

Program:	582-S											
Term:	July 1, 2016 to June 30, 2017											
Title:	Thermographic Printing-Business Cards											
			<b>ACCURATE WORD, LLC</b>		<b>SCHWAAB, INC.</b>		<b>TAYLOR/TALEX</b>		<b>THERMOQUICK, INC.</b>		<b>CURRENT CONTRACTOR</b>	
		BASIS OF	WHITE PLAINS, MD		BROOKFIELD, WI		WACO, TX		SPRINGFIELD, VA		THERMOQUICK, INC.	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPLETE PRODUCT:</b>											
(a)	Thermographic printing of business cards in 1 PMS color											
	110 lb. stock (all inclusive).....per item (name).....per 500 Cards.....	25	\$39.00	\$975.00	\$23.95	\$598.75	\$24.95	\$623.75	\$25.00	\$625.00	\$25.00	\$625.00
(b)	Thermographic printing of business cards in an additional PMS color											
	110 lb. stock (all inclusive).....per item (name).....per 500 Cards.....	150	\$20.00	\$3,000.00	\$24.95	\$3,742.50	\$24.95	\$3,742.50	\$25.00	\$3,750.00	\$25.00	\$3,750.00
(c)	Thermographic printing of business cards in 1 PMS color.											
	140 lb. stock (all inclusive).....per item (name).....per 500 Cards.....	25	\$41.00	\$1,025.00	\$24.95	\$623.75	\$29.95	\$748.75	\$30.00	\$750.00	\$30.00	\$750.00
(d)	Thermographic printing of business cards in an additional PMS color											
	140 lb. stock (all inclusive).....per item (name).....per 500 Cards.....	100	\$22.00	\$2,200.00	\$25.95	\$2,595.00	\$29.95	\$2,995.00	\$25.00	\$2,500.00	\$25.00	\$2,500.00
	<b>CONTRACTORS TOTAL</b>			<b>\$7,200.00</b>		<b>\$7,560.00</b>		<b>\$8,110.00</b>		<b>\$7,625.00</b>		<b>\$7,625.00</b>
	<b>DISCOUNT</b>		<b>1.00%</b>	\$72.00	<b>0.00%</b>	\$0.00	<b>2.00%</b>	\$162.20	<b>2.00%</b>	\$152.50	<b>2.00%</b>	\$152.50
	<b>DISCOUNT TOTALS</b>			<b>\$7,128.00</b>		<b>\$7,560.00</b>		<b>\$7,947.80</b>		<b>\$7,472.50</b>		<b>\$7,472.50</b>
				<b>AWARDED</b>								

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Thermographic Printing—Business Cards**

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

**Library of Congress**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **July 1, 2016** and ending **June 30, 2017** plus up to four 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 **June 1, 2016**

**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: CSPA, 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 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 revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call **David Love** (202) 512-0310 or e-mail [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)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

**GPO Contract Terms** (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

**GPO QATAP** (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.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	Electronic Media/Average type dimension
P-9. Solid 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 **July 1, 2016** through **June 30, 2017**, 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 **March 31, 2016**, 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.

**IMPRINT:** The requirement for a GPO imprint is waived.

**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 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:** The total requirements of the job as indicated in these specifications, may be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC immediately after award.

**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 **July 1, 2016** through **June 30, 2017**, plus for such additional periods 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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:** Submit all vouchers via FAX utilizing the GPO barcode coversheet program application.

Instructions for the GPO barcode coversheet program application can be found at the following web address:

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

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

**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 thermographic printing of business cards, requiring such operations as typesetting, electronic prepress, printing in up to two PMS colors, trimming, packing, and delivery.

**TITLE:** Thermographic Printing, Business Cards

**FREQUENCY OF ORDERS:** Approximately 1 to 12 orders per year (consisting of 1 to 40 individually-named cards).

**QUANTITY:** 500 cards per individual name. An occasional order will require 1,000 cards per individual name.

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

### GOVERNMENT TO FURNISH:

#### *Electronic media will be furnished as follows:*

*Platform:* Macintosh-compatible (v. 10.9 or higher).

*Storage Media:* CD-R or E-mail

Files will be provided in native format.

Illustrations will be scanned in as EPS or TIFF files.

*Software:* Quark Express, Adobe Illustrator, and Adobe InDesign

All files will be created in current versions or near current versions of the above mentioned programs.

*Note:* **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

*Visual:* Occasionally, electronic media will be accompanied by a complete set of laser proofs. Visual will be output at less than 100%. Visual will show illustrations and bleeds.

