick-turn around, short-run, high-quality copying/duplicating of self-covered booklets/pamphlets/publications, text pages plus covers booklets/pamphlets/publications, black and color copying/duplicating, binding, packing, and delivery.

TITLE: High-Quality Black & White and/or Color Copying/Duplicating.

FREQUENCY OF ORDERS: Because this program will be used by Department of Homeland Security, U.S. Customs and Border Protection, it is impossible to state with any degree of accuracy the number of orders which will be placed during the term of this contract. It is anticipated that up to **50** orders may be placed per week.

QUANTITY: Since the volume of work which will be procured under this contract cannot be predetermined, no guarantee can be made as to the quantity which will be ordered. Below is an approximation only.

Approximately 1 to 3,000 copies per order. (An occasional order may be placed for over 3,000 copies).

NUMBER OF PAGES: Since the volume of work which will be procured under this contract cannot be predetermined, no guarantee can be made as to the number of pages which will be ordered. Below is an approximation only.

Approximately 1 to 600 pages per order.

TRIM SIZES:

Text: Various Sizes from 8-1/2 x 11" up to 12 x 18".

Covers: Various Sizes from 8-1/2 x 11" up to 12 x 18".

Tab Dividers: 9 x 11", including 1/2" tab in various positions. The tab dividers will be 1/2, 1/3, 1/4, 1/5 or 1/8th cut, as stated on individual print order.

Laminated Tab Dividers: 9 x 11", including 1/2" tab in various positions. The laminated tab dividers will be 1/2, 1/3, 1/4, 1/5 or 1/8th cut, as stated on individual print order.

GOVERNMENT TO FURNISH: *Contractor must review furnished materials for compliance to specifications written on accompanying print order and notify the GPO of any discrepancies within one day of receipt.*

Electronic PDF Files, approximately 95% of the time.

Camera copy or negatives will be furnished for the balance of the orders plus postal permit logos and FIM marks when required.

Identification markings carried on copy or films 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.

Prior to image processing, the contractor shall be responsible for checking all furnished electronic media files to insure that such files correctly generate for printing. The contractor must supply any necessary trapping. These prepress responsibilities, as well as the provision of necessary trapping, are to be provided at no additional cost to the Government.

*All high-quality copier equipment must print with a minimum 600 dpi resolution and equipment must have half-tone dot capability.

COMPOSITION: Based upon past performance, approximately 15% of the orders placed on this contract will require typesetting of approximately 10 lines of type from furnished copy.

The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

GENERATION OF PRINTING MEDIA: The contractor may use conventional lithographic films and plates or Computer-to-Plate means and methods to print order placed on this contract.

Films or digital reproducibles are to be created at minimum 1600 dpi resolution (133-line screen).

STOCK: The specifications of all stock 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, and any subsequent amendments thereto.

While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged. This contract includes JCP A-181 L-10, L-11 and L-50.

All paper used shall be of a uniform shade and a close match by visual inspection of attached color sample(s) whenever furnished with the print orders. The Contracting Officer reserves the right to reject shipments of any order on paper the color of which, in their opinion, materially differs from that of the color sample(s). Slight variations in shade will be permitted.

All cover stocks must have the grain run parallel to the spine.

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

Text:

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

White Writing (basis size 17 x 22", 20 lbs. per 500 sheets), equal to JCP Code D10.

White Plain Copier, Xerographic, Archival Quality (basis 17 x 22", 20 lbs. per 500 sheets), equal to JCP Code O-60.

White High Quality Xerox Copier, Laser Printer (basis 17 x 22", 24 lbs. per 500 sheets), equal to JCP Code O-61.

No. 1 White Coated Text, Gloss Finish (basis 25 x 38", 80 lbs. per 500 sheets), equal to JCP Code A181.

No. 1 White Coated Text, Gloss Finish (basis 25 x 38", 100 lbs. per 500 sheets), equal to JCP Code A181.

