

<b>Program No: 0236-S</b>						
<b>Term: Date of award To March 31, 2021</b>						
<b>TITLE: SEAL KITS</b>						
				<b>CURRENT</b>		
				<b>BRUCE FOX, INC</b>		
				<b>CONTRACTOR</b>		
				<b>NEW ALBANY, IN</b>		
				<b>BRUCE FOX</b>		
ITEM NO.	DESCRIPTION	BOA	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PRINTING, BINDING, PACKING AND DISTRIBUTION:</b>					
(a)	Seal (9") in black/silver with silver letters (3")..... per kit/seal.....	5	\$2,874.00	<b>\$14,370.00</b>	\$2,348.00	<b>\$11,740.00</b>
(b)	Seal (9") in full color with black or blue letters (3")..... per kit/seal.....	1	\$2,937.00	<b>\$2,937.00</b>	\$3,017.00	<b>\$3,017.00</b>
(c)	Seal (12") in black/silver with silver letters (4")..... per kit/seal.....	12	\$3,253.00	<b>\$39,036.00</b>	\$2,791.00	<b>\$33,492.00</b>
(d)	Seal (12") in full color with black or blue letters (4") ..... per kit/seal.....	26	\$3,326.00	<b>\$86,476.00</b>	\$3,017.00	<b>\$78,442.00</b>
(e)	Seal (18") in black/silver with silver letters (6") ..... per kit/seal.....	5	\$4,339.00	<b>\$21,695.00</b>	\$3,557.00	<b>\$17,785.00</b>
(f)	Seal (18") in full color with black or blue letters (6")..... per kit/seal.....	6	\$4,414.00	<b>\$26,484.00</b>	\$4,004.00	<b>\$24,024.00</b>
(g)	Seal (24") in black/silver with silver letters (8")..... per kit/seal.....	1	\$5,541.00	<b>\$5,541.00</b>	\$4,572.00	<b>\$4,572.00</b>
(h)	Seal (24") in full color with black or blue letters (8")..... per kit/seal.....	1	\$5,649.00	<b>\$5,649.00</b>	\$5,124.00	<b>\$5,124.00</b>
(i)	Seal (36") in black/silver with silver letters (12") ..... per kit/seal.....	1	\$7,681.00	<b>\$7,681.00</b>	\$6,355.00	<b>\$6,355.00</b>
(j)	Seal (36") in full color with black or blue letters (12").....per kit/seal.....	1	\$7,908.00	<b>\$7,908.00</b>	\$7,173.00	<b>\$7,173.00</b>
(k)	Seal (48") in black/silver with silver letters (16")..... per kit/seal.....	1	\$10,619.00	<b>\$10,619.00</b>	\$8,795.00	<b>\$8,795.00</b>
(l)	Seal (48") in full color with black or blue letters (16")..... per kit/seal.....	1	\$11,138.00	<b>\$11,138.00</b>	\$10,102.00	<b>\$10,102.00</b>
(m)	Painting silver letters black on the black/silver seals (any size) .... per letter .....	5	\$8.00	<b>\$40.00</b>	\$0.00	<b>\$0.00</b>
<b>II.</b>	<b>ADDITIONAL OPERATIONS:</b>					
	<b>1. Additional Letters (must include cost of template and hardware) -</b>					
(a)	Silver letters (3")..... per letter .....	1	\$49.00	<b>\$49.00</b>	\$41.00	<b>\$41.00</b>
(b)	Silver letters (4")..... per letter .....	58	\$57.00	<b>\$3,306.00</b>	\$48.00	<b>\$2,784.00</b>
(c)	Silver letters (6")..... per letter .....	93	\$76.00	<b>\$7,068.00</b>	\$61.00	<b>\$5,673.00</b>
(d)	Silver letters (8")..... per letter .....	1	\$96.00	<b>\$96.00</b>	\$77.00	<b>\$77.00</b>
(e)	Silver letters (12")..... per letter .....	1	\$126.00	<b>\$126.00</b>	\$95.00	<b>\$95.00</b>
(f)	Silver letters (16")..... per letter .....	16	\$181.00	<b>\$2,896.00</b>	\$145.00	<b>\$2,320.00</b>
(g)	Painting silver letters black or blue (any size) ..... per letter .....	5	\$8.00	<b>\$40.00</b>	\$0.00	<b>\$0.00</b>
	<b>2. Horizontal Bars: (must include cost of hardware) –</b>					
(a)	Silver bar for 9" seal.....per bar.....	1	\$137.00	<b>\$137.00</b>	\$110.00	<b>\$110.00</b>
(b)	Silver bar for 12" seal.....per bar.....	1	\$166.00	<b>\$166.00</b>	\$133.00	<b>\$133.00</b>
(c)	Silver bar for 18" seal.....per bar.....	1	\$180.00	<b>\$180.00</b>	\$146.00	<b>\$146.00</b>
(d)	Silver bar for 24" seal.....per bar.....	1	\$227.00	<b>\$227.00</b>	\$181.00	<b>\$181.00</b>
(e)	Silver bar for 36" seal.....per bar.....	1	\$296.00	<b>\$296.00</b>	\$236.00	<b>\$236.00</b>
(f)	Silver bar for 48" seal.....per bar.....	1	\$400.00	<b>\$400.00</b>	\$318.00	<b>\$318.00</b>
(g)	Painting silver bars black or blue (any size).....per bar.....	5	\$22.00	<b>\$110.00</b>	\$0.00	<b>\$0.00</b>
			Awarded			