*Template:* Occasionally the contractor will be required to generate artwork for business cards from a provided template.

*Fonts:* All printer and screen fonts will be furnished on disk.

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 archive immediately after completion of the contract.

#### *Additional Information supplied:*

GPO Form 952 (Desktop Publishing-Disk Information).

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

**COMPOSITION:** Contractor will be required to create business cards for each individual's pertinent information according to predefined styles, manuscript will be provided for each card.

**REPRODUCIBLES:** The contractor must make all required reproducibles.

**PROOFS:** As noted on the individual print order.

PDF proofs (Must indicate margins)

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) in current version of Acrobat using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mail PDF proofs (marked with Program/Print Order Numbers plus return name and E-Mail address) directly to the Agency at the address indicated on the print order.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department.

Proofs will be withheld not more than 1 workday from receipt at the Department to receipt in the contractor's plant.

THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "O.K. TO PRINT."

**STOCK/PAPER:** As noted on the individual print order.

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 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White Index, basis weight: 140 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

**PRINTING:** Print business cards one side only in up to two PMS colors using the thermographic printing process. (Printed image must be raised.)

Contractor must match PMS color(s) as indicated on the print order.

**BINDING:** Trim four sides.

**PACKING:** Box individual names in units of 500, affix a copy of the card to the end panel of each box then insert into a cushioned shipping bag or, at contractor's option, a shipping container.

Individual box, shipping bag or container(s) must be of sufficient strength as to insure against damage to the product during shipment.

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

**DISTRIBUTION:** Deliver (f.o.b. destination) to: Library of Congress, James Madison Building, 101 Independence Avenue SE, Room LMG-23, Washington, DC 20540-9446 (ATTN: "Requestors Name").

Shipments must be made by small parcel carrier (via traceable means) and must be capable of being traced to show proof of delivery.

**NOTE:** Contractors are advised that due to security screening procedures required by the U.S. Capitol Police, deliveries and mail with a final destination within the Capitol Hill area is subject to offsite screening and could delay delivery, due to diversion to Library's Landover Screening Facility of the finished product (a minimum of 2 days).

All deliveries to and pickups from the Madison, Jefferson, and Adams Building loading docks must first be screened at the Off-Site Delivery Center for the U.S. Capitol Police located at 4700 Shepard Parkway, SW, Washington, D.C. Delivery vehicles will be inspected before proceeding to the loading dock.

No deliveries to or pickups from the Madison, Jefferson, or Adams Building loading docks will be accepted unless the delivery vehicle has been processed at the Off-Site Delivery Center. The hours of operation for screening at the Off-Site Delivery Center are from 5:00 am to 2:00 pm, Monday thru Friday. All primary deliveries concerning this program will occur at the Madison Bldg. The loading dock of the Madison Bldg is located on the "C" Street side of the building. All deliveries should be made prior to 4:00 pm weekdays.

To gain access to the loading docks, the contractor must have either a letter on file with the US Capitol Police. This letter must be on company letterhead and be signed by the owner, president, or manager. The letter must contain in print, the names of persons requesting access. Names must be listed in alphabetical order, and the letter must contain the following information for each person:

- a) Name of Company
- b) Name of the driver (person requesting access)
- c) Social Security Number
- d) Date of Birth
- e) Building to be accessed (Madison, Jefferson, Adams)
- f) Company contact person and telephone number

Additionally, these items must be provided prior to admittance to the Off Site Delivery Center:

- a) Bill of lading with the Library of Congress point of contact and telephone number
- b) Picture ID for driver(s) and other occupants of the vehicle

Requests for access must be renewed annually. Contractors SHALL either fax or e-mail the required letter to:

US Capitol Police  
Off-Site Delivery Center  
4700 Shepard Parkway S.W.  
Washington, D.C. 20032  
Fax # 202-563-5140

Email any of the following people:

[Sylvia.washington@uscg.gov](mailto:Sylvia.washington@uscg.gov)

[Kendrick.young@uscg.gov](mailto:Kendrick.young@uscg.gov)

[Shannan.gadsby@uscg.gov](mailto:Shannan.gadsby@uscg.gov)

Any questions can be directed to Off-Site Delivery Center during normal business hours (4:30 AM- 7:00 PM) at (202) 224-0202.

All expenses incidental to returning furnished materials, and furnishing samples 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, and print orders must be picked up from and returned to: Library of Congress, James Madison Building, 101 Independence Avenue SE, Room LMG-23, Washington, DC 20540-9446.

No definite schedule for pickup of material can be predetermined at this time.

The following schedule begins 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.

