

Program:	465-S R1									
Term:	Date of Award to October 31, 2020									
Title:	Pressure-Sensitive Mailing Labels									
			HUB LABELS, INC.		WHITLAM GROUP		ECOPRINT		CURRENT CONTRACTOR	
		BASIS OF	Hagerstown, MD		Center Line, MI		Silver Spring, MD		ECO PRINT	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:									
(a)	Printing labels (4-up) in a single ink color.....per 100 labels.....	120	\$32.20	\$3,864.00	\$14.88	\$1,785.60	\$16.00	\$1,920.00	\$16.00	\$1,920.00
(b)	Printing labels (8-up) in a single ink color.....per 100 labels.....	80	\$36.50	\$2,920.00	\$14.55	\$1,164.00	\$20.00	\$1,600.00	\$9.00	\$720.00
(c)	Printing labels (10-up) in a single ink color.....per 100 labels.....	160	\$66.00	\$10,560.00	\$13.87	\$2,219.20	\$18.00	\$2,880.00	\$8.00	\$1,280.00
	CONTRACTOR SUBTOTAL			\$17,344.00		\$5,168.80		\$6,400.00		\$3,920.00
	ACCELERATED SCHEDULE	10.00%		\$1,734.40		\$516.88		\$640.00		\$392.00
II.	PREMIUM PAYMENTS		25.00%	\$433.60	18.00%	\$93.04	25.00%	\$160.00	25.00%	\$98.00
	CONTRACTOR TOTALS			\$17,777.60		\$5,261.84		\$6,560.00		\$4,018.00
	DISCOUNT		1.00%	\$177.78	0.00%	\$0.00	2.00%	\$131.20	2.00%	\$80.36
	DISCOUNTED TOTALS			\$17,599.82		\$5,261.84		\$6,428.80		\$3,937.64
						AWARDED				

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Pressure-Sensitive Mailing Labels

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

U.S. Senate

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **October 31, 2020**, plus up to *four* 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 publicly opened at 11:00 a.m., prevailing Washington, DC time, on **October 31, 2019**.

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 January 2018. 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. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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:

- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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** at (202) 512-0310 or email 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 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 9-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) –

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

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	Camera Copy, Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five 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 October 31, 2020**, 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 **July 31, 2019**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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 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.

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 October 31, 2020**, 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.

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>

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 pressure sensitive mailing labels requiring such operations as printing, construction, packing, and delivery.

TITLE: Pressure Sensitive Mailing Labels.

FREQUENCY OF ORDERS:

Labels (4-up): Approximately 6 to 8 orders per year.

Labels (8-up): Approximately 1 to 5 orders per year.

Label (10-up): Approximately 8 orders per year.

NOTE: Multiple orders may be placed in the same week or on the same day with the same schedule.

QUANTITY:

Labels (4-up): Approximately 2,000 labels per order (500 sheets, 4 up).

Labels (8-up): Approximately 800 to 8,000 labels per order (100 to 1,000 sheets, 8-up (2 across and 4 down)).

Labels (10-up): Approximately 1,000 to 3,000 labels per order (100 to 300 sheets, 10-up (2 across and 5 down)). (Most orders placed will be for 2,000 to 3,000 labels. An occasional order may be placed for up to 10,000 labels.).

NUMBER OF PAGES: Face only.

TRIM SIZES:

Individual Labels (4-up): 3-1/2 x 15/16".

Backing sheet (4-up): 3-3/4 x 4"

Individual Labels (8-up): 4-1/4 x 2-3/4".

Individual Labels (10-up): 4-1/4 x 2-1/5".

Backing Sheet (8-up and 10-up): 8-1/2 x 11".

GOVERNMENT TO FURNISH: Camera copy consisting of type and line matter for the following:

One sheet (3-3/4 x 4") of 4-up labels to be reproduced same size.

One sheet (8-1/2 x 11") of 8-up labels to be reproduced same size.

One sheet (8-1/2 x 11") of 10-up labels to be reproduced same size.

Adobe Acrobat PDF file. When available, one sample sheet of a previous printing of 4-up, 8-up, and 10-up labels.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the camera copy, 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.