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<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>BOA</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>
<b>3. SEALS -</b>						
(a)	Seal (9") in black/silver..... per seal.....	3	\$76.00	<b>\$228.00</b>	\$68.00	<b>\$204.00</b>
(b)	Seal (9") in full color..... per seal.....	2	\$143.00	<b>\$286.00</b>	\$127.00	<b>\$254.00</b>
(c)	Seal (12") in black/silver..... per seal.....	1	\$85.00	<b>\$85.00</b>	\$76.00	<b>\$76.00</b>
(d)	Seal (12") in full color..... per seal.....	3	\$161.00	<b>\$483.00</b>	\$143.00	<b>\$429.00</b>
(e)	Seal (18") in black/silver..... per seal.....	3	\$136.00	<b>\$408.00</b>	\$121.00	<b>\$363.00</b>
(f)	Seal (18") in full color..... per seal.....	10	\$215.00	<b>\$2,150.00</b>	\$191.00	<b>\$1,910.00</b>
(g)	Seal (24") in black/silver..... per seal.....	12	\$236.00	<b>\$2,832.00</b>	\$210.00	<b>\$2,520.00</b>
(h)	Seal (24") in full color..... per seal.....	1	\$349.00	<b>\$349.00</b>	\$310.00	<b>\$310.00</b>
(i)	Seal (36") in black/silver..... per seal.....	1	\$364.00	<b>\$364.00</b>	\$323.00	<b>\$323.00</b>
(j)	Seal (36") in full color..... per seal.....	1	\$677.00	<b>\$677.00</b>	\$601.00	<b>\$601.00</b>
(k)	Seal (48") in black/silver..... per seal.....	1	\$620.00	<b>\$620.00</b>	\$550.00	<b>\$550.00</b>
(l)	Seal (48") in full color..... per seal.....	1	\$1,165.00	<b>\$1,165.00</b>	\$1,034.00	<b>\$1,034.00</b>
<b>4. Templates -</b>						
(a)	Kit (9" seal with 3" letters)..... per template.....	1	\$68.00	<b>\$68.00</b>	\$61.00	<b>\$61.00</b>
(b)	Kit (12" seal with 4" letters)..... per template.....	1	\$82.00	<b>\$82.00</b>	\$73.00	<b>\$73.00</b>
(c)	Kit (18" seal with 6" letters)..... per template.....	4	\$98.00	<b>\$392.00</b>	\$87.00	<b>\$348.00</b>
(d)	Kit (24" seal with 8" letters)..... per template.....	1	\$136.00	<b>\$136.00</b>	\$121.00	<b>\$121.00</b>
(e)	Kit (36" seal with 12" letters)..... per template.....	1	\$218.00	<b>\$218.00</b>	\$194.00	<b>\$194.00</b>
(f)	Kit (48" seal with 16" letters)..... per template.....	1	\$305.00	<b>\$305.00</b>	\$271.00	<b>\$271.00</b>
<b>CONTRACTOR TOTALS</b>				<b>\$265,519.00</b>		<b>\$232,377.00</b>
<b>DISCOUNT</b>				0%	\$0.00	0% \$0.00
<b>DISCOUNTED TOTALS</b>				<b>\$265,519.00</b>		<b>\$232,377.00</b>

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***Seal Kits***

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

**Homeland Security  
U.S. Customs and Border Protection**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **March 31, 2021**, plus up to four (4) optional 12-month extension period (s) that may be added in accordance with the “OPTION TO EXTEND THE CONTRACT TERM” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on April 1, 2020 at the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Due to COVID-19, this will NOT be a public bid opening.

**BID SUBMISSION:**

NOTE: Due to the COVID-19 pandemic, the Columbus Regional Office will NOT be open to the public. Based on this, vendors MUST submit facsimile bids for this solicitation. GPO’s Columbus Office has been designated as the location for receipt and processing of formal bids for this solicitation. Facsimile bids MUST be submitted directly to the U.S. GPO Columbus Regional Office using fax number (614) 488-4577.

The program and/or jacket number and bid opening date must be specified with the fax bid submission. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January, 2018.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**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, with particular to the following:

- SECTION 3. – DETERMINATION OF AWARD
- SECTION 4. – SCHEDULE OF PRICES

For information of a technical nature, contact Shirley Forster at [sforster@gpo.gov](mailto:sforster@gpo.gov) or (202) 512-0310.

## 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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

**SUBCONTRACTING:** No subcontracting is allowed.

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9, is waived.

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

### **Product Quality Levels:**

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

### **Inspection Levels (from ANSI/ASQC Z1.4):**

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Production Inspection
P-9. Solid and Screen Tint Color Match	O.K. Production Inspection

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

P-7. Average type dimension, electronic media.

P-9. Pantone Matching System.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 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, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 2020, 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. 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**QUALITY ASSURANCE PLAN:** The contractor shall submit one (1) copy of their Quality Assurance Plan to the U.S. Government Publishing Office, APS, DC Team, Attn: Contracting Officer, Stop: CSAPS, Room C-838, 732 North Capitol Street, NW, Washington, DC 20401, AND one (1) copy of their Quality Assurance Plan to the U.S. Customs and Border Protection, Attn: Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293, Program Manager, Room 3.2-C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

These plans MUST be submitted at the Postaward Conference. (NOTE: In the event that the Postaward Conference is waived, the contractor must submit their Quality Assurance Plan within three (3) workdays of notification of award.)

The proposed plans are subject to Government approval. Once submitted, no changes to these plans may be made without written approval from GPO.

The contractor must present a detailed Quality Assurance Plan that will include the following:

- Does the contractor have a quality assurance plan supported by a manual with defined objectives, and a policy statement in force?
- Name(s) of the contractor's personnel responsible for Quality Assurance.
- Type of color management system, inspection and testing system in place to ensure that substrate, inks, and processes conform to the requirements, specifications, and conventions of this contract.
- Type of corrective action policy and audits the contractor has in place to prevent recurrence of problems and to correct product deficiency.
- Type of training program the contractor has in place to support the quality assurance program.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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

**ORDERING** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **March 31, 2021**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**NOTE:** Print orders will be placed electronically via the contractor's on-line ordering system. For the purpose of this contract, "print orders" will be referred to as "electronic orders."