Covers:

White Index (basis 25-1/2 x 30-1/2", 90 lbs. per 500 sheets), equal to JCP Code K10.

Colored Index (basis 25-1/2 x 30-1/2", 90 lbs. per 500 sheets), equal to JCP Code K10.

White Vellum Finish Cover (basis 20 x 26", 65 lbs. per 500 sheets), equal to JCP Code L20.

Colored Vellum Finish Cover (basis 20 x 26", 65 lbs. per 500 sheets), equal to JCP Code L20.

No. 1 White Coated Cover, Gloss Finish (basis 20 x 26", 80 lbs. per 500 sheets), equal to JCP Code L11.

No. 1 White Coated Cover, Gloss Finish (basis 20 x 26", 100 lbs. per 500 sheets), equal to JCP Code L11.

White Matte Coated Cover (basis 20 x 26", 80 lbs. per 500 sheets), equal to JCP Code L50.

White Matte Coated Cover (basis 20 x 26", 100 lbs. per 500 sheets).

Clear Acetate Cover, approximately 7 to 10 mil thick.

Black Leatherette Cover, approximately 10 to 15 thick.

INKS: Black or 4-Color Copying

LAMINATION: Clear Mylar Lamination (for Tabs only). Clear 3 mil or 5 mil thick gloss or matte film lamination for cover and text pages.

COPYING/DUPLICATING:

COVERS/TEXT PAGES: Copy and/or duplicate each page face only "OR" face and back in black ink. Copy and/or duplicate each page face only "OR" face and back in one color, other than black.

TAB DIVIDERS: Tab dividers will print in black ink, face only.

MARGINS: Maintain margins as indicated on copy and/or electronic files.

BINDING: Bind each item as indicated on each individual print order. There are various binding requirements in accordance with these specifications. Bind as follows:

Wire stitch one upper left corner and trim all sides.

Collate text pages and/or covers in sequence and trim all sides.

Collate 1- or 2-piece cover sets in sequence with text pages and/or tab dividers.

Collate and drill three (3) round holes on left 11" dimension, or two (2) round holes on top dimension.

Side wire stitches in two places and trim all sides.

Saddle-Stitch in two places on left binding dimension. Each product must contain at least one complete 4-page signature after trimming. No single pages will not be allowed for this type of binding.

Black or White GBC comb binding (of appropriate size) on binding dimension.

Plastic coil binding (of appropriate size) on binding dimension.

Wire-O binding on binding dimension.

Perfect-Binding on binding dimension.

Black thermal tape binding on binding dimension, that is applied either on-line automatic or FastBack.

Scoring covers, as required.

Up to three (3) folds of covers and/or text pages, as required.

PROOFS: Contractor to email an Adobe Acrobat PDF proof, with all elements in position to (Various Printing Specialists' email) ASAP to adhere to production and delivery schedule.

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 may call (Various Printing Specialists) at (Various Phone Numbers) to confirm receipt of proof, which will be evaluated within one workday upon receipt.

NOTE: The day the email is sent is not the first workday.

PACKING: The method of packing will be indicated for each print order. All materials used in packing for distribution must be furnished by the contractor, and must be suitable for safe transportation to the final destination.

Individual orders may require wrapping, shrink-film packing, banding, marking packages and shipping. NOTE: All shrink-film packaging must be of suitable strength and thickness to insure safe arrival of all delivered copies. Box in suitable units; pack in shipping containers and add suitable filler material, and/or chipboard to protect tab dividers in transit.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first 2 as soon as completed, must be sent for inspection to: U.S. Government Printing Office, Regional Printing and Procurement Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170, Attn: Inspection Samples.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

DEPARTMENTAL QUALITY COPIES: All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER along with the signed selection certificate, which will be furnished, must be included with the samples.

