

Program 2398-S Term: Date of Award to April 30, 2022 plus up to four Option Year						
Title: METAL AND PLASTIC LABEL PLATES AND WOODEN PLAQUES						
ITEM NO.	DESCRIPTION	BASIS OF AWARD	PRINTCRAFT ENGRAVING 450-71138		PREVIOUS PRINTCRAFT ENGRAVING	
			UNIT RATE	COST	UNIT RATE	COST
I.	SILKSCREENING/PHOTO RESIST: Per Plate, Per color (per square inch)	20,500	0.05	1,025.00	0.025	512.50
II.	METAL PHOTO PROCESSING: Per Plate (per square inch)	49,100	0.03	1,473.00	0.02	982.00
III.	SILKSCREENING/METAL PHOTO RESIST Composition (per character)	241,750	0.01	2,417.50	0.01	2,417.50
IV.	ENGRAVED NAME TAGS on PLASTIC up to 3 x 1-1/2.E	500	2.50	1,250.00	1.00	500.00
V.	ENGRAVING OTHER THAN NAME TAGS:					
a.	1/8" - 1" character.....per character					
(1)	Plastic and Brass	10,800	0.12	1,296.00	0.1	1,080.00
(2)	Stainless Steel	11,750	0.25	2,937.50	0.20	2,350.00
b.	1-1/8" - 3" characters.....per character					
(1)	Plastic and Brass	5,750	0.15	862.50	0.12	690.00
VI.	STOCK (Per Square Inch):					
1.	.020" photosensitive anodized aluminum	33,500	0.08	2,680.00	0.065	2,177.50
2.	.032" photosensitive anodized aluminum	11,500	0.095	1,092.50	0.09	1,035.00
3.	.063" photosensitive anodized aluminum	12,500	0.24	3,000.00	0.20	2,500.00
4.	.063" colored plastic (2-ply engraving stock)	1,500	0.12	180.00	0.09	135.00
5.	.031" brass	500	0.40	200.00	0.38	190.00
6.	.062" brass	3,500	0.45	1,575.00	0.40	1,400.00
7.	.031" stainless steel	1,200	0.25	300.00	0.20	240.00
8.	.062" stainless steel	50	0.45	22.50	0.40	20.00
9.	.125" stainless steel	1,100	0.48	528.00	0.45	495.00
10.	.040" enamel coated aluminum	11,000	0.1	1,100.00	0.05	550.00
11.	Adhesive (per Sq. In. of Tape)	64,000	0.20	12,800.00	0.25	16,000.00
VII.	ADDITIONAL OPERATIONS:					
1.	Punching holes.....per hole	5,300	0.06	318.00	0.05	265.00
2.	Rounded corners.....each item	2,000	0.05	100.00	0.05	100.00
3.	Die Cutting (Circles)..... each item	2,700	0.10	270.00	0.06	162.00
4.	Pre-Approved Timework.....per hour	1,180	3.00	3,540.00	3.00	3,540.00
CONTRACTOR TOTALS				\$38,967.50		\$37,341.50
DISCOUNT				2.00%	5.00%	\$1,867.08
DISCOUNTED TOTALS				\$38,188.15		\$35,474.42
Abstracted by: JMG						
Reviewed by: RG						
AWARDED						

U.S. GOVERNMENT PUBLISHING OFFICE
Virginia Beach, Virginia

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Metal, Plastic Label Plates and Wooden Plaques

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

DLA Document Services

Norfolk, VA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning 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 11:00 a.m., prevailing Eastern Standard Time, on April 28, 2021, at the Government Publishing Office, Virginia Beach, VA. (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 bidsvirginiabeach@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 11:00 a.m. on the bid opening date specified above will not be considered for award.***

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 25-mile radius of zero milestone Norfolk, VA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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 attention to the following:

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature call Joy Gooden on (757) 490-7940, extension 2 (no collect calls).

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: The predominant production functions will be printing. Any contractor who cannot perform the predominant production functions will be declared non-responsible.

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:

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	Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to 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, 2021, 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 prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor'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)
- 7) Letter of commitment from any subcontractor

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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

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.

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 to 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.

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

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

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

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

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

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

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

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

- 1) Illegibility of bid.
- 2) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- 3) The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- 4) When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid 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 bid receipt at the specified location.

PAYMENT: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office. PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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."

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

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a metal and plastic identification and information label plates, cut vinyl letters and wooden plaques requiring such operations as electronic prepress, proofs, printing, binding, packing, and distribution.

TITLE: Metal, Plastic Label Plates and Wooden Plaques.