**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. 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.

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:** 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 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: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of seal kits consisting of various size seals, letters, and bars, requiring such operations as on-line ordering, electronic prepress, screen-printing/painting, die-cutting, assembly, packaging, and distribution.

**TITLE:** Seal Kits.

**FREQUENCY OF ORDERS:** Approximately 3 to 10 orders per month. (An occasional month may have up to 25 orders issued.)

**NOTE:** Orders will be placed via the contractor's web-based on-line ordering system. (See "ON-LINE ORDERING.")

**QUANTITIES:** Up to approximately 30 copies per item per order.

**NOTE:** There may be some items that are not ordered every year.

**NOTE:** Orders issued may be for seal kits, additional letters, horizontal bars, seals, and/or kit templates. Most orders will be for less than five copies per item. More than one item may be ordered on the same print order requiring the same schedule.

**NUMBER OF PAGES:** Face only.

### **TRIM SIZES:**

9" seal with 3" letters.  
12" seal with 4" letters.  
18" seal with 6" letters.  
24" seal with 8" letters.  
36" seal with 12" letters.  
48" seal with 16" letters.

**GOVERNMENT TO FURNISH:** The furnished electronic media will be furnished at the beginning of the contract. Contractor is to hold for use throughout the term of the contract. The electronic media will be as follows:

Platform: Macintosh OSX.

Storage Media: CD.

Software: Adobe InDesign CS2.

**NOTE:** All platform system and software upgrades (for specified applications) which may occur during the term of contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

**Fonts:** All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.



**Additional Information:** Files will be furnished in native application format.  
A visual of the furnished electronic files will be provided.  
Color identification system used is Pantone Matching System.  
GPO Form 952 – Desktop Publishing Disk Information

Identification markings such as register marks, commercial identification marks of any kind, etc., in electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

**ON-LINE ORDERING:** Contractor must have a secure web-based on-line ordering system for the placement of the individual orders that complements the GPO Form 2511.

Placement of an order must result in the immediate generation of an on-line proof that is in a format that allows the proof to be emailed for verification prior to final order submission.

NOTE: The actual order will not be considered “issued” until Electronic Confirmation is entered into the contractor’s on-line ordering system and a print order is received.

The ordering agency **MUST** submit a copy of the print order to the Government Publishing Office, Attn: Team 1, Room C-838, 732 North Capitol Street, NW, Washington, DC.20401; or fax to: (202) 512-1368.

**REPORTS:** The contractor must generate and submit a monthly report to the agency at: U.S. Customs and Border Protection, Attn: Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293, Program Manager, Room 3.2-C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229. The report shall contain: the date orders were placed; names of persons placing the order; total number of orders placed; confirmation code; and billing information.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency (Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293. Contractor to contact the GPO Representative, Shirley Forster at (202) 512-0310 if the schedule is affected.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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

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

Digital Deliverables will be required

**PROOFS:** Proofs will consist of an immediate on-line proof of the Order Request.

When requested, contractor must furnish one (1) set of Adobe Acrobat (current version) PDF soft proof of specified individual page. 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 must indicate margins. PDF will be evaluated for text flow, image position, margins and color breaks. Proof will not be used for color match.

The contractor shall produce the proofs from the digital files that will be used for production.

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

The contractor must not print prior to receipt of an "O.K. to Print" in the form of an on-line Electronic Confirmation entered into contractor's on-line ordering system.

**STOCK:**

**Seals:** Cast Polyurethane Propriety Resin (high-density polyurethane), 1" thick. Rendered in two levels for a 3-dimensional appearance.

**Letters:** Cast Aluminum, 3/8" thick. Upper and lower case Times Roman typeface.

**Bars:** Aluminum, 0.060" thick, 5 feet in length.

**PRINTING:** Match Pantone number as indicated on the electronic order.

**Seals** – Screen print/paint face only in black and one Pantone color (silver, Pantone number to be specified) or full color.

**Letters** – Screen print in one Pantone color (black, silver, or blue, as specified).

**Bars** – Screen print in one Pantone color (black, silver, or blue, as specified).

For seals, letters and bars, after screen printing/painting, apply a clear lacquer coating suitable for outdoor use. Lacquer coating must be guaranteed for a minimum of seven (7) years to withstand exposure to ultraviolet radiation, temperature fluctuation, moisture, and acidity.

Products must be screen printed/painted using Pantone Matching System inks. Screen printing must be via multi-filament or mono-filament mesh with mechanical or hand-held squeegee. Screen printing/painting must be clear and sharp. There must be no dirt, streaks, ghosting, hickies, or blemishes of any type on finished product.

NOTE: Inkjet printing is NOT acceptable. Four-color process screen builds are NOT allowed. The same inks MUST be used to print the text and agency seal.

Inks must be fade resistant to artificial, fluorescent, and natural lighting, and sun fast, using industrial quality inks.

GPO imprint must not print on product.

**MARGINS:** Margins will be as indicated on the electronic order or furnished electronic file.

**BINDING:**

**Seals** – Seals are rendered in two levels. Seals are full-color bonded to a high density urethane foam substrate.

**Letters and Bars** – Die-cut letters and bars as necessary. Letters and bars must have smooth edges.

NOTE: Contractor must furnish all necessary mounting hardware and materials (adhesive, appropriate number of thread posts, and two of each wood and masonry drill bits in appropriate sizes for threaded posts) for mounting to vertical surfaces for the seal, letters and bars. Contractor must also furnish a computer-generated template and complete written and visual instructions for installation.

**PRODUCTION INSPECTION:** Production inspection(s) may be required at the contractor's plant for the purpose of establishing that the production of the signs and seal kits are being accomplished in accordance with contract quality attributes and requirements. A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

When a production inspection is required, the Government will notify the contractor at least one (1) workday prior to the inspection. At the Government's option, the Production Inspection may be waived.

