

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Air Force Certificates

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

Department of the Air Force

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2019 and ending July 31, 2020, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on July 11, 2019.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 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 January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

- GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of “SECTION 4. – SCHEDULE OF PRICES.”

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Linda Giacomo at: lgiacomo@gpo.gov or (202) 512-0307.

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. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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.pdf>.

SUBCONTRACTING: The provisions of GPO Publication 310.2 are modified to permit subcontracting of the manufacturing of dies only.

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

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

Product Quality Levels:

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

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	O.K. Prior to Production Samples/O.K. Proofs/ Electronic Media/Camera Copy/Negatives
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Prior to Production Samples/O.K. Proofs/ Electronic Media

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 August 1, 2019 to July 31, 2020, 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 April 30, 2019, 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.

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

These 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.

Preaward Sample Submission – The contractor being considered for award may be required to demonstrate their ability to produce the items being ordered under these specifications at the requisite quality level. The Government reserves the right to waive the preaward samples if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

Upon request, the prospective contractor shall submit various previously printed samples that are representative of the items that are to be produced under these specifications. Contractor must submit no less than 10 different samples that contain a combination of printing and stamping/embossing on similar paper stock. Samples submitted must have been produced within the last six months and in the contractor's facility in which the contract production will be performed.

Samples must be submitted within 48 hours of Government notification. Contractor to submit samples to: U.S. Government Publishing Office, Agency Procurement Services – AST 2, Stop: CSAPS, Room C-836, 732 North Capitol Street, NW, Washington, DC 20401.

In the event the preaward samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

No charges will be allowed for costs related to the submission of preaward samples.

Samples will not be returned.

ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS: 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 August 1, 2019 through July 31, 2020, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor 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.

PAYMENT: Prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized statement of billing for all work performed on an order to the ordering agency for examination and certification as to the correctness of the billing. Contractor must submit invoice to the agency representative specified on the print order.

After ordering agency verification, contractor must submit signed, verified billing invoice via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application to ensure fastest 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>.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of certificates requiring such operations as printing (including multiple inks and four-color process), manufacturing of dies, stamping and embossing, binding, packing, and distribution.

TITLE: Air Force Certificates.

FREQUENCY OF ORDERS: Approximately 20 to 50 orders per year.

QUANTITY: Approximately 500 to 100,000 certificates per order. (The majority of orders will require 5,000 or fewer certificates.)

NUMBER OF PAGES: Face only.

TRIM SIZES: 8-1/2 x 11"; 11 x 8-1/2"; 11 x 14".

GOVERNMENT TO FURNISH: On the majority of orders, files will be furnished electronically on CD.

An occasional order will furnish camera copy consisting of text and line matter to be reproduced same size or at various focuses.

An occasional order may furnish film negatives.

An occasional order will furnish preprinted certificates for overprinting signature and signature block and/or imaging individual names and dates only.

An occasional order will furnish a die(s) for stamping and embossing.

Counter die(s) will be furnished – when available. If counter die(s) is not furnished, contractor is required to create counter die(s) at no additional cost to the Government.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files or on the furnished camera copy/film negatives, must not print on finished product.

EXHIBITS: Sample pages shown as Exhibits A through D are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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.

When furnished, contractor required to scan all camera copy and film negatives and save as a PDF file (current version) onto a CD. Contractor must deliver CD to the ordering agency upon completion of each order.

PROOFS: One Adobe Acrobat (current version) PDF soft proof of each certificate using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must show all text matter and position of stamped/embossed image area. Proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proof will be transferred to the ordering agency via email.

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.

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

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than five (5) samples of the certificate ordered. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO program, purchase order, jacket, and print order numbers.

All sample items shall be printed, bound, and stamped/embossed, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials.

All samples must be printed on the required stock – as specified herein.

Contractor must submit samples to: Air Force Publishing, Attn: A. Lederman, 2822 Doherty Drive, SW, Building 94, Suite 302, Joint Base Anacostia-Bolling, Washington, DC 20373.