FREQUENCY OF ORDERS: Approximately 340 orders per year.

QUANTITY: Various, most items will be for one (1).

Although this is an option year contract, all estimates, averages, etc. are based upon one year's production.
"NOTE: More than one product may be ordered on the same print order requiring the same schedule."

TRIM SIZES: Various sizes and shapes will be ordered up to and including a maximum size of (36 x 48"), metal photosensitive material - maximum size (24 x 40"). Approximately 50 percent of the orders will be for sizes (6 sq. inches) or less, 10 percent will be over (100 square inches). Wooden Plaques: Sizes range from (5 x 7") to (11 x 14").

GOVERNMENT TO FURNISH: Electronic Media, camera copy or previously printed sample to be used as camera copy for type/rules printing, and hand drawn copy as manuscript copy.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A Print Order (GPO Form 2511) will be supplied for each individual order and will be e-mailed or faxed.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, 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.

COMPOSITION: Approximately 98 percent of the orders will require composition, including the creation of line art and graphics to redraw existing schematics. Type size range from 8 to 84 point gothic or equivalent.

ENGRAVING: Height of characters will range from (1/8") up to (3") with average size (1/2").

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 as specified on the print order.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: One (1) press quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs will be transferred to the agency via email to Jennifer.2.Brown@dla.mil (or to the address furnished on the Print Order). Call 757 444-7069 x1046 (or to the phone number furnished on the Print Order) to confirm receipt of email. Proof must show color and contain all crop marks. Include a reminder that the agency can only keep proof one (1) workday. Date of receipt is not considered day one.

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.

Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

Contractor must not print prior to the receipt of an "O.K. to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

Photosensitive anodized aluminum material, Type H (satin finish), .020", .032", and .063" thickness.

Brass, 0.031" and .063" thickness.

CRES (Stainless Steel), .031", .062", and .125" thickness.

Plastic, various colors, 2-ply engraving stock. .063" thickness.

Polyvinyl Chloride (PVC), .040" thickness.

Enamel Coated aluminum, various colors, .040" thickness. Approximately 10% will be in various colors.

ADHESIVE BACKING: Minnesota Mining No. 4262 approved double-coated, Neoprene Tape or equal (various sizes) and 3M 467 or equal. Tape is for attachment of both interior and exterior (weather) label plates. Not all orders will require adhesive.

NAME TAGS:

Plastic: Trim size: Up to (3 x 1-1/2"). Engraved plastic may be ordered for use as name tags. When so ordered, two military clutch-back style and/or safety pins must be glued to the back. Name Tags to have beveled edges.

Brass: Trim size: Up to (4 x 1-1/2").

PRODUCTION: Photosensitive Aluminum plates must be produced by the metal photo process. Gold, red, green, blue, and black inks will be required. Approximately 30 percent of the orders will be for gold or red. Reverses will also be required.

Plastic plates must be either engraved or silk-screened as ordered by the Department.

SCREEN PROCESS/PHOTO RESIST PRINTING: Clear, sharp printing by any suitable method. Color(s) of ink will be indicated on the print order. Printing must withstand a "Scotch Tape Test". Press a strip of "Scotch" tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape. Ultra violet inks will be required for outdoor use.

MARGINS: Margins will be as indicated on the print order or furnished electronic file. Some items may bleed.

TRIM: Square finish plates shall be cut so that the plate sides are at 90 degrees. When ordered, corners shall be rounded to the specified radius.

CIRCULAR PLATES: Round, 1" up to and including 8" outside diameter.

PUNCHING: Round, (1/8") up to and including (1"). All edges shall be rounded smooth.

DIE CUTTING/MACHINING: Slots may also be required (less than 1%). Slots will vary in size.

TIMEWORK: Operations not included under the "Schedule of Prices" such as: Drawing/Creating Art, irregular die cutting or machining time will be paid under Pre-Approved time-work. The Government at its option will either pre-estimate the maximum time-work authorized or negotiate the maximum time-work authorized prior to beginning performance.

PACKING: Package to ensure no damage prior to receipt by agency. Boxes must be filled to capacity without air in shipping containers not to exceed 45 pounds when fully packed.

All plates shall be delivered flat, without curls, crimps, etc.

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

DISTRIBUTION: Deliver f.o.b. destination to Norfolk, VA (*or to the address furnished on the Print Order*).

Approximately 90 percent of the work will be picked up from and delivered to Norfolk, VA.

Deliveries to destinations other than Norfolk, VA will ship f.o.b. contractor's city, reimbursable common carrier or reimbursable parcel post as specified.

Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, all furnished material including electronic media, if applicable, and digital deliverables and must be returned to DLA point of contact as indicated on the print order.

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

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped/delivered, the contractor must email tracking# to infovirginiabeach@gpo.gov and the email listed on the individual print order on same day product ships. The subject line of the email shall be "Distribution Notice for Program 2398-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. Ensure all boxes contain title, job#, and box# of total shipment.

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).

Contractor will be required to pick up print order, copy, and furnished material from DLA Document Services, 1641 Morris Street, Bldg K-BB, Norfolk, VA 23511 (*or to the address furnished on the Print Order*).

No definite schedule for pickup of material/placement of orders can be predetermined. Orders will be scheduled according to the work involved (including hold time for proofs) and the time that can be allowed. The schedule will be indicated on the print order.

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

- Up to approximately 5 percent of the work may be required within 2 to 4 hours. The contractor must have a fax machine to receive these orders. Approximately 10 percent of the orders will be required in 24 hours; 50 percent in 2 or 3 workdays; and the balance of the orders in 10 to 20 workdays. Daily pick-ups will be required at Portsmouth. Actual delivery dates will be determined by the Government.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) 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.)
- All proof time and transit time is included in the schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

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

For compliance reporting purposes, the contractor must notify the Virginia Beach office of the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Compliance Section via email at infovirginiabeach@gpo.gov; via telephone at (757) 490-7940; or via facsimile at (757) 490-7950. 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.

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

- I. 20,500
- II. 49,100
- III. 241,750
- IV. 500

- V. (1) (2)
- a. 10,800 11,750
- b. 5,750

- VI. 1. 33,500
- 2. 11,500
- 3. 12,500
- 4. 1,500
- 5. 500
- 6. 3,500
- 7. 1,200
- 8. 50
- 9. 1,100
- 10. 11,000
- 11. 64,000

- VII. 1. 5,300
- 2. 2,000
- 3. 2,700
- 4. 1,180

SECTION 4. – SCHEDULE OF PRICES

Quotes offered are f.o.b. destination.

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.

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

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

I. SILKSCREENING/PHOTO RESIST:

Include all functions necessary to produce finished plate, with exception of composition and stock.

Per Plate, Per color per square inch \$ _____

II. METAL PHOTO PROCESSING:

Include all functions necessary to produce finished plate, with exception of composition and stock

Per plate per square inch \$ _____

III. SILKSCREENING/METAL PHOTO/PHOTO RESIST:

Border around plate will be charged as one character.

Composition per character \$ _____

IV. ENGRAVED NAME TAGS:

Tags will be charged as a complete item, composition, engraving, stock and pins:

Engraved Name Tag on PLASTIC up to 3 x 1-1/2” each \$ _____

(Initials)

V. ENGRAVING OTHER THAN NAME TAGS: Cost for engraving - Includes all necessary cost to perform this function. All stock to be charged under Paragraph VIII.

	<u>Plastic and Brass</u> (1)	<u>Stainless Steel</u> (2)
a. 1/8" to 1" characters per character	\$ _____	\$ _____
b. 1-1/8" to 3" characters per character	\$ _____	

VI. STOCK: Plates will be charged per square inch, with total square inches rounded to the next highest square inch. Round shapes are to be charged as the square size needed to produce the die cut shape. (A 3" diameter circle is die cut out of a 3 x 3" square piece of stock, or 9 square inches).

	<u>Per Square Inch</u>
1. .020" photosensitive anodized aluminum	\$ _____
2. .032" photosensitive anodized aluminum	\$ _____
3. .063" photosensitive anodized aluminum	\$ _____
4. .063" colored plastic (2-ply engraving stock)	\$ _____
5. .031" brass	\$ _____
6. .063" brass	\$ _____
7. .031" stainless steel	\$ _____
8. .062" stainless steel	\$ _____
9. .125" stainless steel	\$ _____
10. .040" Enamel coated aluminum	\$ _____
11. Adhesive (per Sq. In. of Tape)	\$ _____

VII. ADDITIONAL OPERATIONS:

1. Punching holes per hole	\$ _____
2. Rounded corners each item	\$ _____
3. Die Cutting (Circles) each item	\$ _____
4. Pre-Approved Time-work per hour	\$ _____

 (Initials)

My production facilities are located within the restricted area of production _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier(s) for delivery of completed product .. _____

a. Number of hours from notification to carrier to pickup of completed product..... _____

b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

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. ^{*PV} 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)