QUALITY ASSURANCE SAMPLES: In lieu of the two inspection samples, and in addition to the Departmental Quality Samples, the contractor may be required to submit quality assurance samples for inspection and testing for compliance to the product specifications. The print order will indicate the number of samples required, if any, and the method of selection to be used. The contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. These copies will be paid for at the running rate quoted in the contractor's bid and their cost will not be a consideration for award. A copy of the print order/specification must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance samples. The samples are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Ship f.o.b. destination to U.S. Customs and Border Protection agencies within the Washington, DC metro region. All shipments MUST be shipped in care of the CRDS FACILITY, 1100 Hampton Park Boulevard, Capitol Heights, MD 20743.

NOTE: See Section 3 for all National Capitol Region (Washington DC area) deliveries. Final delivery address MUST be on the shipping label. All FedEx/UPS tracking numbers for each shipment MUST be emailed to the print specialist at time of shipment.

*For all orders that deliveries outside the Washington, DC metro area, will be delivered via small package carrier. Contractor to be reimbursed for shipping costs by submitting a properly completed shipping receipt (with actual costs) with the voucher for billing.

All expenses incidental to returning materials (by traceable means), submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: No definite schedule can be established at this time. Orders will be scheduled according to the work involved and the time that can be allowed.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished materials must be picked up from (returned to):

U.S. Customs and Border Protection

1300 Pennsylvania Avenue NW

Washington, DC 20229

Attn: Various Printing Specialists, Various Phone Numbers*

c/o

CRDS FACILITY

1100 Hampton Park Boulevard

Capitol Heights, MD 20743

(Deliver by traceable means, signature required)

(240) 492-2453

*The Printing Specialist and Telephone number will be indicated on each individual print order.

Although you are delivering to zip code 20743, make sure that both addresses appear on the all shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. **DO NOT PLACE SHIPMENT ON PALLETS, AS IT WILL BE REFUSED.

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.

Contract orders will typically deliver complete within 2 to 10 workdays after notification of availability of Government furnished materials.

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.

NOTE: When deliveries are subject to a charge (such as "Inside Delivery") pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher and will be paid for at actual cost.

Accelerated Schedule:

Approximately 15% of the orders will be for an accelerated schedule.

Accelerated orders require a 24-hour (or less) turnaround time from time of notification of availability of work. Notification will be given between the hours of 8:00 am and 3:00 pm, Monday – Friday, Eastern Standard Time [EST].

Upon completion of each order, the contractor is to notify the Government Publishing Office of the date of shipment and/or delivery, if applicable). Email Tristina Mancuso at tristina.mancuso@dhs.gov AND Michelle Morgan at mmorgan@gpo.gov.

SECTION 3. - FREIGHT AND MAIL DELIVERY INSTRUCTIONS

Freight Delivery Instruction: Vehicles transporting freight destined for DHS Headquarters (DHS) Facilities, U.S. Customs and Border Protection (CBP) or U.S. Immigration and Customs Enforcement (ICE) in the National Capitol Region (Washington, DC; Northern Virginia; Maryland) are required to undergo security inspections at the Federal Protective Service (FPS) Vehicle Inspection Facility (VIF) prior to making a freight delivery. Freight delivery vehicles must arrive at each destination with a Federal Protective Service seal attached. *All HAZMAT vehicles must be processed through the Vehicle Inspection Facility.* In instances where there are multiple DHS/CBP/ICE destinations for one vehicle, the driver will be issued multiple seals at the Vehicle Inspection Facility. All commercial delivery services such as FedEx or UPS are not permitted to make deliveries directly to DHS/CBP facilities located in Washington, DC or Northern Virginia. As outlined below, the size of the delivery determines whether the cargo should be processed through the Vehicle Inspection Facility or a Consolidated Remote Delivery Site (CRDS).

**CRDS is located at: 1100 Hampton Park Boulevard
Capitol Heights, MD 20743
1-866-894-1369**

The Vehicle Inspection Facility is available for inspection of vehicles carrying DHS/CBP/ICE freight between the hours of 5:00 am to 5:00 pm, Monday – Friday, except Federal Holidays. The Vehicle Inspection Facility is also available from 5:00 am to 1:00 pm in Saturdays, except Federal Holidays.

