

Program	6465-S Large Format Duplication	02/01/18	Through	1/31/2019						
	Term Contract									
				COPYCAT		DIGITAL PRINT				GPO
				Print Shop		& IMAGING				ESTIMATE
				Wilmington		Wilmington				
				NC		NC				
		BASIS OF								
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
I.	COMPLETE PRODUCT:									
	20# Xerographic Bond									
(a)	11 x 17	37,338	0.10	3,733.80	0.10	3,733.80				
(b)	12 x 18	100	0.78	78.00	0.16	16.00				
(c)	22 x 34	11,945	1.24	14,811.80	0.84	10,033.80				
(d)	24 x 36	400	1.24	496.00	0.90	360.00				
	Translucent Bond									
(e)	22 x 34	100	1.24	124.00	2.00	200.00				
(f)	24 x 36	100	1.24	124.00	2.25	225.00				
II.	ADDITIONAL OPERATIONS:									
(a)	Stitching.....per set.....	306	0.00	0.00	2.00	612.00				
(b)	Screw Posrts.....per set	64	3.00	192.00	10.00	640.00				
(c)	Rolling Drawings.....per set.....	10	0.00	0.00	0.00	0.00				
	TOTAL			19,559.60		15,820.60				
	DISCOUNT									
	NET TOTAL			19,559.60		15,820.60				

Abstracted by: Bruce M. Canzanella  
Contracting Officer: Richard W. Gilbert

AWARDED

**TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND SUBMIT NO LATER THAN: 11:00 A.M. JANUARY 31, 2018.**

Submit bid to: U.S. Government Publishing Office, 2825 Noisette Boulevard, North Charleston, SC 29405-1819. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Charleston, Fax No. (843) 743-2068. 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. **NOTE: BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

U.S. GOVERNMENT PUBLISHING OFFICE  
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Large Format Duplication***

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

U.S. Army Corps of Engineers  
Wilmington, NC

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2018 and ending January 31, 2019, plus up to four optional 12-month extension periods in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

**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 50-mile radius of the ACOE Office in Wilmington, NC 28403.

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.

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

Direct all questions concerning these specifications to Bruce Canzanella at (843) 743-2036, ext. 1, or e-mail [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

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

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

**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:** No subcontracting will be allowed on this contract.

**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

**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 adjustments.

**EXTENSION OF THE 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 February 1, 2018 to January 31, 2019, and the second and any succeeding period(s) will extend for 12 months from 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 October 31, 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.

**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.

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

**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 February 1, 2018 through January 31, 2019, plus for such additional period(s) as the contract is extended. All print orders issued 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 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>.

To check on the status of a payment e mail to [invoice-inquiry@gpo.gov](mailto:invoice-inquiry@gpo.gov)

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

**MODIFICATIONS:** If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is REQUIRED to contact the publishing specialist in writing for approval BEFORE proceeding.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the reproduction of large format documents on a fast turnaround schedule requiring such operations as reproduction, collating, binding, packing, and distribution.

**TITLE:** Large Format Duplication

**FREQUENCY OF ORDERS:** Based upon past performance, it is anticipated that approximately 55-65 orders per year will require one or more of the following products as follows:

- 1) Xerographic Prints on Paper – It is anticipated that approximately 1 to 400 plans will require approximately 1 to 25 copies.
- 2) Xerographic Prints on Translucent Bond – Occasionally some of the orders will require prints on translucent bond in addition to paper copies. Usually only one set will be required; however, occasionally more than one set may be required of approximately 1 to 400 originals.

### TRIM SIZE:

- 11 x 17” – Half-size prints of 22 x 34” plans
- 12 x 18” – Half-size prints of 24 x 36” plans
- 22 x 34” – Full size plans
- 24 x 36” – Full size plans

Most orders will require both full and half size copies of the plans. Contractor to reduce images to scale.

### GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows –

Platform: Windows XP (or later).

Storage Media: Electronic files via “AMRDEC SAFE” transfer or via FTP.

Software: Latest version of Adobe Acrobat.

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

Fonts: Fonts will be furnished, embedded, or embedded subsets.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archives immediately after completion of the contract.

Additional Information: Files will be furnished in PDF format.

Print orders.

Identification markings such as register marks, commercial identification marks of any kind, etc., form number, and revision date, carried in the electronic files, must not print on the 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.

**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 Charleston GPO at (843) 743-2036, ext 1.

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 file. It is anticipated that the Government will make all major revisions. Prior to making revisions, the 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, or any proprietary file formats other than those supplied, unless specified by the Government.

**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 Specifications Standards, No. 12 - [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=70b9613d\\_8](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=70b9613d_8)

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

Xerographic Prints: White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10.

Xerographic Translucent Prints: Translucent Bond, 18 lbs. per 500 sheets, 17 x 22".

