

TITLE: "Fleet Decals and Stickers"/PROGRAM: 2821-S

TERM: DOA to April 30, 2022 (w/Options)

Item No.	DESCRIPTION	Basis of Award	Douglass Screen Printers		Image Square, Inc.		Interstate Graphics, Inc.		
			STATE 090	CODE 28380	STATE 040	CODE 44026	STATE 120	CODE 45178	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:								
a.	Format A: Seatbelt sticker 4 x 4"	6,700	x	0.139	931.30	0.37	2,479.00	0.26	1,742.00
b.	Format B: Door decal without numbering 9 x 12.25"	200	x	9.29	1,858.00	14.77	2,954.00	7.56	1,512.00
c.	Format C: Door decal with numbering 9 x 14.875"	6,700	x	9.54	63,918.00	14.77	98,959.00	8.30	55,610.00
d.	Format D: Door decal without numbering 4 x 4.9"	1,200	x	1.79	2,148.00	14.77	17,724.00	5.75	6,900.00
II.	ADDITIONAL OPERATIONS:								
a.	One-time setup charge including prior to production proof samples per specifications.	1	x	475.00	475.00	500.00	500.00	170.00	170.00

AWARDED

CONTRACTOR TOTALS				\$69,330.30		\$122,616.00		\$65,934.00
DISCOUNT if any			0.5%	346.65				329.67
DISCOUNTED TOTALS			20 Days	\$68,983.65		\$122,616.00	20 Days	\$65,604.33

Prepared by: Darla Wear

Reviewed by: Jill Schaffer

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Fleet Decals and Stickers

as requisitioned from the U.S. Government Publishing Office (GPO) by the
U.S. Department of Agriculture, Forest Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period Date of Award and ending April 30, 2022, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 2:00 p.m., prevailing Denver, CO, time, on May 4, 2021. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsdenver@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 2:00 p.m. on the bid opening date specified above will not be considered for award.***

BIDDERS, PLEASE NOTE: This is a new contract and an abstract is not available.

ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed quote including, but not limited to, the following:

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The offeror’s email provider may have different size limitations for sending email; however, offerors are advised not to exceed GPO’s stated limit.
4. When the email quotation is received by GPO, it will remain unopened until the specified quotation opening time. Government personnel will not validate receipt of the emailed quotation prior to quotation opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for quotation receipt at the specified location.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting a quotation, 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 email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign quotes.

For information of a technical nature, contact Beverly Boecher at (303) 236-5300; or email bboecher@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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: Subcontracting will not be permitted.

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

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

Digital printing is not acceptable.

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.

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 Date of Award to April 30, 2022, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending January 31, 2022, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. 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.

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 by way of a conference call, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

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 and order sheets by the Government. Orders may be issued under the contract Date of Award through April 30, 2022, 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.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to eight calendar years from the date the check is tendered as final payment. All other provisions remain the same.

Decals shall be able to be removed from any vehicle with little or no adhesive residue on the vehicle for up to 8 years from a standard automobile OEM finish. Remaining adhesive shall be capable of being removed without damaging the vehicle paint finish. Decals shall retain their original properties for up to two years in storage in a clean, cool, and dry environment plus decals shall retain their original properties from date of application for a minimum period of 8 years. The decal shall conform to certain performance requirements, including shelf life, effective performance life, and removal. The decals shall not shrink or elongate more than 1/32. Decals shall be protected from ultraviolet damage, resistant to chemicals, and be durable in severe weather and handling conditions. These vehicles operate on a variety of roads. Decals will be subjected to travel on unimproved mountainous roads to interstate highways. Decals will be subjected to abnormal stresses, vibrations, twists, pressure washing, and other hazards. Vehicles also operate under extreme temperature and weather conditions. Operational conditions include: Minimum surface/ambient air application temp is +40 degrees F; Application surface is planar or convex; OEM painted steel; Operational temperature range is -40 degrees to +200 degrees F; Decals will be exposed on the vehicle door at a vertical angle (90 + 10 degrees). Decals shall be UV resistant, must not fade, or discolor. The decals shall be fully functional under all these conditions and operating environments. When carrier sheet and protective adhesive sheets are removed they must not leave an adhesive residue, but must leave all images in layout matching supplied in visual reference.

COMMUNICATIONS: Each communication must be clearly labeled with the GPO jacket, purchase order, program number, print order number, and the title of the product to which the communications apply.

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

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

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

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

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

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

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

PAYMENT: The GPO Denver office will utilize the following procedure. Immediately upon completion of each order, a copy of the print order, order sheet and billing certification sheets for the work performed with copies of shipping invoices will be emailed by the contractor to the ordering agency for examination, verification, approval, and signature, as applicable to the work performed.