**PACKING:** Pack seal kits in containers or crates not to exceed 45 pounds when fully packed. Seal kits must be packed separately and identified. Cover each individual components of the seal kits with heavy poundage newsprint or kraft paper (or equal) to prevent scratching of the printed surface and/or damage to the product.

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 or delivery or during storage.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

All containers or crates must be clearly labeled to identify the contents by name and quantity of each kit. If different kits are packed within the same container/crate, then each seal title must be listed on the outside for easy identification.

**DISTRIBUTION:** Ship f.o.b. contractor's city to domestic addresses nationwide (including Alaska, Hawaii, the Bahamas, Guam, Puerto Rico, and the Virgin Islands) and foreign addresses (Aruba, Bermuda, Canada, and Ireland).

Complete addresses will be furnished with the electronic order. (See Attachment 1 for delivery instructions to Ronald Reagan Building and the International Trade Center, Washington, DC after award).

Shipments are to be made by small package carrier. All shipments must be made by traceable means. A signed receipt is required. Shipments are not reimbursable and should be included with the cost of each sign kit.

Shipments will be a combination of inside delivery, street delivery, and loading dock delivery. All facilities should be treated as "controlled entry." Contractor to call before each shipment to assure prompt acceptance at termination point.

NOTE: Contractor will be responsible for replacement for seal kits that are lost or damaged during shipment.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

On same day as shipment, contractor must fax all shipping receipts (including tracking numbers) to the U.S. Customs and Border Protection, Attn: Dewey Hicks/Anthony Leonard on (202) 344-1179/1293.

Within seven (7) workdays of completion of each order, all furnished material and shipping receipts must be returned to: U.S. Customs and Border Protection, Printing, Graphics and Distribution, Attn: Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293, Program Manager, Room 3.2-C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

All expenses incidental to picking up and returning materials 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 an Electronic Confirmation for each electronic order.

Furnished material must be picked up from and delivered to: U.S. Customs and Border Protection, Printing, Graphics and Distribution, Attn: Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293, Program Manager, Room 3.2-C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

When applicable, PDF soft proofs must be emailed to the ordering agency. Email to: [Dewey.Hicks@cbp.dhs.gov](mailto:Dewey.Hicks@cbp.dhs.gov)  
NOTE: PDF must be marked with the Program and Print Order numbers along with a return name and email address.

No definite schedule for pickup of materials/placement of orders can be predetermined.

The following schedule begins the workday after issuance of a Confirmed Electronic Order; the workday after issuance will be the first workday of the schedule.

Contractor must complete production and distribution within 25 workdays after receipt of a Confirmed Electronic Order.

The contractor must notify the U.S. GPO of the date and time the production inspections can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to each inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the electronic order is the date products ordered for shipping f.o.b. contractor's city must be delivered to the small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto: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 inquiries.

**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.

Bidders shall state the location of the plant from which this product(s) will be shipped.

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

- I. (a) 5
- (b) 1
- (c) 12
- (d) 26
- (e) 5
- (f) 6
- (g) 1
- (h) 1
- (i) 1
- (j) 1
- (k) 1
- (l) 1
- (m) 5

- II. 1. (a) 1
- (b) 58
- (c) 93
- (d) 1
- (e) 1
- (f) 16
- (g) 5

- 2 (a) 1
- (b) 1
- (c) 1
- (d) 1
- (e) 1
- (f) 1
- (g) 5

- 3. (a) 3
- (b) 2
- (c) 1
- (d) 3
- (e) 3
- (f) 10
- (g) 12
- (h) 1
- (i) 1
- (j) 1
- (k) 1
- (l) 1
  
- 4. (a) 1
- (b) 1
- (c) 4
- (d) 1
- (e) 1
- (f) 1

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

**I. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** The prices offered shall include the cost of all required materials and operations necessary for the printing, binding, packing, and distribution of the products listed in accordance with these specifications.

- (a) Seal (9”) in black/silver with silver letters (3”)..... per kit/seal.....\$ \_\_\_\_\_
- (b) Seal (9”) in full color with black or blue letters (3”)..... per kit/seal.....\$ \_\_\_\_\_
- (c) Seal (12”) in black/silver with silver letters (4”)..... per kit/seal.....\$ \_\_\_\_\_
- (d) Seal (12”) in full color with black or blue letters (4”)..... per kit/seal.....\$ \_\_\_\_\_
- (e) Seal (18”) in black/silver with silver letters (6”)..... per kit/seal.....\$ \_\_\_\_\_
- (f) Seal (18”) in full color with black or blue letters (6”)..... per kit/seal.....\$ \_\_\_\_\_
- (g) Seal (24”) in black/silver with silver letters (8”)..... per kit/seal.....\$ \_\_\_\_\_
- (h) Seal (24”) in full color with black or blue letters (8”)..... per kit/seal.....\$ \_\_\_\_\_
- (i) Seal (36”) in black/silver with silver letters (12”)..... per kit/seal.....\$ \_\_\_\_\_
- (j) Seal (36”) in full color with black or blue letters (12”)..... per kit/seal.....\$ \_\_\_\_\_
- (k) Seal (48”) in black/silver with silver letters (16”)..... per kit/seal.....\$ \_\_\_\_\_
- (l) Seal (48”) in full color with black or blue letters (16”)..... per kit/seal.....\$ \_\_\_\_\_
- (m) Painting silver letters black on the black/silver seals (any size).....per letter.....\$ \_\_\_\_\_

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

**II. ADDITIONAL OPERATIONS:**

**1. Additional Letters (must include cost of template and hardware) –**

- (a) Silver letters (3").....per letter.....\$ \_\_\_\_\_
- (b) Silver letters (4").....per letter.....\$ \_\_\_\_\_
- (c) Silver letters (6").....per letter.....\$ \_\_\_\_\_
- (d) Silver letters (8").....per letter.....\$ \_\_\_\_\_
- (e) Silver letters (12").....per letter.....\$ \_\_\_\_\_
- (f) Silver letters (16").....per letter.....\$ \_\_\_\_\_
- (g) Painting silver letters black or blue (any size).....per letter.....\$ \_\_\_\_\_

