

Program No 0016-S Term DATE OF AWARD To 05/31/18				
TITLE: Plates and Stamps				
Baumgarten Company				
Laurel, MD				
Item No.	Description	Basis of Award		
I.	STAMPS:			
	HAND STAMPS:			
(a)	1 Line.....Per Stamp.....			
-1	Up to and Including 3" in Width.....	601	\$ 5.94	3,569.94
-2	Each Additional 1" in Width.....	30	\$ 2.22	66.60
(b)	2 Lines.....Per Stamp.....			
-1	Up to and Including 3" in Width.....	121	\$ 9.53	1,153.13
-2	Each Additional 1" in Width.....	6	\$ 2.22	13.32
©	3 Lines.....Per Stamp.....			
-1	Up to and Including 3" in Width.....	66	\$ 11.53	760.98
-2	Each Additional 1" in Width.....	17	\$ 2.22	37.74
(d)	4 Lines.....Per Stamp.....			
-1	Up to and Including 3" in Width.....	79	\$ 13.53	1,068.87
-2	Each Additional 1" in Width.....	34	\$ 2.22	75.48
€	Each Additional Line.....Per Line.....			
-1	Up to and Including 3" in Width.....	1686	\$ 2.00	3,372.00
-2	Each Additional 1" in Width.....	360	\$ 2.22	799.20
	SIGNATURE STAMPS:			
(f)	Up to and including 3/4 x 3".....Per Stamp.....	4	\$ 13.69	54.76
(g)	Each Additional Inch in Width.....Per Stamp.....	1	\$ 2.22	2.22
(h)	Each Additional 1/4" in Height.....Per Stamp.....	1	\$ 2.31	2.31
(i)	Timework.....per hour.....	1	\$ 24.20	24.20
II.	PLATES:			
(a)	Plate.....Per Plate.....			
-1	First 15 Sq. Inches 0.100" to 0.150" Thick.....	1	\$ 27.50	27.50
-2	Each Additional 15 Sq. Inches Or Fraction Thereof 0.100" to 0.150" Thick.....	1	\$ 22.00	22.00
CONTRACTOR TOTALS				\$ 11,050.25
DISCOUNT				\$ -
DISCOUNTED TOTALS				\$ 11,050.25

US GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

for the Procurement of

Plates and Stamps

as requisitioned by the U.S. Government Publishing Office

(GPO) Single Award

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

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on June 2, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPPS, 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at:

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>.

For information of a technical nature, call Rose Hood at (202) 512-0310 or email rhood@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 (Pub. 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) – <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.

QUALITY CONTROL: Contractor must put into effect and maintain throughout the production, a quality control program that will guarantee that all quality standards will be met.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

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 5 years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from DATE OF AWARD to May 31, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 March 1, 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 purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through June 30, 2018. 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 I.

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.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of image carriers (rubber or photopolymer) for plates or stamps requiring such operations as composition, making plates and stamps, packing, and distribution.

TITLE: Plates and Stamps.

FREQUENCY OF ORDERS: Approximately 20 orders per year. Up to 4 orders may be placed during a one week period. The majority of orders will require hand stamps.

QUANTITY: Approximately 1 to 100 plates and/or stamps per order. An occasional order may exceed 100 plates.

SIZE:

Plates: Up to 3 x 10".

Stamps: Up to 6 x 6".

GOVERNMENT TO FURNISH: Manuscript copy, and/or camera copy.

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

COMPOSITION: Manuscript copy for plates on the majority of orders will require the contractor to set one typeline in all caps in 18-point Helios Bold Condensed. Typesetting for stamps will require various typefaces and sizes.

CONSTRUCTION:

Plates: The orders will be all line work. Plates may be ordered plainback, or adhesive back. Thickness will range from 0.100" to 0.150" with approximately 0.075" relief and require a 45 to 55 durometer on the Shore A scale described by the American Society for Testing Materials (ASTM).

Stamps (including handle): Orders will be for typelines or signature lines.

All stamp handles or blocks must have stamp identification imprinted on them.

The contractor's firm name, trade-mark, or any form of advertising must not appear on the finished product.

PACKING: Plates must be protected with chipboard or corrugated board, Pack plates suitable. Pack stamps suitable.

DISTRIBUTION: Deliver f.o.b. destination to GPO, 27 G Street, NW, Washington DC 20401, Attn: Scheduling Committee, Room 701, Stop: POL or as indicated on print order.

All expenses incidental to returning materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the address listed under "DISTRIBUTION". 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.

Orders for up to 50 stamps and/or 10 plates must be completed and delivered at destination within two (2) workdays.

Contractor will be allowed one (1) additional workday for each additional 50 stamps and/or 10 plates.

NOTE: Approximately 25% of the orders will require a 24-hour delivery.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

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

Upon completion of each order, the contractor is to notify the GPO of the date of shipment (or delivery if applicable). Call (202) 512-0516 or 0520; callers outside the Washington, DC area may call toll free 1 800-424-9470 or 9471.

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".

	(1)	(2)
I. (a)	601	30
(b)	121	6
(c)	66	17
(d)	79	34
(e)	1,686	360
(f)	4	
(g)	1	
(h)	1	
(i)	1	

	(1)	(2)
II. (a)	1	1

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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.

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

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

Minimum charge for rush orders shall be \$15.00.

I. STAMPS: Prices offered shall include the cost of all required materials and operations including handle and type not exceeding 114" in height.

HAND STAMPS:

Additional charges will be allowed under line item I.(e) as follows:

One line for each additional 1/4" in type line height or fraction thereof. One line for each underscore and/or rule.

Two lines for each curved line.

Three lines for each border, oval, circle, rectangle, and/or box which enclose type (but not ballot boxes).

	<u>Per Stamp</u>	
	Up to and Including 3" in Width (1)	Each Additional 1" in Width (2)
(a) 1 Line.....	\$ _____	\$ _____
(b) 2 Lines.....	\$ _____	\$ _____
(c) 3 Lines.....	\$ _____	\$ _____
(d) 4 Lines.....	\$ _____	\$ _____
(e) Each Additional Line..... per line.....	\$ _____	\$ _____

(Initials)

SIGNATURE STAMPS:

	<u>Per Stamp</u>
(a) Up to and including 3/4 x 3"	\$ _____
(b) Each Additional Inch in Width.....	\$ _____
(c) Each Additional 1/4" in Height	\$ _____
(d) Timework	per hour\$ _____

Operations which cannot be properly classified under any other item shall be charged as "Timework". Generally, timework charges will not be applicable. Each item and the time required must be indicated separately and fully described on or with the contractor's voucher. The GPO reserves the right to determine the acceptable amount of time to be allowed for such charges.

II. PLATES: Prices must include the cost of all required materials and operations (including composition) for each Item listed in accordance with these specifications.

	<u>Per Plate</u>	
	<u>First 15 Sq. Inches 0.100" to 0.150" Thick</u> (1)	<u>Each Additional 15 Sq. Inches Or Fraction Thereof 0.100" to 0.150" Thick</u> (2)
(a) Plate	\$ _____	\$ _____

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier(s) for delivery of completed product .. _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

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

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)