

U.S. GOVERNMENT PUBLISHING OFFICE  
San Francisco, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**Five Promotional Items**

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of Defense – California Army National Guard

For information of a technical nature, call Ms. Scoti Cox at (707) 748-1970, ext. 2 or email  
scox@gpo.gov.

**BID OPENING:** Bids shall be publicly opened at 2:00 pm, prevailing San Francisco, CA time, on  
October 12, 2018.

\*All interested bidders are encouraged to familiarize themselves with all the provisions of the  
specifications prior to bidding. Allow sufficient time to submit bids to GPO.

\*\*The first print order may be larger than the average print order. See FREQUENCY OF ORDERS.

**SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:**

The term of this contract beginning Date of Award and ending October 31, 2019, plus up to four  
optional 12-month extension period(s) that may be added in accordance with the “option to Extend the  
Contract Term” clause of this contract.

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

\*\*\*This is a new contract. Previous pricing is not available.

Bids submitted to be based upon f.o.b. destination. All shipments must deliver via traceable means,  
signature required.

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

**GPO CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES:** 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. 1-18) and Quality Assurance Through Attributes Program (GPO Pub. 310.1), effective May 1979 (Rev. 08-02). In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance through Attributes Program, these specifications will govern.

\*GPO Contract Terms (GPO Publication 310.2): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>

\*GPO QATAP (GPO Publication 310.1): <https://www.gpo.gov/docs/default-source/fourms-and-standards-files-for-vendors/quatap.pdf>

\*More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>

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

Product Quality Levels:

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

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

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

| <u>Attribute</u>                                   | <u>Specified Standard</u> |
|--|---------------------------|
| P-7. Type Quality and Uniformity                   | Ok Pre-Production Samples |
| P-8. Halftone Match (Single and Double Impression) | Ok Pre-Production Samples |
| P-9. Solid and Screen Tint Color Match             | Ok Pre-Production Samples |

**BIDDERS, PLEASE NOTE:** GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is hereby waived. Printing firms, manufacturers, dealers or brokers may submit offers for this solicitation.

**SUBCONTRACTING:** The contractor may make contracts with any other party for the furnishing of any part of the supplies or work specified. Accordingly, Contract Clause 6, “Subcontracts,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), does not apply to this procurement.

**BUY AMERICAN ACT - Note:** In compliance with Contract Terms, contractor must state within the quote submitted the country of origin where the end product is being manufactured. Indicate the country of origin in the comments field when submitting bids using the SCHEDULE OF PRICES.

**CONTRACTING METHOD:** Contract bidders are required to submit a sealed bid. This contract will be awarded in accordance with the U.S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3, (Rev. 2-11), Chapter VII, Section I.

Contractor to submit a sealed bid to: U.S. Government Publishing Office, 536 Stone Road, Suite I, Benicia, CA 94510 M/F: Program 4966-S.

**FACSIMILE BIDS:** Facsimile bids are **not** permitted.

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

**EXTENSION OF THE TERM OF CONTRACT:** 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.

**OPTION TO EXTEND THE TERM OF 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 four years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of the Term of Contract” clause. See also “Economic Price Adjustment” clause for authorized pricing adjustment(s).

**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 **November 1, 2018 through October 31, 2019**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **July 31, 2018**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**PRE-AWARD SAMPLE:** At the government's option, a contractor being considered for award may be required to submit an unprinted sample to the customer PRIOR TO AWARD. The pre-award sample must be an exact match of what will be furnished for the Prior-to-Production sample and the finished product. The contractor will be required to include a pre-paid air bill along with the pre-award sample. If the sample is rejected, it will be returned to the contractor using the prepaid air bill. If the sample is approved, it will not be returned and will be used for a match of the Prior-to-Production same and final product. The pre-award sample will be furnished to SSG Heather Wright at same address shown below for the Prior-to-Production sample.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **November 1, 2018 through October 31, 2019** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled “Ordering”. The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government’s requirements for the items set forth herein do not result in orders in the amounts or quantities described as “estimated”, it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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/finance/index.htm>

**SECTION 2. - SPECIFICATIONS**

**SCOPE:** These specifications cover the production of five different promotional items for the California Army National Guard requiring such operations as pre-award samples, prior-to-production samples, embroidery of California Army National Guard logo, packing and delivery.

