

U.S. GOVERNMENT PUBLISHING OFFICE  
Chicago Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Full Color Business Cards**

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

Various Government Agencies

Single Award

**BID OPENING:** Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on **June 15, 2022.**

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to **bidschicago@gpo.gov** for this solicitation. See also "ADDITIONAL EMAILED BID SUBMISSION PROVISIONS" below

No other method of bid submission will be accepted at this time.

The program number "1510-S" and bid opening date June 15, 2022 must be specified in the subject line of the emailed bid submission. ***Bids received after "2:00 p.m. Central" on the bid opening date specified above will not be considered for award.***

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 10 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location

**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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

NOTE: Bidder must use the exact bid pages in “SECTION 4. – SCHEDULE OF PRICES,” and MUST NOT substitute their own bid formatting in their submitted bid. Substitution may result in a determination of the bid as non-responsive.

**CONTRACT TERM:** The term of this contract is for the period beginning **July 1, 2022 and ending June 30, 2023**, plus up to 2 optional 12-month extension period that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract

**BIDDER PLEASE NOTE:** Minor changes from the previous contract are scattered throughout, including Section 4 – Schedule of Prices. Previous abstracts of award information available on-line at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Chicago>

**INFORMATION:** For questions about these specifications contact Gina Reece at 312-353-2717 or [greece@gpo.gov](mailto:greece@gpo.gov). Questions about these specifications should be forwarded at least 1 workday before the Bid Deadline, in order to be addressed prior to bid submission.

Email requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at [kdodson@gpo.gov](mailto:kdodson@gpo.gov).

#### **Doing Business with GPO Customer Services during the Coronavirus Pandemic:**

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

## 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. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09/19).

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Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

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GPO Contract Terms (GPO Publication 310.2) –  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**DOING BUSINESS WITH GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the '**GPO Contractor Connection**' link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #", Employer Identification Number of Taxpayer Identification Number; "Subject to Backup Withholding" (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>). GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied

**SUBCONTRACTING:** The predominant production function is printing. The predominant production function may NOT be sub-contracted

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Solicitation Provisions, Supplemental Specifications, and Contract Clauses (GPO Publication 310.2), is waived.

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

Product Quality Level:

- (a) Printing (page related) Attributes-Level III.
- (b) Finishing (item related) Attributes-Level III.

Inspection Levels (from ANSI/ASQC Z1.4):(a)

- (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:

Attribute

Specified Standard

P-7 Type Quality and Uniformity	Electronic Files / Approved Proof
P-9 Solid & Screen-tint Color Match	Pantone Matching System
P-10 Process Color Match	Government Furnished Material

**PREAWARD SURVEY** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**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 2 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 revision.

**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, 2023 to June 30, 2024, 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 expiration of the current period of the contract. This average is then compared to the average of the monthly Indexes for the 12-month interval ending 3 months prior to July 1, 2023, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and 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 July 1, 2022, through June 30, 2023, 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 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 order issued in accordance with the "Ordering" clause of this contract.

**OPTIONS:** Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

**PAYMENT:**

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:

<https://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>.

**CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH THE SCHEDULE OF PRICES FORMAT. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT**

**RECEIPTS FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

In addition to the above, the contractor is required to email a copy of each billing along with a copy of the individual print order to [infochicago@gpo.gov](mailto:infochicago@gpo.gov) Failure to follow this procedure may result in delayed payment

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of business cards, printing in four color process requiring such operations as composition, printing, trimming, packing, and delivery.

**TITLE:** Full Color Business Cards

**FREQUENCY OF ORDERS:** Approximately 100 print orders per year.

**QUANTITY:** Approximately 250 copies of each card. Occasionally, a print order may consist of 500 or 1,000 cards per name; an occasional order may exceed 1,000 copies up to 2,000 copies. Generally, there will be approximately 1 to 80 names per order, with an average of approximately 9 names per order. An occasional order may contain up to 100 different cards per print order.

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

**GOVERNMENT TO FURNISH:** Computer generated or typewritten manuscript copy.

Files may be provided via various electronic media.

Print Order (GPO Form 2511).

Facsimile for shipping container labels.

**GPO "VERIFICATION OF DELIVERY":** Contractor MUST email delivery verification information to [VerifyChicago@gpo.gov](mailto:VerifyChicago@gpo.gov) WITHIN 24 HOURS OF DELIVERY. Enter Program Number and Print Order number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment of invoices.

**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.

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. The GPO imprint line is waived.