The samples must be submitted in sufficient time to allow Government testing of the samples and production and delivery/shipment in accordance with the contract schedule.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

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

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

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

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

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

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. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

Cream White 100% Artificial Parchment, basis weight: 47 lbs. per 500 sheets, 17 x 22", equal to JCP Code H20.

NOTE: Paper must be laser-compatible.

PRINTING: Certificates print face only in up to four (4) Pantone ink colors or in four-color process.

Contractor to match Pantone number specified on the print order – as applicable.

Printing consists of text/line matter, illustrations, and departmental seal.

GPO imprint requirement is waived and must not print on the furnished product.

All certificates required under this contract must be produced using laser-compatible inks.

Preprinted Certificates – When required, contractor must overprint signature and signature block and/or image individual names and dates on furnished preprinted certificates.

For orders requiring overprinting and/or imaging of preprinted certificates, contractor is authorized shortages not to exceed 3% of the total quantity specified to allow for spoilage.

STAMPING AND EMBOSSING: Stamp and emboss each certificate.

Stamped/embossed images vary in size. (SEE EXHIBIT PAGES.)

Contractor to match foil color as specified on print order or match furnished sample – only one foil color per certificate.

Stamping must have solid impressions – no picking, pinholes, or filled letters.

MANUFACTURING OF DIES: When ordered, contractor will be required to manufacture single level brass, copper, nickel with brass base, or magnesium stamping/embossing dies. The required metal will be specified on the print order. Combination dies are permissible – when applicable.

When available, counter die(s) will be furnished. If counter die(s) is not furnished, contractor is required to create counter die(s) at no additional cost to the Government.

Dies must be cleanly etched. Undercut or mushroom dots and dirty or ragged etching must be avoided.

MARGINS: Margins will be as indicated on the print order or furnished copy/film negatives.

BINDING: Trim four sides.

PACKING: Shrink-film wrap in units of 100 certificates.

Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

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/shipping process.

LABELING AND MARKING: Contractor to download GPO Form 905 (Rev. 7-15) – Labeling and Marking Specifications which can be located at GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located at GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper, and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located at GPO.gov. Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to: DOL-W Media Distribution Division, Receiving Dock, 1655 Woodson Road, Suite A, St. Louis, MO 63114-6128.

An occasional order will require contractor to ship f.o.b. contractor’s city (reimbursable) to one address at Lackland AFB, San Antonio, TX or to one address at the Pentagon, Arlington, VA. *Contractor will be reimbursed for shipping costs by submitting complete shipping receipts with billing invoice for payment.*

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

Contractor must deliver/ship by traceable means and must be able to furnish signed delivery/shipping receipts.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 264-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Upon completion of each order, all furnished material, all dies produced, and CD of scanned camera copy/film negatives must be returned to: Air Force Publishing, Attn: A. Lederman, 2822 Doherty Drive, SW, Building 94, Suite 302, Joint Base Anacostia-Bolling, Washington, DC 20373.

All expenses incidental to picking up and returning material, submitting PDF soft proof(s) and prior to production samples, and furnishing sample copies must be borne by the contractor.

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

Furnished material will originate from and must be returned to: Air Force Publishing, Attn: A. Lederman, 2822 Doherty Drive, SW, Building 94, Suite 302, Joint Base Anacostia-Bolling, Washington, DC 20373.

Contractor will not be able to gain access onto military base for pickup of furnished material. After award, contractor must supply ordering agency preprinted shipping labels to ensure the ordering agency can ship print order and furnished material – at contractor’s expense.

PDF soft proof(s) must be emailed to the agency representative specified on the print order.

No definite schedule for pickup of material can be predetermined.

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

- Contractor must complete production and distribution within 20 workdays of receipt 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 three (3) workdays from their receipt at the ordering agency until notified of corrections, changes, and/or “O.K. to Print” via email. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)
- Upon receipt of “O.K. to Print” on proofs, prior to production samples must be submitted in sufficient time to allow Government testing of the samples and production and delivery/shipment in accordance with the contract schedule.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.
- All proof and prior to production sample transit time is included in the 20-workday 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 destination specified and products ordered for shipping f.o.b. contractor’s city must be picked up by small package carrier.