**TITLE:** California Army National Guard Promotional Items, as follows:

OCP Toughrider Zippered Poncho Liner with Cushioned Zippered Pillow and Carrying Bag  
OCP Toughrider Drawstring Bag  
OCP Toughrider 3-Day Expandable Backpack  
OCP Toughrider TacPak with Laptop Compartment  
OCP Toughrider Expandable Backpack

**FREQUENCY OF ORDERS:**

- a) OCP Toughrider Zippered Poncho Liner with Cushioned Zippered Pillow and Carrying Bag: 0-2 orders per year (average one order in the base year)
- b) OCP Toughrider Drawstring Bag: 0-2 order in the base year (average one order in the base year)
- c) OCP Toughrider 3-Day Expandable Backpack: 0-2 orders in the base year (average one order in the base year)
- d) OCP Toughrider TacPak with Laptop Compartment: 0-2 orders in the base year (average one order in the base year)
- e) OCP Toughrider Expandable Backpack: 0-2 order per year (average one order in the base year)
- f) OCP Toughrider Zippered Poncho Liner with Cushioned Zippered Pillow and Carrying Bag: 6-10 orders per year (average eight orders per year)
- g) OCP Toughrider Drawstring Bag: 6-10 order per year (average eight orders per year)
- h) OCP Toughrider 3-Day Expandable Backpack: 6-10 orders per year (average eight order per year)
- i) OCP Toughrider TacPak with Laptop Compartment: 6-10 orders per year (average eight orders per year)
- j) OCP Toughrider Expandable Backpack: 6-10 orders per year (average eight order per year)

**QUANTITY:**

- a) OCP Toughrider Zippered Poncho Liner with Cushioned Zippered Pillow and Carrying Bag: 250 – 750 Zippered Ponchos per order (average 500 Zippered Ponchos for the first order)
- b) OCP Toughrider Drawstring Bag: 1,250 – 2,500 Drawstring Bags per order (average 2,000 Drawstring Bags for the first order)

- c) OCP Toughrider 3-Day Expandable Backpack: 500 – 1,000 Expandable Backpacks per order (average 750 Drawstring Backpacks for the first order)
- d) OCP Toughrider TacPak with Laptop Compartment: 250 – 1,000 TacPaks per order (average 750 TakPaks for the first order)
- e) OCP Toughrider Expandable Backpack: 100 – 350 Expandable Backpacks per order (average 250 Expandable Backpacks for the first order)
- f) OCP Toughrider Zippered Poncho Liner with Cushioned Zippered Pillow and Carrying Bag: 100 – 350 Zippered Ponchos per order (average 125 Zippered Ponchos per order)
- g) OCP Toughrider Drawstring Bag: 100 – 250 Drawstring Bags per order (average 150 Drawstring Bags per order)
- h) OCP Toughrider 3-Day Expandable Backpack: 100 – 175 Expandable Backpacks per order (average 125 Drawstring Backpacks per order)
- i) OCP Toughrider TacPak with Laptop Compartment: 100 – 175 TacPaks per order (average 125 TakPaks per order)
- j) OCP Toughrider Expandable Backpack: 50 – 300 Expandable Backpacks per order (average 65 Expandable Backpacks for the first order)

**Note:** The first order placed by the California National Guard in the base year is anticipated to have a higher quantity requirement for each of the first five items (items a through e).

All remaining ongoing orders are based on the remaining four items (items f through j).

For example, the first order in the base year may include 500 Ponchos, 2,000 Drawstring Bags and 750 Toughrider 3-Day Expandable Backpacks, 750 Toughrider TakPaks, 500 Poncho Liners and 250 Toughrider Expandable Backpacks.

**GOVERNMENT TO FURNISH:** The Government will furnish the digital files with each print order. Digital files include, but not limited to InDesign, PDF and JPG files.

**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.

**Basic Check of Furnished Electronic Files:** 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 your contract administrator.

The contractor shall create/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.

This Electronic Media and File check should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins,

only low resolution files included for illustrations, and any improper color definition. The contractor is also responsible for adjusting copy for trim size and bindery attributes, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Thorough Attributes Program (QATAP) level.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product.

## **PRODUCT DESCRIPTIONS:**

**Item 1:** OCP Toughrider Zippered Poncho Liner with Cushioned Zippered Pillow and Carrying Bag. The Zippered Poncho Liner with Cushioned Zippered Pillow and Carrying Bag must have the following features:

81" long by 74" wide.

100% Polyester

Ripstop Fabric

Includes zippered cushioned pillow for additional comfort.

Features metal heavy duty zippers with zipper pulls.

Long ties to hold in place when rolled up.

Includes matching OCP polyester carry bag for convenient storage.

**No substitutions are allowed.**

**Item 2:** OCP Toughrider Drawstring Bag. The Toughrider Drawstring Bag must have the following features:

Made of 600 denier polyester to be completely waterproof.

PU vinyl waterproof material backing.

16.5" x 12" in size.

Top enclosure with nylon cinch.

Hook and Latch name tape for easy identification.

Front zippered nylon lined pocket for extra storage.

Pocket has metal, waterproof zipper with zipper pull.

Large imprint space for embroidery or screen printing.

