

Program No 0237-S Term 10/01/14 To 09/30/15										
TITLE: Recycled & Plain Copier, Xerographic Paper										
										CURRENT
										CONTRACTOR
				B.W. WILSON PAPER	LINDENMEYR MUNROE	TSRC, INC/dba		FRANK PARSON		TSRC, INC/dba
				Richmond, VA	Odenton, MD	Hanover, MD		FRANK PARSON		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>MANUFACTURING, PACKING AND DISTRIBUTION</b>									
<b>1</b>	<b>30 pct Recycled Plain Copier, Xerographic White, Natural. (20-lb.)</b>									
(a)	8-1/2 x 11" without drilling.....per carton	150	\$36.15	\$5,422.50	\$32.25	\$4,837.50	\$33.10	\$4,965.00	\$29.80	\$4,470.00
(b)	8-1/2 x 11" with drilling.....per carton	10	\$67.65	\$676.50	\$41.00	\$410.00	\$54.71	\$547.10	\$33.90	\$339.00
(c)	8-1/2 x 14" without drilling.....per carton	5	\$52.70	\$263.50	\$51.00	\$255.00	\$43.20	\$216.00	\$43.40	\$217.00
(d)	11 x 17" without drilling.....per carton	5	\$41.45	\$207.25	\$41.00	\$205.00	\$36.10	\$180.50	\$34.10	\$170.50
<b>2</b>	<b>30 pct Recycled Plain Copier Xerographic, Colored (20-lb.)</b>									
(a)	8-1/2 x 11" without drilling.....per carton	2	\$79.95	\$159.90	\$46.00	\$92.00	\$64.21	\$128.42	\$39.50	\$79.00
<b>3</b>	<b>50 pct Recycled Plain Copier, Xerographic, White, Natural. (20-lb.)</b>									
(a)	8-1/2 x 11" without drilling.....per carton	10000	\$51.95	\$519,500.00	\$34.20	\$342,000.00	\$44.50	\$445,000.00	\$33.60	\$336,000.00
(b)	8-1/2 x 11" with drilling.....per carton	300	\$63.00	\$18,900.00	\$42.00	\$12,600.00	\$52.73	\$15,819.00	\$35.60	\$10,680.00
(c)	8-1/2 x 14" without drilling.....per carton	50	\$84.40	\$4,220.00	\$48.00	\$2,400.00	\$70.78	\$3,539.00	\$46.55	\$2,327.50
(d)	11 x 17" without drilling.....per carton	40	\$63.10	\$2,524.00	\$42.00	\$1,680.00	\$51.93	\$2,077.20	\$38.90	\$1,556.00
<b>4</b>	<b>100% Recycled Plain Copier Xerographic Copier, White (20-lb.)</b>									
(a)	8-1/2 x 11" without drilling.....per carton	700	\$58.60	\$41,020.00	\$35.35	\$24,745.00	\$50.03	\$35,021.00	\$37.80	\$26,460.00
(b)	8-1/2 x 11" with drilling.....per carton	25	\$73.90	\$1,847.50	\$48.00	\$1,200.00	\$61.51	\$1,537.75	\$39.90	\$997.50
(c)	8-1/2 x 14" without drilling.....per carton	5	\$96.85	\$484.25	\$58.00	\$290.00	\$78.63	\$393.15	\$59.00	\$295.00
(d)	11 x 17" without drilling.....per carton	5	\$71.65	\$358.25	\$48.00	\$240.00	\$57.19	\$285.95	\$41.90	\$209.50
<b>5</b>	<b>High Quality Xerographic Copier, Laser Printer, White (24-lb.)</b>									
(a)	8-1/2 x 11" without drilling.....per carton	300	\$55.10	\$16,530.00	\$44.00	\$13,200.00	\$43.20	\$12,960.00	\$55.50	\$16,650.00
(b)	8-1/2 x 14" without drilling.....per carton	20	\$85.90	\$1,718.00	\$65.00	\$1,300.00	\$75.50	\$1,510.00	\$74.30	\$1,486.00
(c)	11 x 17" without drilling.....per carton	40	\$55.10	\$2,204.00	\$58.00	\$2,320.00	\$55.60	\$2,224.00	\$55.60	\$2,224.00
<b>6</b>	<b>High Quality Xerographic Copier, Laser Printer, White (28-lb.)</b>									
(a)	8-1/2 x 11" without drilling.....per carton	150	\$53.40	\$8,010.00	\$65.00	\$9,750.00	\$49.76	\$7,464.00	\$58.00	\$8,700.00
(b)	8-1/2 x 14" without drilling.....per carton	20	\$94.95	\$1,899.00	\$63.00	\$1,260.00	\$73.20	\$1,464.00	\$89.20	\$1,784.00
(c)	11 x 17" without drilling.....per carton	40	\$53.40	\$2,136.00	\$65.00	\$2,600.00	\$55.63	\$2,225.20	\$60.50	\$2,420.00
<b>CONTRACTOR TOTALS</b>					\$628,080.65		----	\$537,557.27		\$417,065.00
<b>DISCOUNT</b>				0.00%	\$0.00	0.00%	----	\$0.00	0.00%	\$0.00
<b>DISCOUNTED TOTALS</b>					\$628,080.65		----	\$537,557.27		\$417,065.00
										<b>AWARDED</b>

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Recycled & Plain Copier, Xerographic Paper***

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

Department of Veteran Affairs

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning October 1, 2014 and ending September 30, 2015, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE CONTRACT TERM" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on September 16, 2014.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, Stop: PPSB, 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 The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission / Opening area. If further instruction or assistance is needed, call 202-512-0526.