**REPRODUCTION:** The contractor shall produce each item as ordered, same size, enlarged or reduced, as specified on the individual print order. The contractor must provide the skill and expertise necessary for producing the highest quality reproduction commensurate with the furnished electronic file.

Reproduce face only in black.

**MARGINS:** Follow file set up for margins. No bleeds.

**BINDING:**

Trim four sides, as applicable, to the size indicated.

Collate into sets, apply a binder strip to the left edge and stitch 2 to 4 times, as follows: Half size prints stitch 2 times and full size prints stitch 4 times. No advertising of any kind will be permitted on the binding strips.

If any set is too large for stitching (approximately 135 leaves), place binding strip on front and back, drill three holes and insert suitably sized screw posts. Maximum number of leaves will be confirmed before award.

When ordered, roll sets as practical using a rubber band or Kraft paper with tape around each roll. Rolled sets are not to be split between rolls unless a tightly rolled set exceeds five inches in diameter. NOTE: Any sets torn by rubber bands will be replaced at the expense of the contractor.

Occasionally, no binding will be required.

**PACKING:** Suitably. Specific instructions will be indicated on the individual print order.

**LABELING AND MARKING:**

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=6fb9613d\\_4](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=6fb9613d_4)

**DISTRIBUTION:** Deliver f.o.b. destination to U.S. Army Corps of Engineers, 69 Darlington Avenue, Wilmington, NC 28403.

Inside delivery to room number specified is required.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. XXXXX, 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.

Upon completion of each order, contractor must return all furnished material (when applicable) to the address indicated on the print order.

All expenses incidental to picking up and returning Government furnished materials (if applicable) 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).

**NOTE: Each print order MUST contain a SAW number at the end of the requisition number (i.e. 8-00002/12345678) AND an XPRC number in the additional information block. If the print order is missing these two numbers, the contractor is not to proceed with the order and to contact the person issuing the print order. No work is to be done until these two numbers are provided by the ordering agency and documented on the print order.**

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

If applicable, furnished material must be picked up from and delivered to the same address as listed under "DISTRIBUTION:"

The following schedule begins upon notification of the availability of each individual print order and furnished material. When notification of availability is given after 2:00 p.m., the date of notification shall be 9:00 a.m. the following workday.

Complete production and delivery must be made from same day to 4 workdays upon notification of availability of copy and print order. NOTE: When more than one order is placed, this schedule shall apply to each order separately.



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 specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements via e-mail to [infocharleston@gpo.gov](mailto:infocharleston@gpo.gov) or by calling (843) 743-2036, x 1, or faxing (843) 743-2068. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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.

The following item designations correspond to those listed in the "Schedule of Prices."

I.

- (a) 37,338
- (b) 100
- (c) 11,945
- (d) 400
- (e) 100
- (f) 100

II.

- (a) 306
- (b) 64
- (c) 10

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**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 billing submitted to the GPO shall be based on the most economical method of production.

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials (including paper) and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Item II.

- (a) Paper Prints 11 x 17" ..... per impression .....\$ \_\_\_\_\_
- (b) Paper Prints 12 x 18" ..... per impression .....\$ \_\_\_\_\_
- (c) Paper Prints 22 x 34" ..... per impression .....\$ \_\_\_\_\_
- (d) Paper Prints 24 x 36" ..... per impression .....\$ \_\_\_\_\_
- (e) Translucent Prints 22 x 34" ..... per impression .....\$ \_\_\_\_\_
- (f) Translucent Prints 24 x 36" ..... per impression .....\$ \_\_\_\_\_

**II. ADDITIONAL OPERATIONS:**

- (a) Stitching.....per set.....\$ \_\_\_\_\_
- (b) Screw posts.....per set.....\$ \_\_\_\_\_
- (c) Rolling drawings and rubber band or Kraft paper  
(sets or individually)..... per roll.....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**ASSUMED PRODUCTION AREA:** My production facilities are located within the assumed area of production as specified on page one ..... \_\_\_\_\_yes \_\_\_\_\_no

NOTICE: Bidders whose answer to the above is NO 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 ..... \_\_\_\_\_

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_ percent, \_\_\_\_ calendar days. (Refer to Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

In accordance with the above, the undersigned agrees, if this bid is accepted within \_\_\_\_\_ calendar days unless a different period is inserted by the bidder) from the date of 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.

**BIDDER’S NAME AND SIGNATURE:** Fill out and return via mail/fax “Section 4. – Schedule of Prices”, initial or sign in the space provided.

**BIDDER:** \_\_\_\_\_

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

**BY:** \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

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

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

\_\_\_\_\_  
(Fax Number)

**CONTRACTOR CODE:** \_\_\_\_\_

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_