



**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***Mailing and Distribution Services for Certificates***

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

**Department of Veterans Affairs (VA)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **December 31, 2018** plus up to *four (4)* optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **December 20, 2017**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**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 60-mile radius of zero milestone Washington, DC.

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.

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 **David Love** (202) 512-0310 or email [aps-team1@gpo.gov](mailto:aps-team1@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. 6-01).

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

**SUBCONTRACTING:** Subcontracting is not permitted.

**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 this contract may not exceed **five years** as a result of, and including, any extensions added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments.

**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** through **December 31, 2018**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **September 30, 2017**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a Preaward Survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the U.S. Government Printing Office, Washington, DC, immediately after award.

**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 **December 31, 2018**, 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.

**WARNING:** The contractor must guarantee that they will not reproduce, or allow reproduction of the Government furnished data, nor use or allow any person to use the data or addresses themselves for any other purpose than the mailing/distribution requirements of this contract.

**NOTE: Immediately after award, the contractor must supply on company letterhead a detailed report of the inventory and tracking systems and the security measures to be taken to secure the Government data, and any information output from them, while in the contractor's possession.**

Contractor must reference the Program Number and Jacket Number. This detailed report should either be emailed as an attachment to: [PublicationServicesDivision@va.gov](mailto:PublicationServicesDivision@va.gov) or to the attention of Production Manager at VA via facsimile to: (202) 495-5220.

**PAYMENT:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

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

## SECTION 2 – SPECIFICATIONS

**SCOPE:** These specifications cover the production of mailing and distribution services which require such operations as zip code postal sorting, packaging, addressing and other related services for the mailing and distribution of VA certificates.

**TITLE:** Mailing and Distribution Services for certificates.

**FREQUENCY OF ORDERS:** Approximately 50 orders per year.

**QUANTITY:** Up to approximately 20,000 pieces per order. An occasional order may be placed for as few as 10 pieces or for up to approximately 200,000 pieces.

**Note:** Orders will require the gathering/combining/consolidating of up to 3 different products going to the same addressee.

**PRODUCT SIZE:** 8-1/2 x 11” product.

**NUMBER OF PAGES:** Products are single-leaved pieces

**GOVERNMENT TO FURNISH:** Furnished pieces will be supplied in cartons. Number of cartons furnished will determine if pallets are to be furnished. (NOTE: Furnished pallets from previously placed orders are to be returned when new orders are made available for pickup.)

Title of Government furnished materials shall remain in the Government. The contractor shall maintain adequate property control records of all Government furnished materials in accordance with industry practices.

- Distribution List(s) (addresses and quantities) for each order placed will be furnished on CD-ROM. Disks will be formatted in Excel with column headings. Addresses may be furnished in zip code sequence with a column heading “Quantity”.
- Pre-printed 8-3/4 x 11-1/2” envelopes. (Envelopes have pre-printed return address.)
- Pre-printed 8-1/2 x 11” yellow insert sheets are furnished which provide generic certificate information.
- Pre-printed 8-1/2 x 11” Certificates

**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.

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

The contractor must have insurance on their place of business and show evidence that they can cover any loss of, or damage to, Government furnished material.

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

**PACKING:** Insert the furnished Certificate and furnished yellow insert sheet into the furnished 8-3/4 x 11-1/2” envelopes along with a contractor supplied 8-1/2 x 11” sheet of chipboard, newsboard or equal (approximate 0.020” thick) to provide rigidity.

**LABELING AND MARKING:** Create and affix or inkjet mailing labels onto each unit of mail packaged in furnished 8-3/4 x 11-1/2” envelopes.

At contractor’s option, mailing address may be imaged directly onto to each unit of mail packaged in furnished 8-3/4 x 11-1/2” envelope.

**DISTRIBUTION:**

A complimentary copy of each invoice and print order will be forwarded, prior to delivery, via electronic mail to: [PublicationServicesDivision@va.gov](mailto:PublicationServicesDivision@va.gov), or via facsimile to: 202-565-4426. A copy of the invoice (initialed by the appropriate VA representative) will be returned to the contractor within 2 workdays of receipt.

Mail/Ship f.o.b. contractor's (Destinations include all states, U.S. Territories, and APO and FPO addresses.)

Contractor is responsible for all costs incurred in transporting this product to the post office.