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

For information of a technical nature, call Philip O'Neal at (202) 512-0310. (No collect calls.)

## 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)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/printforms/pdf/terms.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008, clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008, clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**OPTION TO EXTEND THE CONTRACT TERM:** 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 (5) 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 “PAPER 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of September 2014 will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ \_\_\_\_\_\_ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid prices for all line items in the “SCHEDULE OF PRICES” and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**PRE-AWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PRE-AWARD PAPER SAMPLES:** The contractor being considered for award must submit to the Government, not less than 20 samples of each type of paper required in this contract. The container and accompanying documentation shall be marked "PAPER SAMPLES," and shall include the GPO program number, type of paper (lb./color) and the trim size of the paper.

Samples will be reviewed and must comply with the specifications as to kind and quality of materials.

- Submit 10 samples EACH of each type of paper per line item on page 9 & 10 to: Department of Veterans Affairs, 810 Vermont Avenue, NW, Room 736, Washington, D.C. 20420. Contact: Brian Mano at (202) 461-5002.

**AND**

- Submit 10 samples EACH of each type of paper per line item on page 9 & 10 to: U.S. Government Printing Office, Agency Publishing Services, Attn: AST 4, Stop: CSAPS, Room C838, 732 North Capitol Street, NW, Washington, DC 20401.
- Samples must be submitted within 2 workdays when requested by the administrator

If paper 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.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and will be found non-responsible regarding those requirements.

Samples will not be returned to the contractor. Pre-award paper samples will be provided at no cost to the Government.

**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 October 1, 2014 through September 30, 2015, 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" 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.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the procurement of various-sized, white and color recycled and plain copier paper to various VA offices nationwide.

**TITLE:** Recycled & Plain Copier, Xerographic Paper.

**FREQUENCY OF ORDERS:** Approximately 460 orders per year.

**QUANTITY:** Up to approximately 500 cartons per order.

**TRIM SIZE:** 8-1/2 x 11", 8-1/2 x 14", and 11 x 17" cut, flat sheets.

**GOVERNMENT TO FURNISH:** Print order to be furnished via email.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

**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.

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

White and Colored Plain Copier, Xerographic (Qualified Product), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-65.

30 pct Recycled Plain Copier, Xerographic White, Natural and Colored, basis weight: 20-lb. per 500 sheets, 17" x 22" equal to JCP Code O-60

50 pct Recycled Plain Copier, Xerographic White, Natural, basis weight: 20-lb. per 500 sheets, 17" x 22" equal to JCP Code O-60

Note: Colored paper should be similar to blue, buff, green, pink, salmon & yellow.

High Quality Xerographic Copier, Laser Printer, White, basis weight: 24-lb. and 28-lb. per 500 sheets, 17" x 22", equal to JCP Code O-61 or similar to Hammermill Paper.

**DRILLING:** Some orders will require that the cut, flat sheets have three (3) round holes, 1/4" or 5/16" in diameter. Holes are to be 3/8" from the left edge of sheet to the center of the holes. Holes are to be 4-1/4" center to center.

**NOTE:** Drilling, when ordered, will only be required on orders for 8-1/2 x 11" White Plain Copier, Xerographic paper (20-lb.).

**PACKING:** Paper shall be wrapped and securely sealed in 500-sheet packages, in moisture-resistant, commercial wrapping (such as material having a vapor transmission rate equal to or less than that of one mil polyethylene).

Pack packages in cartons as follows –

	<u>Basis Weight 20#</u>	<u>Basis Weight 24#</u>	<u>Basis Weight 28#.</u>
8.5 x 11"	5,000 (10 per carton)	5,000 (10 per carton)	4,000 (8 per carton).
8.5 x 14"	5,000 (10 per carton)	5,000 (10 per carton)	4,000 (8 per carton).
11 x 17"	2,500 (5 per carton)	2,500 (5 per carton)	2,000 (4 per carton).

Pack 40 cartons per skid or pallet. Cartons shall be securely banded or shrink wrapped on the skid/pallet.

**LABELING AND MARKING:** All cartons and skids/pallets must be distinctly marked with labels to show the type of paper, brand, quantity, color, size, and weight. All required addressing information or distribution list will be specified with each order.

Any prescribed marking or labeling required for an individual order will be specified with the print order.

