

PROGRAM 1793-S TERM DATE OF 4/1/2022 to 3/31/2023																		
TITLE: ARMY NATIONAL GUARD RECRUITING MATERIALS: BUSINESS CARDS																		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	BETTER DEAL PRINTING 020-12004 Prescott, AZ		IMAGE SQUARE 040-440 Santa Monica, CA		JE MARKETING 170-45501 New Orleans, LA		HARPER ENGRAVING 340-40601 Columbus, OH		PANTHER GRAHICS 310-66798 Rochester, NY		TAYLOR - NAVITOR 220-86067 Mankato, MN		TEXAS DIGITAL 420-86459 San Antonio, TX		GPO ESTIMATE	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. PROOFING																		
(a)	PDF Soft Proof	179	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$4,475.00	\$15.00	\$2,685.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00	\$1,074.00
(b)	Digital One Piece Composite Laminated/One-Off Proof	18	\$20.00	\$360.00	\$0.00	\$0.00	\$15.00	\$270.00	\$55.00	\$990.00	\$25.00	\$450.00	\$40.00	\$720.00	\$0.00	\$0.00	\$22.00	\$396.00
II. PRINTING, PACKING AND DISTRIBUTION																		
Quantities																		
(a)	Printing face (information side) in black, and back (static side) in four color process (up to five different images)																	
(1)	Per 100 cards/name	48	\$27.00	\$1,296.00	\$17.77	\$852.96	\$15.25	\$732.00	\$50.00	\$2,400.00	\$33.50	\$1,608.00	\$26.70	\$1,281.60	\$20.00	\$960.00	\$2.98	\$143.04
(2)	Per 500 cards/name	400	\$34.95	\$13,980.00	\$17.77	\$7,108.00	\$22.50	\$9,000.00	\$75.00	\$30,000.00	\$26.00	\$10,400.00	\$31.12	\$12,448.00	\$37.00	\$14,800.00	\$14.90	\$5,960.00
(b)	Printing face and back in full or four process color																	
(1)	Per 100 cards/name	24	\$27.00	\$648.00	\$17.77	\$426.48	\$15.25	\$366.00	\$50.00	\$1,200.00	\$35.00	\$840.00	\$26.70	\$640.80	\$20.00	\$480.00	\$2.98	\$71.52
(2)	Per 500 cards/name	200	\$34.95	\$6,990.00	\$17.77	\$3,554.00	\$22.50	\$4,500.00	\$85.00	\$17,000.00	\$27.50	\$5,500.00	\$31.12	\$6,224.00	\$37.00	\$7,400.00	\$14.90	\$2,980.00
(c)	Printing face only in black (magnet material)																	
(1)	Per 100 cards/name	180	\$27.00	\$4,860.00	\$25.77	\$4,638.60	\$15.25	\$2,745.00	\$45.00	\$8,100.00	\$125.00	\$22,500.00	\$59.34	\$10,681.20	\$50.00	\$9,000.00	\$37.06	\$6,670.80
(2)	Per 500 cards/name	44	\$34.95	\$1,537.80	\$67.77	\$2,981.88	\$22.50	\$990.00	\$65.00	\$2,860.00	\$295.00	\$12,980.00	\$107.98	\$4,751.12	\$200.00	\$8,800.00	\$83.03	\$3,653.32
TOTALS				\$29,671.80		\$19,561.92		\$18,603.00		\$67,025.00		\$56,963.00		\$36,746.72		\$41,440.00		\$20,948.68
DISCOUNT			0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	1.00%	\$414.40	0.00%	\$0.00
DISCOUNTED TOTALS				\$29,671.80		\$19,561.92		\$18,603.00		\$67,025.00		\$56,963.00		\$36,746.72		\$41,025.60		\$20,948.68
AWARDED																		

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army National Guard Recruiting Material: Business Cards

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

Defense Logistics Agency/Army Publishing Directorate
(DLA/APD)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning April 1, 2022 and ending March 31, 2023, plus up to four optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 1:00 p.m., prevailing Dallas, TX time, on March 22, 2022.

QUOTE SUBMISSION: This is a Small Purchase Term Contract.

Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, contractors MUST submit email bids to bidsdallas@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number (1739-S) and bid opening date must be specified in the subject line of the emailed quote submission. Quotes received after 1 p.m. prevailing Dallas time, on the bid opening date specified above will not be considered for award.

BIDDERS, PLEASE NOTE: There are significant changes to this program, please read the entire request for quotations. Abstract of previous prices is available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>, search for Program1793S, or bidders may email request to infodallas@gpo.gov.