The ordering agency is required to return the signed billing certification with copies of the order sheet, print order and shipping invoices to the contractor within five (5) workdays of receipt. In addition, after certification a copy of the approved billing certification and the accompanying print order sheets and copies of shipping invoices with all additional pages are to be submitted by the agency and the contractor to the GPO Denver office via email to: InfoDenver@gpo.gov.

After examination and certification by the ordering agency, contractor must submit their invoice to GPO with a copy of the print order, order sheets and copies of shipping invoices with all support paperwork. 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>.

Contractor's billing invoice must be itemized in accordance with the Billing Certification and reimbursable shipping charges.

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>.

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 15000, 25000, 45000, 65000, 85000, 95000 the billing certification requirement is WAIVED.

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>.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of face only labels/stickers requiring such operations as electronic prepress, printing, die-cutting, composite assembly, packing, and distribution.

TITLE: Forest Service Fleet Decals and Stickers

FREQUENCY OF ORDERS: Approximately 2 to 12 orders per year.

QUANTITY: Approximately 10 to 250 sets of per order with an occasional order up to 750 sets.

Format A: Approximately 120 to 6,700 orders per year.

Format B: Approximately 10 to 200 orders per year.

Format C: Approximately 120 to 6,700 orders per year.

Format D: Approximately 10 to 1,200 orders per year.

NUMBER OF PAGES: Face Only with suitable carrier/backing sheet and positioning cover sheet.

TRIM SIZE: Each format will be ordered as a set. One set is composed of two identical decals or stickers.

Format A: Seatbelt sticker 4 x 4”

Format B: Door decal with text without numbering 9 x 12.25”

Format C: Door decal with text and numbering 9 x 14.875”

Format D: Door decal with text without numbering 4 x 4.9”

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: Macintosh and PC Platforms.

Electronic Media: Transferred by email or contractors FTP site.

Software: Door decals in Adobe Acrobat PDF 1.6 (Acrobat 7.x) and seatbelt stickers as a PNG.

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All fonts will be embedded, as applicable.

Additional

Information: Files will be furnished in PDF and PNG formats. Electronic media will include all illustrations and graphics furnished in place with exception of contractor composed numbering for format C.

Distribution will be completed to multiple locations across the continental United States including Alaska, and Puerto Rico per print order.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

Format A: Print line-copy and border of stickers in black on opaque white vinyl. Stickers to have permanent adhesive on back for adhesion to woven fabric seatbelts.

Formats B, and D: Die-cut decals without printing. Decals contain two lines of line copy above USFS shield in reflective brown vinyl. Line-copy is to be die-cut to letters. Shield is to be die-cut and composited with reflective white/silver vinyl background trimmed to shield outline. Composited shield materials are to be permanently attached together. Lettering and Shield are to be combined in layout between clear layout and clear carrier sheets.

Format C: Die-cut decal without printing. Decals contain two lines of line copy above USFS shield in reflective brown vinyl. Line-copy is to be die-cut to letters. Shield is to be die-cut and composited with reflective white/silver vinyl background trimmed to shield outline. Composited shield materials are to be permanently attached together. Contractor to create four-digit number placed below the shield die-cut from reflective brown vinyl die-cut to numbers. Lettering, shield and numbers are to be combined in layout between clear layout and clear carrier sheets. Four-digit numbers created by contractor per print order with numbering from excel spread sheet. Contractor to provide font and crate number. Font for numbers is to be Highway Gothic Condensed 154 pt., +40 tracking (1.5" tall).

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency attention Ray Lawrence, (202) 205-1109, ray.lawrence@usda.gov.

The contractor shall create or alter any necessary trapping, 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, contractor shall copy the furnished files and make all changes to the copy.

PROOFS:

Two sets of proofs containing a proof of each of the formats will be provided at the start of the contract. Approved proof will be the standard for all production of door decals and stickers for the life of the contract.

Two sets of color one-off proofs containing a proof of each of the formats using the same output device that will be used to produce the final products on the actual production stock. Proofs shall contain all elements in proper position trimmed to the finished size/format of the product, as applicable.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

Contractor must not proceed without receipt of an "O.K. to Proceed."

STOCK/PAPER:

Format A: 7 to 8 mil thickness White opaque flexible vinyl with pressure-sensitive adhesive.

Formats B, C, and D: 7 to 8 mil thickness Brown Flexible Reflective Vinyl with pressure-sensitive adhesive. Vinyl material similar to 3M Scotchlite Reflective Graphic Film series 5100.