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 must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, 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 year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

	(1)	(2)
I. (a) 1.	11	530
2.	13	135
3.	6	550
(b) 1.	1	500
2.	3	15
3.	2	10
II.	(1) 70	(2) 2,465
III. (a)	300	
(b)	2,000	
(c)	10	
(d)	10	
(e)	5	
(f)	5	

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all shipping and f.o.b. destination for all other consignments.

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), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Fractional parts of 100 will be prorated at the per-100 rate.

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

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including scanning camera copy/film negatives to CD, PDF soft proof, prior to production samples, and stock/paper) for the printing, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Certificate (8-1/2 x 11” and 11 x 8-1/2”) –		
1. Printing in single ink colorper certificate.....	\$ _____	\$ _____
2. Printing in four-color processper certificate.....	\$ _____	\$ _____
3. Each additional color not charged for under line item I.(a)1.....per color/per certificate.....	\$ _____	\$ _____
(b) Certificate (11 x 14”) –		
1. Printing in single ink colorper certificate.....	\$ _____	\$ _____
2. Printing in four-color processper certificate.....	\$ _____	\$ _____
3. Each additional color not charged for under line item I.(b)1.....per color/per certificate.....	\$ _____	\$ _____

(Initials)

II. STAMPING AND EMBOSSING:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
Certificate (8-1/2 x 11"; 11 x 8-1/2"; or 11 x 14").....per foil.....	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

For line items III.(c),(d),(e), and (f), square inches for die(s) are calculated by measuring the height and width of the image area only. All additional working area required on the die must be included in submitted price.

Prices submitted must include the cost of creating counter dies – when required.

- (a) Overprint preprinted certificate
with signature/signature blockper 100 certificates\$ _____
- (b) Image preprinted certificate
with individual name and date per certificate\$ _____
- (c) Creating Brass Die per die/per square inch\$ _____
- (d) Creating Copper Die per die/per square inch\$ _____
- (e) Creating Nickel with Brass Base Die per die/per square inch\$ _____
- (f) Creating Magnesium Die per die/per square inch\$ _____

SHIPMENTS: Shipments will be made from: City _____ State _____.

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

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

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

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

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

Bidder _____
(Contractor'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 Address)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____

EXHIBIT A



DEPARTMENT OF THE AIR FORCE

THIS IS TO CERTIFY THAT
THE AIR FORCE ACHIEVEMENT MEDAL
HAS BEEN AWARDED TO

FOR

ACCOMPLISHMENTS

GIVEN UNDER MY HAND IN THE CITY OF WASHINGTON

CHIEF OF STAFF



EXHIBIT B



THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

THIS IS TO CERTIFY THAT

THE PRESIDENT OF THE UNITED STATES OF AMERICA

AUTHORIZED BY EXECUTIVE ORDER, MAY 11, 1942

HAS AWARDED

THE AIR MEDAL

TO

FOR

MERITORIOUS ACHIEVEMENT

WHILE PARTICIPATING IN AERIAL FLIGHT

GIVEN UNDER MY HAND IN THE CITY OF WASHINGTON



CHIEF OF STAFF

EXHIBIT C



THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

THIS IS TO CERTIFY THAT
THE PRESIDENT OF THE UNITED STATES OF AMERICA
AUTHORIZED BY ACT OF CONGRESS JULY 2, 1926
HAS AWARDED

THE DISTINGUISHED FLYING CROSS

TO

FOR
EXTRAORDINARY ACHIEVEMENT
WHILE PARTICIPATING IN AERIAL FLIGHT

GIVEN UNDER MY HAND



EXHIBIT D



DEPARTMENT OF THE AIR FORCE

THIS IS TO CERTIFY THAT
THE AIR FORCE COMMENDATION MEDAL

HAS BEEN AWARDED TO

FOR

ACCOMPLISHMENTS

GIVEN UNDER MY HAND

AF FORM 2224, JUL 98