**ON-LINE ORDERING:** The contractor must provide a web-based on-line ordering system site that permits authorized Government personnel to order business cards. The system must provide a method of order tracking by requestor. The web-based system must be secure (password protected) so that only authorized personnel can order business cards and must provide a separate page/site so that only authorized personnel (Program Manager) can approve submitted business cards.

The system must have a user-friendly web page so users can input business card information. For example, the web page must have headers to input information and instructions for each block as follows: Name; Rank or Title; Address, Unit/Bldg #/Suite #/APO, City, State and Zip Code. The web page must have a Phone Number section that will allow users to input and select no more than four telephone numbers (including e-mail address) from a list; i.e., Office Phone, Mobile, Fax, 1-800, etc. The web page must have the capability to display the business card after information is entered. The user must be able to change or correct information displayed in the on-line proof prior to submitting to the program manager for approval.

Once the user submits an order for approval, the system must generate an e-mail to the user indicating the order has been sent to the program manager for approval. It must concurrently generate an e-mail

to the program manager indicating that an order is awaiting approval. The program manager must be able to approve/disapprove an individual request or approve/disapprove a total batch/print order. After the program manager approves a specific batch of orders, the web-based system must provide a total count of orders approved in that batch/print order and generate a spreadsheet that contains requestor names, recipient's names, confirmation date and number. The program manager will forward this list to the user to show when and what was ordered. The web-based system must provide an option for users to submit a previous order from a "history or look-up file" using a name or confirmation number from a previous order. If a change is necessary, the user must be able to make the change to the previous order and then submit as a new order.

The contractor may not proceed with production until each order has been approved or disapproved on-line by the program manager. Once the cards have been printed and shipped, the web-based system must generate an e-mail containing a shipping list of all cards printed on a specific print order (to include name of recipient, date shipped, estimated delivery date and a tracking number) to the program manager.

**NOTE:** An order is not constituted by this submission until a properly formatted GPO Print Order Form (2511) is received by the contractor. See "ORDERING" on page 5.

**COMPOSITION:** Contractor to set type as necessary using standard desktop publishing software. Files should be maintained throughout the contract to insure that the same Fonts are used throughout the term of the contract, unless a specific font is requested by Agency.

**FORMAT:** This contract will consist of various formats and seals due to there being numerous governmental agencies that will utilize this contract. Additionally, the number of lines per card may vary greatly from approximately a minimum of six lines of type to almost the entire card filled with type, including typelines in the upper right corner.

**Typefaces and Sizes:** The contractor is required to furnish fonts consistent with sample(s) provided.

**PROOFS:** Occasionally emailed PDF proofs will be required. In all other cases, the contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted. No additional time will be added to schedule for emailed proofs. The emailed PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

**NOTE:** If cards are determined to be rejectable due to typesetting or other contractor error, the contractor will be required to reprint and deliver the replacement cards within 5 workdays after notification at no additional cost to the Government.

**Rejection rate of 5% or greater may be cause for the Government to hold the contractor in default on this contract. Contractor must have the capability to receive telefaxed notifications of rejected orders.**

**STOCK:** All stock must be of a uniform shade for each set of cards.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" (September 2019):

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)



White Smooth Finish cover, basis size 20 x 26", basis weight 80 lbs., minimum 0.010" thick, equal to JCP L21

White No. 2 Gloss Coated cover, basis size 20 x 26", basis weight 100 lbs., minimum 0.010" thick, equal to JCP L12

White Matte Coated cover, basis size 20 x 26", basis weight 100 lbs., minimum 0.010" thick, equal to JCP L50

White Coated One Side (C1S) cover, basis size 20 x 26", minimum 0.010" thick, equal to JCP L70

**85%** of the cards ordered will be produced on Smooth finish cover

**5%** of the cards ordered will be produced on No. 2 Coated cover

**5%** of the cards ordered will be produced on Matte Coated cover

**5%** of the orders will be produced on C1S cover

NOTE: No separate charges will be allowed for paper under Section 4.- Schedule of Prices.

**PRINTING:** Face prints in four color process. Back is blank or prints in four color process, black, or a Pantone color other than black. A Pantone color will be indicated on print order or contractor will be instructed to match furnished sample. Pantone colors may be built out of the four color process.