The contractor is required to apply the appropriate postage to each mailing. The contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the invoice for mailing. Copies of all postal receipts and reports, as well as invoices are to be supplied to the U.S. Department of Veterans Affairs, Publication Services, Production Manager via electronic mail to: [PublicationServicesDivision@va.gov](mailto:PublicationServicesDivision@va.gov).

Class of mail to be used will be indicated on mailing instructions furnished with each print order.

Shipments to APO and FPO addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

An occasional order may require shipment via reimbursable small parcel carrier. Contractor will be reimbursed for shipment upon submission of voucher for billing.

Mailers must submit samples of reports to the Rates and Classification Center (RCC) in their Postal service Region.

- The contractor must utilize a USPS-approved NCOALink full service provider. The contractor is responsible for taking the raw data and passing the file against the National Change of Address (NCOA) Link file.
- The contractor must pass the entire file against the Coding Accuracy Support System (CASS) certified software address vendor hygiene program.
- The contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.
- The contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on the first line of address). Each carrier route change must be identified within the mailing address.
- The contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route within zip code, city and state. A subtotal by 5-digit zip code, 3-digit zip code and residual mail must also be provided.
- The contractor must comply with all USPS regulation governing the preparation of applicable rate mailings that are in effect at the time of the mailing, including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities prior to mailing the complete sets.
- The contractor's software must provide zip code count listing cartridges for the contractor's use in controlling the addressing operation. The contractor must also provide one printed copy to the USPS.

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

Contractor must have established or be willing to establish the capability of mailing jobs through UPS Ground using the Department of Veterans Affairs UPS account numbers.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via electronic mail to: [PublicationServicesDivision@va.gov](mailto:PublicationServicesDivision@va.gov). The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Program Number XXX-X, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Within seven (7) workdays of completion of each order, the furnished disks and/or CD-ROM for the distribution must be returned (via traceable means at contractor's expense) to: Department of Veterans Affairs (0497), 810 Vermont Avenue, NW, Room 736, Washington, DC 20420. Inside delivery required. Attn: Production Manager.

All expenses incidental to picking up or returning furnished materials and print orders 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).

No definite schedule for the pickup of material can be predetermined.

Furnished material, print orders and mailing/distribution information must be picked up from: Department of Veterans Affairs, Room 736, B-50, or Loading Dock, 810 Vermont Avenue, Washington, DC 20420.

For orders picked-up at the loading dock at 810 Vermont Avenue NW, please ensure adherence to dock requirements as follows: Maximum trailer height is 10 feet; Maximum trailer length is 24 feet; trailer must be equipped with a lift gate; and a pallet jack (no power equipment exists at this destination to assist with pallets).

### **Two Part Schedule**

- 1) Postal zip code sort of provided file must be completed within **two workdays** after notification of the availability of print order and furnished file.

U.S. Department of Veterans Affairs, Publication Services will then print/procure items in the sequence determined by the postal zip code sorted file provided after contractor completes part 1 listed above.

- 2) Complete packaging, addressing, labeling and marking, delivery and mailing/shipping must be made within **five workdays** after notification of the availability of furnished material from U.S. Department of Veterans Affairs, or after notification of the availability of print order.

**Note:** Only one print order will be issued for either part 1 or part 2, or for both part 1 AND part 2.

The ship/deliver date indicated on the print order is the date products ordered mail/ship f.o.b. contractor's city must be delivered to the USPS or picked up by small parcel carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels 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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting 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 the 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 the 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 under this contract for a like period of time.

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

- I. (a) 672

**SECTION 4 – SCHEDULE OF PRICES**

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

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 nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Fractional parts of 100 or 1000 will be prorated at the per-100 or 1000 rate.

**I. COMPLETE PRODUCT:** Prices must be all-inclusive for the cost of Zip Code sorting the provided file, gathering/combining/consolidating of 3 different products (furnished Certificate, furnished yellow insert sheet, and an approximate 0.020” thick sheet of 8-1/2 x 11” chipboard, newsboard or equal), all necessary wrapping and packing materials, labeling or marking, mail sorting, and delivery to Post Office, for the complete shipping of the product as defined in Section 2. - Specifications

(a) Per 1,000 pieces ..... \$ \_\_\_\_\_

My production facilities are located within the assumed 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)

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)