**VIF is located at: 300 – 12th Street, SW
Washington, DC 20024
POC: Captain Williams (202) 345-7778
VIF Facility (202) 260-3256**

Delivery vehicles will also be subjected to explosive detection dogs at the Government's discretion. Please make sure the freight invoice has special instructions for delivery through the Federal Protective Service facility to final destination.

Mail Delivery Instruction: Mail deliveries using the U.S. Postal Service or a commercial express package service provider such as FedEx or UPS should be addressed to the recipients name and mail stop (if applicable). DO NOT ship via the U.S. Postal Service unless otherwise instructed.

Dimensions & Weight: Packages within the following dimensions can be received as mail at the DHS Consolidated Remote Delivery Site. Items exceeding the dimensions should be shipped as freight.

Weight limit for packages at Consolidated Remote Delivery Site: 70 lbs per package. Size Limit: 165" length + girth (maximum length of one side is 108" and the girth is measurement around the package).

SECTION 4. - DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

SECTION 5. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to the Washington, DC metro area. Contractors OUTSIDE the Washington, DC metro area will be allowed to bill for shipping charges to the Washington, DC metro area.

Bidder must make an entry in each of the spaces provided.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the “Per 100” rate.

All other orders will be placed with the required schedule and paid for at the basic prices offered.

It is estimated that 15% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increased, offered for the accelerated schedule in the “Schedule of Prices” (item III), to 10% of the total prices offered for item I.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been established under this contract. The contractor MUST not accept any print orders which are outside the scope of the contract – immediately contact the San Francisco GPO. Failure to do so may result in non-payment.

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.

Initials

COPYING/DUPLICATING: Prices offered are per page and/or cover (from 8-1/2 x 11” up to 12x 18”) and must include the cost of any required make-ready and setup. It does not include the cost of paper. A flat-size 11x17” printed one side would be counted as two printed pages.

- I. (a) Copying/Duplicating in black ink:
 - (1) Printing one side..... \$ _____
 - (2) Printing two sides..... \$ _____

- (b) Copying/Duplicating in 4-Color Copying:
 - (1) Printing one side..... \$ _____
 - (2) Printing two sides..... \$ _____

II. TAB DIVIDERS:

- (a) Tab Dividers print black ink only, per 100 tab dividers..... \$ _____

- (b) Laminated Tab Dividers, print black ink only, with clear mylar reinforcement, per 100 tab dividers..... \$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

Text: One page-size leaf.

Covers: Two page-size leaves will be allowed for each complete cover.

Per 100 Leaves

- (a) White Offset Book (50 lb) or White Writing (20 lb).....\$ _____
- (b) White Opacified Offset Book (50 lb)..... \$ _____
- (c) White Plain Copier, Xerographic, Archival Quality (20 lb).....\$ _____
- (d) White High-Quality Xerox Copier, Laser Printer (20 lb)..... \$ _____
- (e) No. 1 White Coated Text, Gloss Finish (80 lb).....\$ _____
- (f) No. 1 White Coated Text, Gloss Finish (100 lb)..... \$ _____
- (g) White Index (90 lb)..... \$ _____
- (h) Colored Index (90 lb)..... \$ _____
- (i) White Vellum Finish Cover (65 lb).....\$ _____
- (j) Colored Vellum Finish Cover (65 lb)..... \$ _____
- (k) No. 1 White Coated Cover, Gloss Finish (80 lb)..... \$ _____
- (l) No. 1 White Coated Cover, Gloss Finish (100 lb)..... \$ _____
- (m) White Matte Coated Cover (80 lb)..... \$ _____
- (n) White Matte Coated Cover (100 lb)..... \$ _____
- (o) Clear Acetate Cover, (7 to 10 mil thick)..... \$ _____
- (p) Black Leatherette Cover, (10 to 15 mil thick)..... \$ _____

Initials

III. ADDITIONAL OPERATIONS: The bids for each of the following operations must include costs of all required materials and operations.