**No substitutions are allowed.**

**Item 3:** OCP Toughrider 3-Day Expandable Backpack. The OCP Toughrider 3-Day Expandable Backpack must have the following features:

600 denier polyester material with Moisture Guard, water resistant fabric.

PU vinyl material backing, PVC coated twice for durability.

Cushioned back for comfort.

Thick cushioned air mesh straps with vertical MOLLES.

Comfort fit plastic molded handle, cross-stitched for added durability

Double stitched and cross-stitched straps for durability.

Knotted, waterproof zipper pulls for faster accessibility.

2 quick release buckles on either side.

Large expandable main packing compartment.

Main compartment is 19" by 13".



Expands from 5" to 10" to accommodate tactical gear.  
Front organizer pocket with zippered compartment for loose items.  
Also includes pockets for pens, pencils and additional storage.  
Secondary front zippered pocket with inner mesh compartment.  
3 MOLLES across front pocket.  
Hook and Latch name tape for easy identification.  
Limited Lifetime Warranty.  
Size: 20.5"H x 15.7"W x 12.75"D.  
**No substitutions are allowed.**

**Item 4:** OCP Toughrider TacPak with Laptop Compartment. The OCP Toughrider TacPak with Laptop Compartment must have the following features:

Made of 600D Waterproof fabric. Double coated so that water drains off the material.  
Molded comfort handle with double cross stitching.  
Heavy Duty Metal, Waterproof Zippers and Buckles.  
Padded laptop compartment to hold up to 17" laptop.  
Main compartment with additional pocket for storage.  
Top compartment for multi-media devices or sunglasses.  
Bottom compartment with organizer and mesh pocket.  
Hook and Latch for name tape and American flag patch.  
Stretch side pocket for water bottle, aligned cross with 4 MOLLES.  
Zippered side compartment, aligned across the 4 MOLLES.  
Air Mesh Back cushion.  
Air Mesh cushioned Ergonomic shoulder straps aligned vertically with MOLLES.  
4 D Ring attachments.  
Exterior Hook and Latch compartment for 2 liter hydration bladder (not included).  
Size: 20"H x 14"W x 7.5"D.  
**No substitution are allowed.**

**Item 5:** OCP Toughrider Expandable Backpack. The OCP Toughrider Expandable Backpack must have the following features:

600 denier polyester material.  
Waterproof fabric. Water drains off the material.  
PU vinyl waterproof material backing.  
Molded comfort fit handle.  
Double and cross-stitched straps.  
3 thick cushioned in back for comfort.  
Emergency release tabs on straps.  
YZK heavy duty zippers.  
Waterproof zippers.  
2 quick release buckles on each side.  
Large expandable main packing compartment.  
Expands from 5" to 10" to accommodate tactical gear.  
Main compartment is 19" by 13".  
Opening and compartment for 2.0-liter reservoir (bladder not included).  
Extra front pocket with mesh inner pocket.  
Front organizer pocket.  
Front bungee cords.

4 front MOLLES for quick release attachments.  
Expandable side pocket with 3 MOLLES. Will hold 24oz water bottle.  
5 MOLLES down both sides.  
6 D-Rings to attach extra carry-ons.  
Concealed padded back pocket.  
Additional zippered top pocket for sunglasses or multi-media device.  
6 in Hook and Latch name tape.  
Size: 20.5H" x 15.7"W x 12.75"D.  
**No substitutions are allowed.**

**EMBROIDERY:** Embroidered (centered on top compartment) with Linear "California National Guard logo and URL in tone-on-tone stitching. Embroider logo in tone-on-tone stitching. Maximize imprint area, per item.

**PRIOR TO PRODUCTION SAMPLES:** Final copies must be produced as specified using the same material, with same equipment, in the same fashion that will be used in producing the approved prior to production sample. Do not print the entire quantity until receipt of the OK from the Government. If sample is approved without changes, the sample will become one of the final copies due to the customer.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order or otherwise requested, the first two items (for each item), as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Regional Procurement Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170 Attn: Inspection Samples, Program 4966-S.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

**DEPARTMENTAL QUALITY COPIES:** All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

| <u>Quantity<br/>Ordered</u> | <u>Number of<br/>Sublots</u> |
|-----------------------------|------------------------------|
| 500 - 3,200                 | 50                           |
| 3,201 - 10,000              | 80                           |
| 10,001 - 35,000             | 125                          |
| 35,001 and over             | 200                          |

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER/SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

**LABELING AND MARKING:** Each shipping carton/container must be clearly marked with the jacket number, title of contents and quantity per carton.

**PACKING:** Contractor is to pack solid all shipments to avoid damage during method of transit. Do not combine items and/or shipments.