**2. Horizontal Bars (must include cost of hardware) –**

- (a) Silver bar for 9" seal .....per bar.....\$ \_\_\_\_\_
- (b) Silver bar for 12" seal .....per bar.....\$ \_\_\_\_\_
- (c) Silver bar for 18" seal .....per bar.....\$ \_\_\_\_\_
- (d) Silver bar for 24" seal .....per bar.....\$ \_\_\_\_\_
- (e) Silver bar for 36" seal .....per bar.....\$ \_\_\_\_\_
- (f) Silver bar for 48" seal .....per bar.....\$ \_\_\_\_\_
- (g) Painting silver bars black or blue (any size).....per bar.....\$ \_\_\_\_\_

**3. Seals –**

- (a) Seal (9") in black/silver .....per seal.....\$ \_\_\_\_\_
- (b) Seal (9") in full color .....per seal.....\$ \_\_\_\_\_
- (c) Seal (12") in black/silver .....per seal.....\$ \_\_\_\_\_
- (d) Seal (12") in full color .....per seal.....\$ \_\_\_\_\_
- (e) Seal (18") in black/silver .....per seal.....\$ \_\_\_\_\_
- (f) Seal (18") in full color .....per seal.....\$ \_\_\_\_\_
- (g) Seal (24") in black/silver .....per seal.....\$ \_\_\_\_\_
- (h) Seal (24") in full color .....per seal.....\$ \_\_\_\_\_
- (i) Seal (36") in black/silver .....per seal.....\$ \_\_\_\_\_

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



(j) Seal (36") in full color ..... per seal.....\$ \_\_\_\_\_

(k) Seal (48") in black/silver ..... per seal.....\$ \_\_\_\_\_

(l) Seal (48") in full color ..... per seal.....\$ \_\_\_\_\_

**4. Templates –**

(a) Kit (9" seal with 3" letters) ..... per template.....\$ \_\_\_\_\_

(b) Kit (12" seal with 4" letters) ..... per template.....\$ \_\_\_\_\_

(c) Kit (18" seal with 6" letters) ..... per template.....\$ \_\_\_\_\_

(d) Kit (24" seal with 8" letters) ..... per template.....\$ \_\_\_\_\_

(e) Kit (36" seal with 12" letters) ..... per template.....\$ \_\_\_\_\_

(f) Kit (48" seal with 16" letters) ..... per template.....\$ \_\_\_\_\_

**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 Solicitation 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 points(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.

**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)

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT 1

### ATTACHMENT 1

#### **REQUIREMENTS FOR FREIGHT DELIVERY To Ronald Reagan Building and International Trade Center**

FedEx, DHL, and UPS are authorized to enter the building. All others must follow the instructions listed below.

Contractor must complete a Freight Delivery Request Form for all deliveries to the Ronald Reagan Building and International Trade Center (RRC/ITC), known also as 1300 Pennsylvania Ave NW.

All U.S. Customs and Border Protection (USCBP) delivery requests to the RRB/ITC for this print order must be coordinated through Dewey Hicks, Print Specialist at 202-344-1306.

All deliveries require a minimum of 72 hours advanced notice, not including weekends or holidays. All requests must be completed and submitted by 2:00 PM local time. Requests received after 2:00 pm local time will be processed the next business day.

All deliveries must be received by 3:00 pm local time.

Vehicles over 55 feet in length from bumper to bumper and vehicles over 13 feet in height are prohibited from making deliveries to the RRB/ITC Loading Dock.

All deliveries are subject to off-site inspection by the Federal Protective Service (FPS) prior to entering the RRB/ITC. The vehicle and driver will be required to report to the Navy Yard Southeast Federal Center, 3<sup>rd</sup> and M Street, SE, Washington, DC. The off-site inspection should take approximately 20 minutes. After a successful inspection, the vehicle and driver must report to the RRB/ITC Loading Dock within 30 minutes, otherwise the delivery will be cancelled and must be rescheduled.

For additional assistance or any questions, please contact Dewey Hicks, Printing, Graphics, and Distribution, Room 3.2-C, 202-344-1306.

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***Seal Kits***

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

**Homeland Security  
U.S. Customs and Border Protection**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **March 31, 2021**, plus up to four (4) optional 12-month extension period (s) that may be added in accordance with the “OPTION TO EXTEND THE CONTRACT TERM” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on April 1, 2020 at the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Due to COVID-19, this will NOT be a public bid opening.

**BID SUBMISSION:**

NOTE: Due to the COVID-19 pandemic, the Columbus Regional Office will NOT be open to the public. Based on this, vendors MUST submit facsimile bids for this solicitation. GPO’s Columbus Office has been designated as the location for receipt and processing of formal bids for this solicitation. Facsimile bids MUST be submitted directly to the U.S. GPO Columbus Regional Office using fax number (614) 488-4577.

The program and/or jacket number and bid opening date must be specified with the fax bid submission. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January, 2018.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**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, with particular to the following:

- SECTION 3. – DETERMINATION OF AWARD
- SECTION 4. – SCHEDULE OF PRICES

For information of a technical nature, contact Shirley Forster at [sforster@gpo.gov](mailto:sforster@gpo.gov) or (202) 512-0310.

## 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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

**SUBCONTRACTING:** No subcontracting is allowed.

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9, is waived.

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

### Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

### Inspection Levels (from ANSI/ASQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Production Inspection
P-9. Solid and Screen Tint Color Match	O.K. Production Inspection

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

P-7. Average type dimension, electronic media.