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. 12” dated March 2011.

Government Paper Specification Standards No. 12 –

https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf?sfvrsn=2

Label: White Uncoated Label Paper, basis weight: 50-60 lbs. per 500 sheets, 25 x 38”.

Backing Sheet: Any suitable backing sheet is acceptable

NOTE: The stock, including the backing sheet, must have a maximum thickness of 0.0080” to allow for proper feeding on a laser printer with minimum jamming, folding, or other abnormal occurrence.

PRINTING: All labels and ink must be compatible for use on a laser printer.

Labels (4-up): Printing each label in black ink or Pantone 286 Blue. All four labels are printed the same

Labels (8-up): Print each label in black ink or Pantone 286 Blue. All eight labels are printed the same.

Labels (10-up): Print each label in black ink or Pantone 286 Blue. All ten labels are printed the same.

MARGINS: Margins will be as indicated on the Print Order or furnished copy.

CONSTRUCTION: Coat the entire back of the label stock with a permanent, pressure-sensitive adhesive.

For the 4-up labels, die-cut or slit vertically 3-1/2” from left/right edge and horizontally every 15/16” inches from the top of the sheet. Round corner labels. Include 1/16” of space between each label. Die-cut or slit label paper only. Do not penetrate backing sheet.

For the 8-up labels, die-cut or slit vertically 4-1/4” from left/right edge and horizontally every 2-3/4” inches from the top of the sheet. Die-cut or slit label paper only. Do not penetrate backing sheet.

For the 10-up labels, die-cut or slit vertically 4-1/4” from left/right edge and horizontally every 2-1/5” inches from the top of the sheet. Die-cut or slit label paper only. Do not penetrate backing sheet.

PACKING:

Shrink-film wrap in units of 50 sheets or 100 sheets as specified on the print order.

Pack suitably 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 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 or split during shipment.

LABELING AND MARKING (Package and/or Container label):

Contractor to download GPO Form 905 (R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on www.GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

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

DISTRIBUTION:

Deliver f.o.b. destination to the U.S. Government Publishing Office, Attn: Congressional (Ken DeThomasis and Dan Ramey), Room C-730, 44 H Street, NW, Washington, DC 20401. Telephone: (202) 512-0224.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 465-S, Print Order XXXXX, Jacket Number XXX-XXX. The notice must provide all applicable tracking numbers, delivery method, and title of product.

Upon completion of each order, all furnished material must be returned to the address listed under "DISTRIBUTION".

All expenses incidental to picking up and returning materials and furnishing sample copies 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).

Furnished material must be picked up from the U.S. Government Publishing Office, 27 G Street, NW, Washington, DC 20401.

Furnished material must be returned to: The U.S. Government Publishing Office, Attn: Congressional (Ken DeThomasis and Dan Ramey), Room C-730, 44 H Street, NW, Washington, DC 20401. Telephone: (202) 512-0224.

No definite schedule for pickup of material can be predetermined.

The following schedules begin the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

REGULAR SCHEDULE:

Contractor must complete production and delivery within **six workdays**.

ACCELERATED SCHEDULE:

Approximately 10% of all orders issued will require an accelerated schedule.

Contractor must complete production and delivery within **three workdays**.

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, 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, 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 one 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.

PREMIUM PAYMENTS: Orders requiring the "ACCELERATED SCHEDULE" will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the "REGULAR SCHEDULE" and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II., "PAPER" in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that approximately 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES," (Item II.), to all items.

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

- I. (a) 120
- (b) 80
- (c) 160

SECTION 4.- SCHEDULE OF PRICES

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

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

Cost of all required paper must be charged under Item I, "PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION".

I. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including all paper) for the production and distribution of the product listed in accordance with these specifications.

- (a) Printing labels (4-up) in a single ink color per 100 labels.....\$ _____
- (b) Printing labels (8-up) in a single ink color per 100 labels.....\$ _____
- (c) Printing labels (10-up) in a single ink color per 100 labels.....\$ _____

II. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item II., "PAPER." The percentage increase will be added to all orders which require the "ACCELERATED SCHEDULE."

Percentage increase..... %

(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.

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

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

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

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
Initials Initials