A packing list or other suitable shipping document shall accompany each shipment and shall indicate:

- (1) Name and address of consignor;
- (2) Name and complete address of consignee;
- (3) Government order or requisition number;
- (4) Description of the paper shipped, including item number, quantity, and number of cartons.

When Government inspection and acceptance are at destination and delivered supplies are not marked in accordance with contract requirements above, the Government has the right, without prior notice to the contractor, to perform the required marking, by contract or otherwise, and charge the contractor at the rate of \$40.00 per hour, or fraction thereof.

**DISTRIBUTION:** Deliver f.o.b. destination for deliveries within the commercial zone of Washington, DC. Ship f.o.b. contractor's city (*reimbursable*) to various addresses nationwide.

NOTE: Approximately 95% of all orders placed will require delivery within the commercial zone of Washington, DC. Each print order placed will require delivery/shipping to only one destination per order.

Complete addresses and quantities will be furnished with each print order.

**NOTE: Inside delivery to room number specified is required on all orders.** The contractor must call the VA contact official specified on the print order one (1) hour prior to delivery in order to gain access to the building. The contractor must ensure that the delivery personnel obtain the necessary security clearance to access a Government facility. The loading dock sizes for the various VA facilities will vary from 9 feet to 15 feet. The contractor is responsible for verifying this information before making the deliveries.

**The contractor MUST furnish all necessary equipment to make inside room deliveries. Motorized pallet jacks are not allowed in the facilities.**

For shipments outside the Washington, DC area, the contractor will be reimbursed for all shipping costs by submitting all shipping receipts with the invoice for billing.

Shipments are to be made by small package carrier or by the contractor's own trucks. All shipments must be made by traceable means. A signed receipt is required.

**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).

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after receipt of notification of availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must complete production and distribution within 24 to 72 hours (as specified on the print order) of notification of availability of print order and furnished material.

NOTE: Approximately 40% of all orders placed will require the 24-hour schedule; approximately 30% of all orders placed will require the 48-hour schedule; and, approximately 30% of all orders placed will require the 72-hour schedule.

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 destinations specified and the date products ordered for shipping f.o.b. contractor's city must be picked up by the small package carrier.

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 U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call 202-512-0520; 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 (1) 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. 1. (a) 150  
(b) 10  
(c) 5  
(d) 5
  
- 2. (a) 2
  
- 3. (a) 10,000  
(b) 300  
(c) 50  
(d) 40
  
- 4. (a) 700  
(b) 25  
(c) 5  
(d) 5
  
- 5. (a) 300  
(b) 20  
(c) 40
  
- 6. (a) 150  
(b) 20  
(c) 40

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination for deliveries within the commercial zone of Washington, DC., f.o.b. contractor’s city for all other locations.

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) 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 invoices submitted to the GPO shall be based on the most economical method of production.

**I. MANUFACTURING, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary for the manufacturing, packing, and distribution of the product listed in accordance with these specifications.

Per Carton

1. *30 pct Recycled Plain Copier, Xerographic White, Natural. (20-lb.) –*

- (a) 8-1/2 x 11” without drilling ..... \$ \_\_\_\_\_
- (b) 8-1/2 x 11” with drilling ..... \$ \_\_\_\_\_
- (c) 8-1/2 x 14” without drilling ..... \$ \_\_\_\_\_
- (d) 11 x 17” without drilling ..... \$ \_\_\_\_\_

2. *30 pct Recycled Plain Copier Xerographic, Colored (20-lb.) –*

- (a) 8-1/2 x 11” without drilling ..... \$ \_\_\_\_\_

3. *50 pct Recycled Plain Copier, Xerographic, White, Natural (20-lb.) –*

- (a) 8-1/2 x 11” without drilling ..... \$ \_\_\_\_\_
- (b) 8-1/2 x 11” with drilling ..... \$ \_\_\_\_\_
- (c) 8-1/2 x 14” without drilling ..... \$ \_\_\_\_\_
- (d) 11 x 17” without drilling ..... \$ \_\_\_\_\_

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

4. 100 % Recycled Plain Copier Xerographic Copier, White (20-lb.) –

- (a) 8-1/2 x 11” without drilling.....\$ \_\_\_\_\_
- (b) 8-1/2 x 11” with drilling.....\$ \_\_\_\_\_
- (c) 8-1/2 x 14” without drilling.....\$ \_\_\_\_\_
- (d) 11 x 17” without drilling .....\$ \_\_\_\_\_

5. High Quality Xerographic Copier, Laser Printer, White (24-lb.) –

- (a) 8-1/2 x 11” without drilling.....\$ \_\_\_\_\_
- (b) 8-1/2 x 14” without drilling.....\$ \_\_\_\_\_
- (c) 11 x 17” without drilling .....\$ \_\_\_\_\_

6. High Quality Xerographic Copier, Laser Printer, White (28-lb.) –

- (a) 8-1/2 x 11” without drilling.....\$ \_\_\_\_\_
- (b) 8-1/2 x 14” without drilling.....\$ \_\_\_\_\_
- (c) 11 x 17” without drilling.....\$ \_\_\_\_\_

**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)