P-9. Pantone Matching System.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 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, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 2020, 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. 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**QUALITY ASSURANCE PLAN:** The contractor shall submit one (1) copy of their Quality Assurance Plan to the U.S. Government Publishing Office, APS, DC Team, Attn: Contracting Officer, Stop: CSAPS, Room C-838, 732 North Capitol Street, NW, Washington, DC 20401, AND one (1) copy of their Quality Assurance Plan to the U.S. Customs and Border Protection, Attn: Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293, Program Manager, Room 3.2-C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

These plans MUST be submitted at the Postaward Conference. (NOTE: In the event that the Postaward Conference is waived, the contractor must submit their Quality Assurance Plan within three (3) workdays of notification of award.)

The proposed plans are subject to Government approval. Once submitted, no changes to these plans may be made without written approval from GPO.

The contractor must present a detailed Quality Assurance Plan that will include the following:

- Does the contractor have a quality assurance plan supported by a manual with defined objectives, and a policy statement in force?
- Name(s) of the contractor's personnel responsible for Quality Assurance.
- Type of color management system, inspection and testing system in place to ensure that substrate, inks, and processes conform to the requirements, specifications, and conventions of this contract.
- Type of corrective action policy and audits the contractor has in place to prevent recurrence of problems and to correct product deficiency.
- Type of training program the contractor has in place to support the quality assurance program.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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

**ORDERING** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **March 31, 2021**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**NOTE:** Print orders will be placed electronically via the contractor's on-line ordering system. For the purpose of this contract, "print orders" will be referred to as "electronic orders."

**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. 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.

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:** 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 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: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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



## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of seal kits consisting of various size seals, letters, and bars, requiring such operations as on-line ordering, electronic prepress, screen-printing/painting, die-cutting, assembly, packaging, and distribution.

**TITLE:** Seal Kits.

**FREQUENCY OF ORDERS:** Approximately 3 to 10 orders per month. (An occasional month may have up to 25 orders issued.)

**NOTE:** Orders will be placed via the contractor's web-based on-line ordering system. (See "ON-LINE ORDERING.")

**QUANTITIES:** Up to approximately 30 copies per item per order.

**NOTE:** There may be some items that are not ordered every year.

**NOTE:** Orders issued may be for seal kits, additional letters, horizontal bars, seals, and/or kit templates. Most orders will be for less than five copies per item. More than one item may be ordered on the same print order requiring the same schedule.

**NUMBER OF PAGES:** Face only.

### **TRIM SIZES:**

9" seal with 3" letters.  
12" seal with 4" letters.  
18" seal with 6" letters.  
24" seal with 8" letters.  
36" seal with 12" letters.  
48" seal with 16" letters.

**GOVERNMENT TO FURNISH:** The furnished electronic media will be furnished at the beginning of the contract. Contractor is to hold for use throughout the term of the contract. The electronic media will be as follows:

Platform: Macintosh OSX.

Storage Media: CD.

Software: Adobe InDesign CS2.

**NOTE:** All platform system and software upgrades (for specified applications) which may occur during the term of contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

**Fonts:** All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

**Additional Information:** Files will be furnished in native application format.  
A visual of the furnished electronic files will be provided.  
Color identification system used is Pantone Matching System.  
GPO Form 952 – Desktop Publishing Disk Information

Identification markings such as register marks, commercial identification marks of any kind, etc., in electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

**ON-LINE ORDERING:** Contractor must have a secure web-based on-line ordering system for the placement of the individual orders that complements the GPO Form 2511.

Placement of an order must result in the immediate generation of an on-line proof that is in a format that allows the proof to be emailed for verification prior to final order submission.

NOTE: The actual order will not be considered “issued” until Electronic Confirmation is entered into the contractor’s on-line ordering system and a print order is received.

The ordering agency **MUST** submit a copy of the print order to the Government Publishing Office, Attn: Team 1, Room C-838, 732 North Capitol Street, NW, Washington, DC.20401; or fax to: (202) 512-1368.

**REPORTS:** The contractor must generate and submit a monthly report to the agency at: U.S. Customs and Border Protection, Attn: Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293, Program Manager, Room 3.2-C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229. The report shall contain: the date orders were placed; names of persons placing the order; total number of orders placed; confirmation code; and billing information.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency (Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293. Contractor to contact the GPO Representative, Shirley Forster at (202) 512-0310 if the schedule is affected.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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

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

Digital Deliverables will be required

**PROOFS:** Proofs will consist of an immediate on-line proof of the Order Request.

When requested, contractor must furnish one (1) set of Adobe Acrobat (current version) PDF soft proof of specified individual page. 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 must indicate margins. PDF will be evaluated for text flow, image position, margins and color breaks. Proof will not be used for color match.

The contractor shall produce the proofs from the digital files that will be used for production.

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

The contractor must not print prior to receipt of an "O.K. to Print" in the form of an on-line Electronic Confirmation entered into contractor's on-line ordering system.

**STOCK:**

**Seals:** Cast Polyurethane Propriety Resin (high-density polyurethane), 1" thick. Rendered in two levels for a 3-dimensional appearance.

**Letters:** Cast Aluminum, 3/8" thick. Upper and lower case Times Roman typeface.

**Bars:** Aluminum, 0.060" thick, 5 feet in length.

**PRINTING:** Match Pantone number as indicated on the electronic order.

**Seals** – Screen print/paint face only in black and one Pantone color (silver, Pantone number to be specified) or full color.

**Letters** – Screen print in one Pantone color (black, silver, or blue, as specified).

**Bars** – Screen print in one Pantone color (black, silver, or blue, as specified).

For seals, letters and bars, after screen printing/painting, apply a clear lacquer coating suitable for outdoor use. Lacquer coating must be guaranteed for a minimum of seven (7) years to withstand exposure to ultraviolet radiation, temperature fluctuation, moisture, and acidity.

