



U.S. GOVERNMENT PUBLISHING OFFICE

Southwestern Region

General Terms, Conditions, and Specifications  
for the procurement of

**I-77 Baggage Check Tag (11/04) with Barcode**

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

Department of Homeland Security/U.S. Customs and Border Protection

**BID OPENING:** Bids shall be opened virtually at **11:00 a.m.**, prevailing Eastern Standard Time, on June 3, 2024 at the Government Publishing Office, Southwest Region. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) prior to bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of the bid opening.

**BID SUBMISSION:** Bidders must email bids to: [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00am EST on the bid opening date specified above will not be considered for award.

Bidders are to fill out, sign/initial, as applicable, Page 7 “SCHEDULE OF PRICES”.

**BIDDER 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 completed copy of all applicable pages (pg. 7) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including 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.

**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 75MB may 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.

For information regarding the solicitation requirements prior to award, please contact Scoti Cox at 707-748-1972 or [scox@gpo.gov](mailto:scox@gpo.gov)

**SECTION 1. - GENERAL TERMS AND CONDITIONS**

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

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

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site pre-award 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) 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.

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

Product Quality Levels:

- (a) Printing Attributes - Quality Level III
- (b) Finishing Attributes - Quality Level III

Inspection Levels from ANSI/ASQC Z1.4 (MIL-STD 105):

- (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	Approved Proof

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is printing and production of the baggage check tags.

**SUBCONTRACTING:** Subcontracting is **not** authorized.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of 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/finance/index.htm>.

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment.

**PARTIAL PAYMENTS:** Partial payments are not authorized.

**SECTION 2.- SPECIFICATIONS**

**TITLE:** I-77 Baggage Check Tag (11/04) with Barcode

**QUANTITY:** 1,020,000 I-77 Baggage Check Tags (11/04) with Barcode

**TRIM SIZE:** 3-1/2 x 8"

**DESCRIPTION:** Baggage Check Tag prints type and rules in black ink, face and back. Face side additionally prints a serial number in three places in red ink (PMS 187), parallel to the short dimension, identically repeating in three places on each tag: 1-9/16", 4-3/8" and 6-1/16" from the top edge and 1-7/8" from the left edge.

Serial numbers to be 1/4" to 5/16" high and a companion barcode in black ink. Barcode is Code 128 (10 mil narrow bar) and must be successfully read by 1D or 2D barcode scanners. Serial numbering begins at 19487801 and ending at 20507800. **NO MISSING OR DUPLICATED NUMBERS.** No breaks in the serial numbering allowed.

Contractor to perforate the tag twice across the short dimension (horizontally) 3-11/16" and 5-1/16" from the top edge. Perforations must be clean. Drill one round hole (1/4" diameter) at top-center and reinforce with hard fiber patches (hard paper protectors) on both sides and 5/8" I.D. metal eyelet/grommet. Thread a 12" twine/string\*, double/looped and untied, through the grommet.

\*String MUST be 12".

**STOCK:** White (C1S) Tag, 15pt. thick.

**INKS:** Black

**MARGINS:** No bleeds required. Follow the digital files for margins.

**GOVERNMENT TO FURNISH:** The purchase order and digital files will be emailed to the contractor after award. The digital files are in a Zip Folder. Digital files include the fonts, InDesign and PDF files. No sample is available.

The pallet instruction is a PDF file.

**Contractor must produce the unique barcode serial number for each baggage check tag.**

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 contract administrator within 24 hours of receipt of the Government furnished material.

The contractor will be creating or altering 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. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

**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.

**PROOFS:** Virtual PDF proof is required.

1) **VIRTUAL PROOFS:** Contractor to submit one VIRTUAL PROOF that shows image area with margins and image orientation as it will appear in relation to the product. VIRTUAL proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Scoti Cox at 707-748-1972 to confirm receipt.

Note: Proof must show actual size and placement of logo (or exact dimension of logo in inches must be indicated on proofs).