Digital printing must be capable of smooth gradient tints with no banding or tone jumping. Minimum acceptable resolution is 1200 X 1200 dpi. 4800 X 600 dpi is acceptable. HP Indigo 5500 or 7000, Xerox models 7000, 8000, 700, 800 and Xerox iGen4 are known to have this capability. Resolution of the contractor's machine will be reviewed at the time of the award. Published resolutions will be used to determine suitability. Software enhanced or simulated resolution specifications will not be accepted.

**INK:** Four color process and/or Pantone colors that may be built out of process colors.

**MARGINS:** Follow sample format, minimum margins and/or full bleeds.

**BINDING:** Square cut or Curved edges to 3-1/2 x 2"

**PACKAGING, LABELING, AND MARKING:** Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms

**INTERNAL PACKING:** Box in units of 250 or 500 for orders with cards of these quantities. For quantities of 1,000 cards, box in units of 500 or 1,000 (at contractor's option). Affix a copy of the card therein to the outside of each box.

**EXTERNAL PACKING:** Combine all boxes that ship to the same destination in one shipping container. Total weight per container is not to exceed 45 lbs..

Quantities of less than a half container full are to be packed in shipping bundles. Print orders may contain business cards going to a number of different destinations.

**LABELING AND MARKING:** Affix a contractor-furnished shipping label to each shipping container or bundle. It will be the contractor's responsibility to address each container or bundle.

**GPO SAMPLES:** Ship 2 copies of each order, a copy of invoice and a copy of the print order (marked Term Contract Production Samples) to: U.S. Government Publishing Office, Bridgeview, IL 60455 Residential address. These samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. No additional charge will be allowed for this sample.

**RECEIPTS FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Contractor to include a copy of invoice to the ordering Agency. The original copy of these receipts must accompany the contractor's billing for payment.

**DISTRIBUTION:** Deliver F.O.B. Destination (at contractors expense) via traceable means.

The following is a list of states along with the anticipated percentage of orders delivering to that state:

Approximately **90%** of the print orders will deliver to the following states: IN, IL, KS, MI, MN, MO, NY, OH, and WI.

Approximately **5%** of the print orders may deliver to a destination other than listed above but within the continental United States.

Approximately **5%** of the quantity of cards produced will deliver to Iowa addresses.

Most orders will deliver to 1 destination. If more than 1 destination is indicated, follow the distribution list furnished with print order.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

**NOTIFICATION OF SHIPMENT:** Immediately after the print order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO program number, requisition number, date of shipment, and tracking information for deliveries. Email ORDRING AGENCY PER PRINT ORDER and [greece@gpo.gov](mailto:greece@gpo.gov).

**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 Government will notify the contractor when furnished material and print order are available for pickup or will be sent via electronic media.

The following schedule begins the workday after notification of the availability of print order and furnished material. Workdays are Monday through Friday, exclusive of Federal Holidays.

Complete production and delivery of all orders must be made by the contractor **7 to 10 workdays** after the contractor is notified that an order is available for pickup.

If mutually agreed upon, the contractor will complete production and delivery of an order **5 to 6 workdays** after contractor is notified of availability of an order.

When emailed proofs are required, no additional time will be allowed in schedule. The Agency will withhold proofs not longer than **1** workday from receipt to notification to contractor with an **OK to Print** or an **OK to Print with corrections**.

**"Delivery" means arrival at specified destination(s). For example, an order available for pick-up by or sent via electronic media to the contractor on Monday, July 11, 2022, must be printed and delivered to specified destination(s) on or before close of business (COB, 3:30 pm local time) on Wednesday, July 20, 2022 for a 7 workday schedule, July 21, 2022 for an 8 workday schedule, etc.**

Contractor must use any traceable method of delivery which guarantees adherence to the above production/delivery schedule, and provides proof of delivery by means of signed receipts.

The contractor may be held in default on this contract for failure to adhere to the schedule.

**NOTE: Contractor's price must include delivery (via traceable method) to any destination within the continental United States in accordance with the schedule.**

**No additional time will be allowed for multiple print orders placed at the same time or whose schedules overlap. It is anticipated that during the term of the contract, multiple orders will be placed requiring the contractor to produce up to 100,000 cards per day.**

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

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 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 designation corresponds to the one listed in the "Schedule of Prices".