For information of a technical nature, call Jim Hunt at (214) 767-0451, Ext. 5, or email jhunt@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotes 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 (revised 09-19)).

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>.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

SUBCONTRACTING: Subcontracting is not allowed.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension/Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (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 “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from April 1, 2022 and ending March 31, 2023, 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 December 31, 2021 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.

PREAWARD SURVEY: 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)

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.

PREPRODUCTION CONFERENCE: The agency may choose to hold a Preproduction Conference at the contractor's plant or via conference call. The purpose of the conference will be to discuss and review all aspects of

the contractor's internal and external operations required to complete the fulfillment of the contract. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and preflighting supplied PDF files; (2) internal schedule and workflow; (3) identifying coordination/communication contacts; (4) FTP setup/procedures; and (5) any other special requirements which are specific to this contract.

Representatives from the Government and all points of contact from each phase of production from the primary contractor will be required to attend the meeting.

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 April 1, 2022 and ending March 31, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to 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.

ADDITIONAL EMAILED QUOTE 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 quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The contractor's email provider may have different size limitations for sending email; however, contractors 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.

PAYMENT: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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 receiving payment. 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/how-to-work-with-us/agency/billing-and-payment>.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as electronic prepress, printing, finishing, packing, and distribution.

TITLE: Army National Guard Recruiting Material: Business Cards

FREQUENCY OF ORDERS: Approximately 1 to 10 orders per month for approximately 1 to 60 names per order.

NOTE: There are three (3) different style of cards that may be ordered. (See “PRINTING.”)

QUANTITY: 100 to 2,000 cards per name per order. (NOTE: Majority will be for 500 cards per name.)

NUMBER OF PAGES: Face only or face and back.

TRIM SIZES: 3-1/2 x 2”.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: PC

Storage Media: Digital File Transfer Protocol (FTP) DoD Safe secure website

Software: Adobe Acrobat, current version.

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded, as applicable.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Additional

Information: Files will be furnished in PDF format.

A visual of the furnished electronic files will be provided.

All graphics and illustrations will be furnished in place within electronic files.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

CMYK used for color identification.

Each name/card set will be supplied as 1-up Adobe Acrobat PDF file(s) with the print order.

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

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

EXHIBITS: The facsimiles of sample pages shown as 1793-S Exhibits for Items 1, 2, and 3 are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit. See pages 14-15.

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

ELECTRONIC PREPRESS: 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: AMC, Printing Specialist at the number listed on the Print Order.

The contractor shall create or 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.

When required by the Government, the contractor shall make minor revisions to the electronic files which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

PROOFS: As indicated on the print order, contractor to submit one (1) Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

As indicated on the print order, one (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found www.gpo.gov/gporestarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

If printed digital, one (1) set of digital color one-off proofs created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the production run.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs

are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Deliver proofs to the address indicated on the Print Order. Proofs sent to the ordering agency will not be returned.

The contractor must not print prior to receipt of an "O.K. to Print."

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" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

ITEMS #1 and #2: White, No. 2 Coated Cover, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

ITEM #3: 17 mil thick white vinyl coated magnetic material

PRINTING: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

ITEM #1: Print face and back, head-to-head. Face consists of static and variable printing in black only. Back consists of static printing in four-color process. Copy consists of text, rules, and line art illustrations with bleeds on all sides of back only.

NOTE: There are five (5) versions of business card backs. Contractor has the option to preprint each of the five (5) backs as card shells and then image the face (information side) as each print order is placed. Stockpiling is at the contractor's risk. The Government will not be responsible for purchasing any unused preprinted shells at the end of the contract.

ITEM #2: Print face and back, head-to-head, in four-color process. Printing consists of static and variable data on face and static printing on back. Copy consists of text and line art illustrations with bleeds on all sides.

ITEM #3: Print face only (vinyl side) of magnet material in black only using UV inks. Printing consists of static and variable data. No bleeds.

MARGINS: Uncommon bleeds, see PRINTING (above) and EXHIBITS, pages 14-15

FINISHING: Trim four sides.

PACKING: Box each set of business cards by name order in a suitably sized business card style box (average box size is 500 cards per box).

Place one sample card (name side out) on the outside of the box for identification of contents within. Business card boxes can be packed together for one shipment. Pack boxes suitable in shipping containers not to exceed 45 pounds when fully packed. Do not overpack boxes, and secure each box with tape to prevent opening during transit.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery process.

LABELING AND MARKING: Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers. In addition, SRSC Order number must be marked on business card boxes and on all packages.