Products must be screen printed/painted using Pantone Matching System inks. Screen printing must be via multi-filament or mono-filament mesh with mechanical or hand-held squeegee. Screen printing/painting must be clear and sharp. There must be no dirt, streaks, ghosting, hickies, or blemishes of any type on finished product.

NOTE: Inkjet printing is NOT acceptable. Four-color process screen builds are NOT allowed. The same inks MUST be used to print the text and agency seal.

Inks must be fade resistant to artificial, fluorescent, and natural lighting, and sun fast, using industrial quality inks.

GPO imprint must not print on product.

**MARGINS:** Margins will be as indicated on the electronic order or furnished electronic file.

**BINDING:**

**Seals** – Seals are rendered in two levels. Seals are full-color bonded to a high density urethane foam substrate.

**Letters and Bars** – Die-cut letters and bars as necessary. Letters and bars must have smooth edges.

NOTE: Contractor must furnish all necessary mounting hardware and materials (adhesive, appropriate number of thread posts, and two of each wood and masonry drill bits in appropriate sizes for threaded posts) for mounting to vertical surfaces for the seal, letters and bars. Contractor must also furnish a computer-generated template and complete written and visual instructions for installation.

**PRODUCTION INSPECTION:** Production inspection(s) may be required at the contractor's plant for the purpose of establishing that the production of the signs and seal kits are being accomplished in accordance with contract quality attributes and requirements. A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

When a production inspection is required, the Government will notify the contractor at least one (1) workday prior to the inspection. At the Government's option, the Production Inspection may be waived.

**PACKING:** Pack seal kits in containers or crates not to exceed 45 pounds when fully packed. Seal kits must be packed separately and identified. Cover each individual components of the seal kits with heavy poundage newsprint or kraft paper (or equal) to prevent scratching of the printed surface and/or damage to the product.

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 or delivery or during storage.

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

All containers or crates must be clearly labeled to identify the contents by name and quantity of each kit. If different kits are packed within the same container/crate, then each seal title must be listed on the outside for easy identification.

**DISTRIBUTION:** Ship f.o.b. contractor's city to domestic addresses nationwide (including Alaska, Hawaii, the Bahamas, Guam, Puerto Rico, and the Virgin Islands) and foreign addresses (Aruba, Bermuda, Canada, and Ireland).

Complete addresses will be furnished with the electronic order. (See Attachment 1 for delivery instructions to Ronald Reagan Building and the International Trade Center, Washington, DC after award).

Shipments are to be made by small package carrier. All shipments must be made by traceable means. A signed receipt is required. Shipments are not reimbursable and should be included with the cost of each sign kit.

Shipments will be a combination of inside delivery, street delivery, and loading dock delivery. All facilities should be treated as "controlled entry." Contractor to call before each shipment to assure prompt acceptance at termination point.

NOTE: Contractor will be responsible for replacement for seal kits that are lost or damaged during shipment.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

On same day as shipment, contractor must fax all shipping receipts (including tracking numbers) to the U.S. Customs and Border Protection, Attn: Dewey Hicks/Anthony Leonard on (202) 344-1179/1293.

Within seven (7) workdays of completion of each order, all furnished material and shipping receipts must be returned to: U.S. Customs and Border Protection, Printing, Graphics and Distribution, Attn: Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293, Program Manager, Room 3.2-C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

All expenses incidental to picking up and returning materials 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 an Electronic Confirmation for each electronic order.

Furnished material must be picked up from and delivered to: U.S. Customs and Border Protection, Printing, Graphics and Distribution, Attn: Dewey Hicks (202) 344-1306 or Anthony Leonard (202) 344-1293, Program Manager, Room 3.2-C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

When applicable, PDF soft proofs must be emailed to the ordering agency. Email to: [Dewey.Hicks@cbp.dhs.gov](mailto:Dewey.Hicks@cbp.dhs.gov)  
NOTE: PDF must be marked with the Program and Print Order numbers along with a return name and email address.

No definite schedule for pickup of materials/placement of orders can be predetermined.

The following schedule begins the workday after issuance of a Confirmed Electronic Order; the workday after issuance will be the first workday of the schedule.

Contractor must complete production and distribution within 25 workdays after receipt of a Confirmed Electronic Order.

The contractor must notify the U.S. GPO of the date and time the production inspections can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to each inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the electronic order is the date products ordered for shipping f.o.b. contractor's city must be delivered to the small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto: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 inquiries.

**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.

Bidders shall state the location of the plant from which this product(s) will be shipped.

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

- I. (a) 5
- (b) 1
- (c) 12
- (d) 26
- (e) 5
- (f) 6
- (g) 1
- (h) 1
- (i) 1
- (j) 1
- (k) 1
- (l) 1
- (m) 5

- II. 1. (a) 1
- (b) 58
- (c) 93
- (d) 1
- (e) 1
- (f) 16
- (g) 5

- 2 (a) 1
- (b) 1
- (c) 1
- (d) 1
- (e) 1
- (f) 1
- (g) 5

- 3. (a) 3
- (b) 2
- (c) 1
- (d) 3
- (e) 3
- (f) 10
- (g) 12
- (h) 1
- (i) 1
- (j) 1
- (k) 1
- (l) 1
  
- 4. (a) 1
- (b) 1
- (c) 4
- (d) 1
- (e) 1
- (f) 1

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

**I. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** The prices offered shall include the cost of all required materials and operations necessary for the printing, binding, packing, and distribution of the products listed in accordance with these specifications.