Complete production and delivery must be made within **10 work days** after notification of the availability of print order and furnished material.



The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

Government furnished materials must be returned with each shipment.

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.

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 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) 25
- (b) 150
- (c) 25
- (d) 100

**THIS PAGE INTENTIONALLY LEFT BLANK**

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination within the commercial zone of Washington, D.C.

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) 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.

**I. COMPLETE PRODUCT:** The prices offered must be all-inclusive for the thermographic printing and boxing of business cards, in accordance with these specifications, and shall include the costs of all required materials and operations necessary for the complete production and delivery of the product as defined in Section 2. - Specifications.

Per 500 Cards

- a) Thermographic printing of business cards  
in 1 PMS color—110 lb. stock (all inclusive) ..... per item (name) ..... \$ \_\_\_\_\_
- b) Thermographic printing of business cards  
in an additional PMS color—110 lb. stock (all inclusive)..... per item (name) ..... \$ \_\_\_\_\_
- c) Thermographic printing of business cards  
in 1 PMS color—140 lb. stock (all inclusive) ..... per item (name) ..... \$ \_\_\_\_\_
- d) Thermographic printing of business cards  
in an additional PMS color—140 lb. stock (all inclusive)..... per item (name) ..... \$ \_\_\_\_\_

**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)

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Thermographic Printing—Business Cards**

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

**Library of Congress**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **July 1, 2016** and ending **June 30, 2017** plus up to four 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 **June 1, 2016**

**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: CSPA, 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 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 revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call **David Love** (202) 512-0310 or e-mail [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)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

**GPO Contract Terms** (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

**GPO QATAP** (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.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	Electronic Media/Average type dimension
P-9. Solid 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 **July 1, 2016** through **June 30, 2017**, 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 **March 31, 2016**, 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.

**IMPRINT:** The requirement for a GPO imprint is waived.

**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 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:** The total requirements of the job as indicated in these specifications, may be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC immediately after award.

**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 **July 1, 2016** through **June 30, 2017**, plus for such additional periods 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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:** Submit all vouchers via FAX utilizing the GPO barcode coversheet program application.

Instructions for the GPO barcode coversheet program application can be found at the following web address:

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

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

**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 thermographic printing of business cards, requiring such operations as typesetting, electronic prepress, printing in up to two PMS colors, trimming, packing, and delivery.

**TITLE:** Thermographic Printing, Business Cards

**FREQUENCY OF ORDERS:** Approximately 1 to 12 orders per year (consisting of 1 to 40 individually-named cards).

**QUANTITY:** 500 cards per individual name. An occasional order will require 1,000 cards per individual name.

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

### GOVERNMENT TO FURNISH:

#### *Electronic media will be furnished as follows:*

*Platform:* Macintosh-compatible (v. 10.9 or higher).

*Storage Media:* CD-R or E-mail

Files will be provided in native format.

Illustrations will be scanned in as EPS or TIFF files.

*Software:* Quark Express, Adobe Illustrator, and Adobe InDesign

All files will be created in current versions or near current versions of the above mentioned programs.

*Note:* **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

*Visual:* Occasionally, electronic media will be accompanied by a complete set of laser proofs. Visual will be output at less than 100%. Visual will show illustrations and bleeds.

*Template:* Occasionally the contractor will be required to generate artwork for business cards from a provided template.

*Fonts:* All printer and screen fonts will be furnished on disk.

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 archive immediately after completion of the contract.

#### *Additional Information supplied:*

GPO Form 952 (Desktop Publishing-Disk Information).

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

**COMPOSITION:** Contractor will be required to create business cards for each individual's pertinent information according to predefined styles, manuscript will be provided for each card.

**REPRODUCIBLES:** The contractor must make all required reproducibles.

**PROOFS:** As noted on the individual print order.

PDF proofs (Must indicate margins)

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) in current version of Acrobat using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mail PDF proofs (marked with Program/Print Order Numbers plus return name and E-Mail address) directly to the Agency at the address indicated on the print order.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department.

Proofs will be withheld not more than 1 workday from receipt at the Department to receipt in the contractor's plant.

THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "O.K. TO PRINT."

**STOCK/PAPER:** As noted on the individual print order.

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 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White Index, basis weight: 140 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

**PRINTING:** Print business cards one side only in up to two PMS colors using the thermographic printing process. (Printed image must be raised.)

Contractor must match PMS color(s) as indicated on the print order.

**BINDING:** Trim four sides.

**PACKING:** Box individual names in units of 500, affix a copy of the card to the end panel of each box then insert into a cushioned shipping bag or, at contractor's option, a shipping container.