**DISTRIBUTION:** Deliver f.o.b. destination to SSG Heather Wright, Recruiting and Retention BN, S-8, Marketing NCOIC, 850 All America City Blvd., Roseville, CA 95678.

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

**CUSTOMER DELIVERY NOTIFICATION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to heather.a.wright.mil@mail.mil. The subject line of this message shall be “Distribution Notice for Program 4966-S, Print Order \_\_\_\_\_”. 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.

**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) to be emailed with the furnished material.

Prior-to-Production Samples must be delivered to the address indicated on the individual print order.

The following schedule begins upon receipt of print order and furnished material. Contractor must confirm receipt of print order and furnished materials within 90 minutes of receipt. Confirmation must be made via email and/or telephone. The workday of receipt will be first workday of the schedule.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

|  | <u>WD After</u> |
|--|-----------------|
| Contractor deliver prior-to-production samples.....          | 5               |
| Government to email prior-to-production “okay to print”..... | 3               |
| Contractor must make complete delivery.....                  | 30              |

The “Ship/Deliver” date indicated on the print order is the date products must be received at destination.

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the priced offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce orders for 12 months 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 during a like period of time.

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

I.

- a) 500
- b) 2,000
- c) 750
- d) 750
- e) 250
- f) 1,000
- g) 1,200
- h) 1,000
- i) 1,000
- j) 250

**Note:** The first order placed by the California National Guard in the base year is anticipated to have a higher quantity requirement for each of the first four items (items a through d).

All remaining ongoing orders are based on the remaining four items (items e through h).

For example, the first order in the base year may include 500 Ponchos, 2,000 Drawstring Bags and 750 Three-Day Backpacks, 750 Tac-Packs and 250 Expandable Backpacks.

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. delivery at destination to Roseville, California.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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 non-responsive.

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.

**I. COMPLETE PRODUCT:** Prices offered must be all inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for complete production and delivery in accordance with these specifications.

**Note:** The first order placed by the California National Guard in the base year is anticipated to have a higher quantity requirement for each of the first four items (items #1 through #4).

All remaining ongoing orders are based on the remaining four items (items #5 through #8).

For example, the first order in the base year may include 1,500 Ponchos, 2,000 Drawstring Bags and 1,500 each of the two different backpacks.

Per Item

a) OCP Toughrider Zippered Poncho Liner with Cushioned Zippered Pillow and Carrying Bag.....\$\_\_\_\_\_

Country of Origin\_\_\_\_\_

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

Per Item

b) OCP Toughrider Drawstring Bag.....\$ \_\_\_\_\_

Country of Origin \_\_\_\_\_

c) OCP Toughrider 3-Day Expandable Backpack.....\$ \_\_\_\_\_

Country of Origin \_\_\_\_\_

d) OCP Toughrider TacPak with Laptop  
Compartment.....\$ \_\_\_\_\_

Country of Origin \_\_\_\_\_

e) OCP Toughrider Expandable Backpack.....\$ \_\_\_\_\_

Country of Origin \_\_\_\_\_

f) OCP Toughrider Zippered Poncho Liner with Cushioned  
Zippered Pillow and Carrying Bag.....\$ \_\_\_\_\_

Country of Origin \_\_\_\_\_

g) OCP Toughrider Drawstring Bag.....\$ \_\_\_\_\_

Country of Origin \_\_\_\_\_

h) OCP Toughrider 3-Day Expandable Backpack.....\$ \_\_\_\_\_

Country of Origin \_\_\_\_\_

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

i) OCP Toughrider TacPak with Laptop  
Compartment.....\$\_\_\_\_\_

Country of Origin\_\_\_\_\_

j) OCP Toughrider Expandable Backpack.....\$\_\_\_\_\_

Country of Origin\_\_\_\_\_

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



**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

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

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

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

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

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

Bidder

\_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

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

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

By

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

\_\_\_\_\_  
(Person to be Contacted)

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

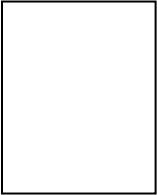
\_\_\_\_\_  
(Email)

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Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_      Certifier \_\_\_\_\_ Date \_\_\_\_\_

**\* SAMPLE BID ENVELOPE \***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

|  |   |
|--|---|
| <p>PROGRAM: 4966-S</p> <p>From: _____</p> <p>Address: _____</p> <p>_____</p> <p>Check appropriate:</p> <p><input type="checkbox"/> Bid enclosed</p> <p><input type="checkbox"/> No Bid</p> <p>Bids will be received<br/>Until October 12, 2018<br/>at 2:00 PM prevailing<br/>San Francisco time.</p> |  <p>U.S. Government Publishing Office<br/>536 Stone Road, Suite I<br/>Benicia, CA 94510-1170</p> |
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