- (a) Seal (9”) in black/silver with silver letters (3”)..... per kit/seal.....\$ \_\_\_\_\_
- (b) Seal (9”) in full color with black or blue letters (3”)..... per kit/seal.....\$ \_\_\_\_\_
- (c) Seal (12”) in black/silver with silver letters (4”)..... per kit/seal.....\$ \_\_\_\_\_
- (d) Seal (12”) in full color with black or blue letters (4”)..... per kit/seal.....\$ \_\_\_\_\_
- (e) Seal (18”) in black/silver with silver letters (6”)..... per kit/seal.....\$ \_\_\_\_\_
- (f) Seal (18”) in full color with black or blue letters (6”)..... per kit/seal.....\$ \_\_\_\_\_
- (g) Seal (24”) in black/silver with silver letters (8”)..... per kit/seal.....\$ \_\_\_\_\_
- (h) Seal (24”) in full color with black or blue letters (8”)..... per kit/seal.....\$ \_\_\_\_\_
- (i) Seal (36”) in black/silver with silver letters (12”)..... per kit/seal.....\$ \_\_\_\_\_
- (j) Seal (36”) in full color with black or blue letters (12”)..... per kit/seal.....\$ \_\_\_\_\_
- (k) Seal (48”) in black/silver with silver letters (16”)..... per kit/seal.....\$ \_\_\_\_\_
- (l) Seal (48”) in full color with black or blue letters (16”)..... per kit/seal.....\$ \_\_\_\_\_
- (m) Painting silver letters black on the black/silver seals (any size).....per letter.....\$ \_\_\_\_\_

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



**II. ADDITIONAL OPERATIONS:**

**1. Additional Letters (must include cost of template and hardware) –**

- (a) Silver letters (3").....per letter.....\$ \_\_\_\_\_
- (b) Silver letters (4").....per letter.....\$ \_\_\_\_\_
- (c) Silver letters (6").....per letter.....\$ \_\_\_\_\_
- (d) Silver letters (8").....per letter.....\$ \_\_\_\_\_
- (e) Silver letters (12").....per letter.....\$ \_\_\_\_\_
- (f) Silver letters (16").....per letter.....\$ \_\_\_\_\_
- (g) Painting silver letters black or blue (any size).....per letter.....\$ \_\_\_\_\_

**2. Horizontal Bars (must include cost of hardware) –**

- (a) Silver bar for 9" seal .....per bar.....\$ \_\_\_\_\_
- (b) Silver bar for 12" seal .....per bar.....\$ \_\_\_\_\_
- (c) Silver bar for 18" seal .....per bar.....\$ \_\_\_\_\_
- (d) Silver bar for 24" seal .....per bar.....\$ \_\_\_\_\_
- (e) Silver bar for 36" seal .....per bar.....\$ \_\_\_\_\_
- (f) Silver bar for 48" seal .....per bar.....\$ \_\_\_\_\_
- (g) Painting silver bars black or blue (any size).....per bar.....\$ \_\_\_\_\_

**3. Seals –**

- (a) Seal (9") in black/silver .....per seal.....\$ \_\_\_\_\_
- (b) Seal (9") in full color .....per seal.....\$ \_\_\_\_\_
- (c) Seal (12") in black/silver .....per seal.....\$ \_\_\_\_\_
- (d) Seal (12") in full color .....per seal.....\$ \_\_\_\_\_
- (e) Seal (18") in black/silver .....per seal.....\$ \_\_\_\_\_
- (f) Seal (18") in full color .....per seal.....\$ \_\_\_\_\_
- (g) Seal (24") in black/silver .....per seal.....\$ \_\_\_\_\_
- (h) Seal (24") in full color .....per seal.....\$ \_\_\_\_\_
- (i) Seal (36") in black/silver .....per seal.....\$ \_\_\_\_\_

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

(j) Seal (36") in full color ..... per seal.....\$ \_\_\_\_\_

(k) Seal (48") in black/silver ..... per seal.....\$ \_\_\_\_\_

(l) Seal (48") in full color ..... per seal.....\$ \_\_\_\_\_

**4. Templates –**

(a) Kit (9" seal with 3" letters)..... per template.....\$ \_\_\_\_\_

(b) Kit (12" seal with 4" letters)..... per template.....\$ \_\_\_\_\_

(c) Kit (18" seal with 6" letters)..... per template.....\$ \_\_\_\_\_

(d) Kit (24" seal with 8" letters)..... per template.....\$ \_\_\_\_\_

(e) Kit (36" seal with 12" letters)..... per template.....\$ \_\_\_\_\_

(f) Kit (48" seal with 16" letters)..... per template.....\$ \_\_\_\_\_

**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 Solicitation 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 points(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.

**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)

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT 1

### ATTACHMENT 1

#### **REQUIREMENTS FOR FREIGHT DELIVERY To Ronald Reagan Building and International Trade Center**

FedEx, DHL, and UPS are authorized to enter the building. All others must follow the instructions listed below.

Contractor must complete a Freight Delivery Request Form for all deliveries to the Ronald Reagan Building and International Trade Center (RRC/ITC), known also as 1300 Pennsylvania Ave NW.

All U.S. Customs and Border Protection (USCBP) delivery requests to the RRB/ITC for this print order must be coordinated through Dewey Hicks, Print Specialist at 202-344-1306.

All deliveries require a minimum of 72 hours advanced notice, not including weekends or holidays. All requests must be completed and submitted by 2:00 PM local time. Requests received after 2:00 pm local time will be processed the next business day.

All deliveries must be received by 3:00 pm local time.

Vehicles over 55 feet in length from bumper to bumper and vehicles over 13 feet in height are prohibited from making deliveries to the RRB/ITC Loading Dock.

All deliveries are subject to off-site inspection by the Federal Protective Service (FPS) prior to entering the RRB/ITC. The vehicle and driver will be required to report to the Navy Yard Southeast Federal Center, 3<sup>rd</sup> and M Street, SE, Washington, DC. The off-site inspection should take approximately 20 minutes. After a successful inspection, the vehicle and driver must report to the RRB/ITC Loading Dock within 30 minutes, otherwise the delivery will be cancelled and must be rescheduled.

For additional assistance or any questions, please contact Dewey Hicks, Printing, Graphics, and Distribution, Room 3.2-C, 202-344-1306.