<b>I.</b>	<b><u>250</u></b>	<b><u>500</u></b>	<b><u>1,000</u></b>
(a)	18	2	1
(b)	40	178	24
(c)	10	10	10
<b>II.</b>			
(a)	223		
(b)	223		
(C)	10		

**SECTION 4.- SCHEDULE OF PRICES**

**Bidder must make an entry in each of the spaces provided.** Bids offered are f.o.b. destination. 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 billings submitted to the GPO shall be based on the most economical method of production.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Fractional parts of 250, 500, and 1,000 will be prorated at the per 250, 500, and 1,000 rate respectively.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Office, Chicago, GPO. If such orders are placed by the agency, and no Modification is received from the Chicago, GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

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

Cards printing 4/1 will be charged as one (a) line item charge and one (c) line item charge.

	<u>250 copies</u>	<u>500 copies</u>	<u>1,000 copies</u>
(a) Four color process – face only (per single card).....	\$ _____	\$ _____	\$ _____
(b) Four color process – face and back (per single card).....	\$ _____	\$ _____	\$ _____
(c) Single flat color (may be built out of process) – back (per single card).....	\$ _____	\$ _____	\$ _____

**II. COMPLETE PRODUCT:**

- (a) Typesetting (when ordered), per card.....\$ \_\_\_\_\_
- (b) Email PDF (when ordered), per card.....\$ \_\_\_\_\_
- (c) Curved edges cards ...per 500 cards.....\$ \_\_\_\_\_

(Initials)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

**SHIPMENT(S):** All Shipping will be made from the City \_\_\_\_\_, State \_\_\_\_\_,

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitation 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 points(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 State & Contractor’s Code)

\_\_\_\_\_  
(Address, City – State – zip code)

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

\_\_\_\_\_  
(Person to be contacted/email address)

\_\_\_\_\_  
(Telephone Number) (E-mail Address) (Facsimile Number)

\*\*\*\*\*

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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PROGRAM No. 1510-S Contract Period: July 1, 2022 through June 30, 2023 plus 4 option years

TITLE: Full Color Business Cards

ITEM	DESCRIPTION	QTY	Panther Graphics Inc., Rochester, NY		Taylor/Navitor Inc. North Mankato, MN		Werner Printing & Engraving Co., Chicago, IL		Current Contractor	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I	<b>COMPLETE PRODUCT:</b>									
(a)	Four color process - face only,.....									
(1)	.....250 copies .....	18	\$0.08	\$1.44	\$20.00	\$360.00	\$20.00	\$360.00	9.00	\$162.00
(2)	.....500 copies .....	2	\$0.05	\$0.10	\$24.50	\$49.00	\$28.00	\$56.00	18.00	\$36.00
(3)	.....1,000 copies .....	1	\$0.03	\$0.03	\$29.00	\$29.00	\$36.00	\$36.00	25.00	\$25.00
(b)	Four color process - face and back,.....									
(1)	.....250 copies .....	40	\$0.10	\$4.00	\$21.50	\$860.00	\$30.00	\$1,200.00	18.00	\$720.00
(2)	.....500 copies .....	178	\$0.07	\$12.46	\$26.50	\$4,717.00	\$42.00	\$7,476.00	36.00	\$6,408.00
(3)	.....1,000 copies .....	24	\$0.05	\$1.08	\$32.00	\$768.00	\$54.00	\$1,296.00	50.00	\$1,200.00
(c)	Single flat color (may be built out of process) - back.....									
(1)	.....250 copies .....	10	\$0.03	\$0.30	\$4.00	\$40.00	\$30.00	\$300.00	9.00	\$90.00
(2)	.....500 copies .....	10	\$0.05	\$0.45	\$8.00	\$80.00	\$42.00	\$420.00	18.00	\$180.00
(3)	.....1,000 copies .....	10	\$0.00	\$0.04	\$16.00	\$160.00	\$54.00	\$540.00	25.00	\$250.00
II	<b>COMPLETE PRODUCT:</b>									
(a)	Typesetting (when ordered), per card.....	223	2.5	\$557.50	10	\$2,230.00	3	\$669.00	2.00	\$446.00
(b)	Email PDF (when ordered), per card.....	223	2.5	\$557.50	0	\$0.00	0	\$0.00	0.00	\$0.00
(c)	Curved edges cards.....per 500 cards	10	10	\$100.00	10	\$100.00	20	\$200.00	0.05	\$0.50
	<b>TOTAL OFFER :</b>			\$1,234.90		\$9,393.00		\$12,553.00		\$9,517.50
	<b>DISCOUNT:</b>		0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
	<b>NET OFFER :</b>			\$1,234.90		\$9,393.00		\$12,553.00		\$9,517.50
					<b>AWARDED</b>					

Prepared by: GR

Proofread by: GR 6/23/22