Individual box, shipping bag or container(s) must be of sufficient strength as to insure against damage to the product during shipment.

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

**DISTRIBUTION:** Deliver (f.o.b. destination) to: Library of Congress, James Madison Building, 101 Independence Avenue SE, Room LMG-23, Washington, DC 20540-9446 (ATTN: "Requestors Name").

Shipments must be made by small parcel carrier (via traceable means) and must be capable of being traced to show proof of delivery.

**NOTE:** Contractors are advised that due to security screening procedures required by the U.S. Capitol Police, deliveries and mail with a final destination within the Capitol Hill area is subject to offsite screening and could delay delivery, due to diversion to Library's Landover Screening Facility of the finished product (a minimum of 2 days).

All deliveries to and pickups from the Madison, Jefferson, and Adams Building loading docks must first be screened at the Off-Site Delivery Center for the U.S. Capitol Police located at 4700 Shepard Parkway, SW, Washington, D.C. Delivery vehicles will be inspected before proceeding to the loading dock.

No deliveries to or pickups from the Madison, Jefferson, or Adams Building loading docks will be accepted unless the delivery vehicle has been processed at the Off-Site Delivery Center. The hours of operation for screening at the Off-Site Delivery Center are from 5:00 am to 2:00 pm, Monday thru Friday. All primary deliveries concerning this program will occur at the Madison Bldg. The loading dock of the Madison Bldg is located on the "C" Street side of the building. All deliveries should be made prior to 4:00 pm weekdays.

To gain access to the loading docks, the contractor must have either a letter on file with the US Capitol Police. This letter must be on company letterhead and be signed by the owner, president, or manager. The letter must contain in print, the names of persons requesting access. Names must be listed in alphabetical order, and the letter must contain the following information for each person:

- a) Name of Company
- b) Name of the driver (person requesting access)
- c) Social Security Number
- d) Date of Birth
- e) Building to be accessed (Madison, Jefferson, Adams)
- f) Company contact person and telephone number

Additionally, these items must be provided prior to admittance to the Off Site Delivery Center:

- a) Bill of lading with the Library of Congress point of contact and telephone number
- b) Picture ID for driver(s) and other occupants of the vehicle

Requests for access must be renewed annually. Contractors SHALL either fax or e-mail the required letter to:

US Capitol Police  
Off-Site Delivery Center  
4700 Shepard Parkway S.W.  
Washington, D.C. 20032  
Fax # 202-563-5140

Email any of the following people:

[Sylvia.washington@uscg.gov](mailto:Sylvia.washington@uscg.gov)

[Kendrick.young@uscg.gov](mailto:Kendrick.young@uscg.gov)

[Shannan.gadsby@uscg.gov](mailto:Shannan.gadsby@uscg.gov)

Any questions can be directed to Off-Site Delivery Center during normal business hours (4:30 AM- 7:00 PM) at (202) 224-0202.

All expenses incidental to returning furnished materials, and furnishing samples 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, and print orders must be picked up from and returned to: Library of Congress, James Madison Building, 101 Independence Avenue SE, Room LMG-23, Washington, DC 20540-9446.

No definite schedule for pickup of material can be predetermined at this time.

The following schedule begins 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.

Complete production and delivery must be made within **10 work days** after notification of the availability of print order and furnished material.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

Government furnished materials must be returned with each shipment.

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.

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 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) 25
- (b) 150
- (c) 25
- (d) 100

**THIS PAGE INTENTIONALLY LEFT BLANK**

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination within the commercial zone of Washington, D.C.

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) 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.

**I. COMPLETE PRODUCT:** The prices offered must be all-inclusive for the thermographic printing and boxing of business cards, in accordance with these specifications, and shall include the costs of all required materials and operations necessary for the complete production and delivery of the product as defined in Section 2. - Specifications.

Per 500 Cards

- a) Thermographic printing of business cards  
in 1 PMS color—110 lb. stock (all inclusive) ..... per item (name) ..... \$ \_\_\_\_\_
- b) Thermographic printing of business cards  
in an additional PMS color—110 lb. stock (all inclusive)..... per item (name) ..... \$ \_\_\_\_\_
- c) Thermographic printing of business cards  
in 1 PMS color—140 lb. stock (all inclusive) ..... per item (name) ..... \$ \_\_\_\_\_
- d) Thermographic printing of business cards  
in an additional PMS color—140 lb. stock (all inclusive)..... per item (name) ..... \$ \_\_\_\_\_

**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)