DISTRIBUTION: Deliver f.o.b. destination to: SRSC, Attn: Janice Winchester (501-212-6552), Building 1501A, PEC Warehouse, Camp Joseph T. Robinson, North Little Rock, AR 72199. Inside delivery required.

Complete quantities will be furnished with each print order.

Receiving dock closes at 3:00 p.m., local time.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 1793-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to submitting proofs must be borne by the contractor.

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

Print order will be emailed to the contractor. Furnished material will be sent via FTP.

When ordered, PDF soft proofs must be emailed to janice.f.winchester.ctr@mail.mil

When ordered, hard copy proofs must be delivered to and picked up from SRSC, Attn: Janice Winchester (501-212-6552) Building 1501A, PEC Warehouse, Camp Joseph T. Robinson, North Little Rock, Arkansas 72199

Contractor must call or email Janice Winchester to confirm receipt of proof.

No definite schedule for placement of orders can be predetermined.

NOTE: All proof and transit time is included in the schedule.

The following schedule begins the workday after notification of the availability of print order and furnished material or receipt of ‘O.K. to Print’ on proofs, as applicable; the workday after notification will be the first workday of the schedule.

- When no proofs are required, contractor must complete production and distribution within six (6) workdays of notification of availability of print order and furnished material.
- When PDF proofs are required, contractor must complete production and distribution within eight (8) workdays of notification of availability of print order and furnished material.
- When Hi Res/One-Off Proofs are required, contractor must complete production and distribution within ten (10) workdays of notification of availability of print order and furnished material.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor’s errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until corrections/changes/“O.K. to Print” is furnished via email or proofs are available for pickup, as applicable. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact Evelyn Whitehead via email at efaxdallas@gpo.gov; or at (800) 865-5193. Personnel receiving email or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (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. (a) 179
- (b) 18

- II. (1) (2)
- (a) 48 400
- (b) 24 200
- (c) 180 44

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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 non-responsive.

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

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. PROOFING: The prices offered must be all-inclusive for outputting from electronic media, and shall include the cost of all materials and operations as applicable.

- (a) PDF Soft Proofper name.....\$ _____
- (b) Digital One-Piece Composite Laminated/one-off proofper name.....\$ _____

II. PRINTING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials (including paper) and operations necessary for the printing, packing, and distribution of the product listed in accordance with these specifications. The 500-rate will be used for orders exceeding 500 cards per name.

Quantities

	<u>Per 100 cards/name</u> (1)	<u>500 cards/name</u> (2)
(a) Printing face in black, and back in four color process per name.....	\$ _____	\$ _____
(b) Printing face and back in full or four process color per name	\$ _____	\$ _____
(c) Printing face only in black..... per name	\$ _____	\$ _____

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

Bidder _____
(Contractor's 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) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

1793S Exhibits – ITEM #1 – face and backs

MAINE ARMY NATIONAL GUARD
MSG BRENT RANDALL
RECRUITING AND RETENTION AREA NCOIC

(207) 430-5303 office
(207) 530-1938 mobile
(207) 945-3330 fax
brent.l.randall.mil@mail.mil

28 HAYES ST.
BLG. 255
BANGOR, ME 04401
1-800-GO-GUARD ★ nationalguard.com

RSID: MEN



ITEM #1 - Face



1-800-GO-GUARD ★ nationalguard.com

Back #1

APPOINTMENT


DATE: _____

TIME: _____

LOCATION: _____

SOURCE DOCUMENTS

- Social Security Card or Permanent Resident Card
- Birth Certificate • High School/College Diploma or Transcript
- Driver's License or Picture ID
- Spouse and/or Dependent Documents
- Marriage or Divorce Decree



nationalguard.com

Back #2




REACH YOUR FULL POTENTIAL

1-800-GO-GUARD ★ nationalguard.com

Back #3




REACH YOUR FULL POTENTIAL

1-800-GO-GUARD ★ nationalguard.com

Back #4




REACH YOUR FULL POTENTIAL

1-800-GO-GUARD ★ nationalguard.com

Back #5

ITEM #1 - BACKS – print full or four process color

1793S Exhibits – ITEM #2 & #3



Face



Back

ITEM #2

MAINE ARMY NATIONAL GUARD
MSG BRENT RANDALL
RECRUITING AND RETENTION AREA NCOIC

(207) 430-5303 office
(207) 530-1938 mobile
(207) 945-3330 fax
brent.l.randall.mil@mail.mil

RSID: MEN

28 HAYES ST.
BLG. 255
BANGOR, ME 04401

1-800-GO-GUARD ★ nationalguard.com



ITEM #3