- (a) Laminating with clear 3mil or 5mil thick
gloss or matte film laminate, per square foot..... \$_____

- (b) Create and email electronic Adobe Acrobat,
PDF proof, per page. \$_____

IV. BINDING: Prices offered shall include the cost of all required materials and operations necessary for the product listed in accordance with these specifications.

- (a) Wire stitch, one upper left corner, per 100 copies..... \$_____
- (b) Wire stitching in two places, per 100 copies..... \$_____
- (c) Two or Three-hole drill, per 100 leaves..... \$_____
- (d) Bind with Black or White Plastic Comb Binding of Appropriate Capacity
(including cost of punching and combs), per copy..... \$_____
- (e) Plastic Coil Binding, per copy.....\$_____
- (f) Wire-O Binding, per copy..... \$_____
- (g) Black Thermal Tape Binding, per copy..... \$_____
- (h) Saddle-Stitching (includes scoring) in two places, per copy..... \$_____
- (i) Perfect-Binding, per copy..... \$_____
- (j) Shrink wrapping, per copy..... \$_____
- (k) Up to three (3) folds, per 100 copies/covers/sheets..... \$_____
- (l) Scoring, per 100 copies/covers..... \$_____

Initials

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed)

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

PREMIUM PAYMENTS: Premium payments, when authorized, will apply.

Percentage increase for accelerated schedule..... _____%

My production facilities are located within the assumed area of production..... ____yes ____no

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder

(Contractor Name)

(GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By

(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

(GPO Use Only)

Contracting Officer Review _____ Date _____ Certifier _____ Date _____

(Contr #5 - M4)		(Contr #6 - O4)		(Contr #7 - Q4)		(Contr #8 - S4)	
Image Square, Inc.		The Print House		Travi Inc.		West Shore Printing	
Santa Monica, CA		Brooklyn, NY		Washington, DC		Mechanicsburg, PA	
UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
0.019		0.009		0.03		0.015	
0.036		0.017		0.055		0.02	
0.17		0.088		0.13		0.10	
0.34		0.175		0.25		0.20	
20.00		20.00		15.00		10.00	
25.00		25.00		NB		20.00	
0.80		0.75		0.80		0.70	
0.80		0.85		0.80		0.70	
0.80		0.85		0.80		0.70	
1.20		0.85		0.80		0.70	
2.00		2.50		5.00		8.00	
3.00		2.75		5.00		10.00	
3.00		2.00		5.00		3.00	
4.00		4.00		6.00		4.00	
4.00		2.00		6.00		3.00	
4.00		4.00		6.00		4.00	
4.00		3.50		8.50		10.00	
4.00		4.00		8.50		12.00	
4.00		3.50		8.50		10.00	
5.00		4.00		8.50		12.00	
12.00		30.00		18.00		60.00	
25.00		70.00		25.00		80.00	
0.99		0.36		3.75		0.40	
1.00		6.00		2.95		2.00	
2.00		12.00		4.75		8.00	
4.00		0.25		1.00		0.10	
1.65		1.00		1.50		1.20	
1.65		1.00		1.50		1.20	
1.59		1.00		1.50		2.50	
1.85		1.00		2.00		2.00	
0.25		0.15		0.65		1.00	
1.85		2.00		NB		0.80	
0.25		0.40		0.20		0.20	
3.50		10.00		1.00		10.00	
3.50		10.00		2.25		10.00	
25%		35%		10%		30%	
Net		0.25%		Net		2%	

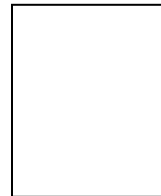
*** SAMPLE BID ENVELOPE ***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Program: 4953-M

From: _____

Address: _____



Check appropriate:

Bid enclosed

No Bid

U.S. Government Printing Office
536 Stone Road, Suite I
Benicia, CA 94510-1170

Bids will be received
Until April 5, 2019
at 2:00 PM prevailing
San Francisco time.