Formats B, C, and D: 7 to 8 mil thickness White/Silver Flexible Reflective Vinyl with pressure-sensitive adhesive. Vinyl material similar to 3M Scotchlite Reflective Graphic Film series 5100.

Clear layout positioning cover sheets and carrier sheets for all decals must allow easy positioning and transfer of decals to doors.

All vinyl used in each copy must be of a uniform shade.

PRINTING:

Format A Only: Prints in black UV resistant water proof ink. Ink shall withstand laminating in plastic, cellulose acetate, polyethylene terephthalate, or equal materials.

Format A Only: Gloss laminate the entire surface, after printing, with polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a thickness in the range of 0.013 to 0.025 mm (.0005" to .0010"). The laminated product must have no distortion of the printed matter and must remain clear and legible. Lamination must withstand outdoor conditions with extreme weather, temperatures and be UV resistant.

PACKING:

Shrink-wrap each set of decals with suitable weight chipboard backing.

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

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

LABELING AND MARKING (Package and/or Container Label): Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots of sets in accordance with the chart below, with the exception of orders requesting format C. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected sets of copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents the same delivery address as the remainder of the order.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION: Ship f.o.b. contractor's city with delivery by the date indicated on print order with inside delivery to multiple locations within the continental United States including Alaska, and Puerto Rico. Shipments outside of the continental United States may constitute fewer than 10% of the print orders placed. Complete addresses and quantities will be furnished with print orders.

Orders will be shipped to the follow locations: Albany, CA 94710-0011, Vallejo, CA 94592, Fort Collins, CO 80526, Lakewood, CO 80401, Washington, DC 20250-1111, Atlanta, GA 30309, Missoula, MT 59804, Albuquerque, NM 87102, Asheville, NC 28804, Delaware, OH 43015, Portland, OR 97204, Ogden, UT 84401, Madison, WI 53726-2398, Milwaukee, WI 53202, Juneau, AK 99802-1802, Jardín Botánico Sur, PR 00926-1119, Rio Grande, PR 00745-9625.

The cost for orders requiring lift gates and/or hand carts must be included in costs. The contractor must combine within one shipment all orders scheduled for shipment to a single destination on the same day. Complete addresses and quantities will be furnished with each print order.

All shipping charges shall be included with billing certification at reimbursement cost per print order for agency approval.

Shipping charges are to be listed separate from production through packaging charges on the contractor's invoice, and will be reimbursed at actual cost.

At agency option, agency may provide their shipping account number, shipment type, with preferred carrier per print order.

Contractor shall ship by whichever method is most economical and reasonable to the Government and insure prompt delivery. Shipments must be made direct to the destination.

Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date of delivery, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's invoice for payment.

Upon completion of each print order, contractor must notify the ordering agency on the same day the order is shipped via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 2821-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request. Upon completion of each order, all furnished material (including electronic media, if applicable, digital deliverables) and samples if applicable must be returned to the ordering agency.

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

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

At Government's option, print orders with sticker order sheets may be emailed or picked up from agency.

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

At the beginning of the contract the contractor is to deliver and pick up proofs from: USDA Forest Service, Office of Communication; Attn: Ray Lawrence (ph. 202-205-1109); 201 14th Street, SW, Suite 4SE; Washington, DC 20250

Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

The contractor must notify the agency contact by email, and/or phone call when the proofs are shipped to the department with the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the agency and GPO contract administrator that the proofs have not been returned.

The following schedule begins the first workday after notification of availability of print order and order sheet; the workday after notification will be the first workday of the schedule.

Contractor must complete production and distribution within fifteen (15) workdays.

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 GPO Denver office via email to: InfoDenver@gpo.gov, of the date of shipment, as applicable. Upon completion of each order, contractor must provide agency signed billing certification with copies of the order sheet, print order and shipping receipts.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I.**
 - a. 6,700
 - b. 200
 - c. 6,700
 - d. 1,200

- II.** 1

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city with delivery by the date indicated on print order.

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 non-responsive.

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

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

I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and packaging of the product listed in accordance with these specifications with the exception of items listed under II.

a. Format A: Seatbelt sticker 4 x 4" \$ _____

b. Format B: Door decal without numbering 9 x 12.25" \$ _____

c. Format C: Door decal with numbering 9 x 14.875" \$ _____

d. Format D: Door decal without numbering 4 x 4.9" \$ _____

II. ADDITIONAL OPERATIONS:

One-time setup charge including prior to production proof samples per specifications. \$ _____

(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 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 email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *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: _____
(Initials) (Initials)