Email VIRTUAL proofs on or before June 11, 2024.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within TWO (2) working days after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email proofs to [Tamela.j.darling@cbp.dhs.gov](mailto:Tamela.j.darling@cbp.dhs.gov); [CLARENCE.T.CATCHINGSII@cbp.dhs.gov](mailto:CLARENCE.T.CATCHINGSII@cbp.dhs.gov); [DARRELL.O.FLYTHE@cbp.dhs.gov](mailto:DARRELL.O.FLYTHE@cbp.dhs.gov); [remon.mankourous@cbp.dhs.gov](mailto:remon.mankourous@cbp.dhs.gov). Contractor must also copy contract administrator at [scox@gpo.gov](mailto:scox@gpo.gov). GPO jacket number 571-671 must appear on all correspondence.

If the contractor cannot provide an acceptable set of VIRTUAL proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

NOTE: Contractor must notify [darrell.o.flythe@cbp.dhs.gov](mailto:darrell.o.flythe@cbp.dhs.gov); [remon.mankourous@cbp.dhs.gov](mailto:remon.mankourous@cbp.dhs.gov) and [scox@gpo.gov](mailto:scox@gpo.gov) when the virtual proofs are emailed.

**SHRINK WRAPPING:** Shrink wrap in 100s, low number on top. Pack 2,500 tags per shipping carton.

**PACKING:** Pack 2,500 baggage check tags per carton. 24 cartons per pallet.

**PALLETS:** 17 pallets total. Deliver no more than 17 pallets. **Do not double stack pallets.**

**SHIPMENT:** One partial shipment is authorized.

**CUSTOMER DELIVERY NOTIFICATION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [lonny.j.macdonald@cbp.dhs.gov](mailto:lonny.j.macdonald@cbp.dhs.gov); [darrell.o.flythe@cbp.dhs.gov](mailto:darrell.o.flythe@cbp.dhs.gov); [cbpprintrequest@cbp.dhs.gov](mailto:cbpprintrequest@cbp.dhs.gov); [remon.mankourous@cbp.dhs.gov](mailto:remon.mankourous@cbp.dhs.gov); [scox@gpo.gov](mailto:scox@gpo.gov) and [compliance@gpo.gov](mailto:compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 571-671 and Requisition Number 4-00076". The notice must include the contractor's name, product description, quantity, estimated time of arrival (ETA), shipping method and all applicable tracking numbers. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**DISTRIBUTION:** All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised June 2001.

Deliver F.O.B. Destination.

\*Deliver a partial of 400,000 baggage check tags with barcode on or before June 28, 2024.

\*The balance of 620,000 baggage check tags with barcode delivers on or before July 18, 2024.

1,020,000 total baggage check tags with barcode to:

US Customs and Border Protection

National Distribution Center

6484 Corporate Drive

Indianapolis, IN 46278

Attn: Lonny MacDonald (317) 617-0081

Attn: Darrell Flythe (317) 290-3149, ext. 2001

Attn: Josh Herald (317) 290-3149, ext. 2010

All deliveries MUST ship by traceable means, FedEx, UPS or independent shipper ONLY (Do not use the U.S. Postal Service).

Deliveries made in SPRINTER VANS will be rejected.

Signature and readable printed signature required. Email all delivery receipts to [darrell.o.flythe@cbp.dhs.gov](mailto:darrell.o.flythe@cbp.dhs.gov) and [cbprintrequest@cbp.dhs.gov](mailto:cbprintrequest@cbp.dhs.gov)

(24-hour notice of delivery is required. MUST call Lonny MacDonald, Darrell Flythe or Josh Herald for delivery & security requirements. Follow the pallet instructions or the entire order will be rejected. Pallets must be in good condition or the entire order may be rejected. If re-palletizing is required, it will be at the contractor's expense. Label each carton with carton number, content and quantity.)

**SCHEDULE:** The purchase order and government furnished materials will be emailed to the contractor within 4 days of bid opening on or before **June 7, 2024**.

--PDF Proofs emailed on or before **June 11, 2024**.

--Partial Shipment of 400,000 baggage check tags with barcode on or before **June 28, 2024**.

--Complete delivery on or before **July 18, 2024**.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**BIDS:** Bids must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award. Bids must be received by the exact date and time specified. Late bids will not be considered.

**SCHEDULE OF PRICES:**

**Bid \$** \_\_\_\_\_

**Additional Rate \$** \_\_\_\_\_

**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).

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersign agree, if this bid is accepted with \_\_\_\_\_ 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 point(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.

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BIDDER 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 completed copy of all applicable page(s) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

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

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

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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