

Program No. 2707S Term 7/19/2021 To 6/30/2022												
TITLE: USCG Recruiting Business Cards												
			ARC DOCUMENT SOLUTIONS		IMAGE SQUARE, INC.		TAYLOR/NAVITOR		PROSOURCE		PREVIOUS/GPO ESTMATE	
			Boise, ID		Santa Monica, CA		North Mankato, MN		Las Vegas, NV			
			110-06424		040-44026		220-86059		270-71969			
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COMPLETE PRODUCT												
1	Printing face in full/four-color process and back in black, including trimming	312	\$41.00	\$12,792.00	\$19.95	\$6,224.40	\$26.55	\$8,283.60	\$43.83	\$13,674.96	\$18.94	\$5,909.28
CONTRACTOR TOTALS				\$12,792.00		\$6,224.40		\$8,283.60		\$13,674.96		\$5,909.28
DISCOUNT			0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
DISCOUNTED TOTALS				\$12,792.00		\$6,224.40		\$8,283.60		\$13,674.96		\$5,909.28
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

USCG Recruiting Business Cards

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

Department of Homeland Security, U.S. Coast Guard

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning at **DATE OF AWARD** and ending **July 31, 2022**, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of Contract" clause in Section 1 of this contract.

QUOTE OPENING: Quotes shall be opened at 1 p.m., prevailing Dallas (Central), on July 30, 2021 at the U.S. Government Publishing Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

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 (2707s) 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 Program 2707s, or bidders may email request to infodallas@gpo.gov.

R-2: Requirement for coating/varnish removed, changed stock and updated bid open date.

For information of a technical nature, contact Jim Hunt at jhunt@gpo.gov or (214) 767-0451 x5.

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>.

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	Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Prior to Production Sample

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 **DATE OF AWARD** and ending **July 31, 2022**, 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 3 months prior to the beginning of the contract (May 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: 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.

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.

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.

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 **DATE OF AWARD** and ending **July 31, 2022**, 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.

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 all on-line orders each month, the contractor shall submit an itemized statement of billing, including shipping costs, for all orders during the month to the ordering agency for verification, approval, and signature. This information must be transmitted to GPO and the Department no later than the 10th of the preceding month. 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>.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGE 13.

In addition, the contractor is required to email a copy of the billing documents (and any supplementary billing information) to the (infodallas@gpo.gov) Attn: Program 2707-S Administrator AND the U.S. Coast Guard as indicated on the Print Order. Failure to do so may result in non-payment.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as on-line ordering, composition, data capture, printing, trimming, packing; and distribution.

TITLE: U.S. Coast Guard Recruiting Business Cards.

FREQUENCY OF ORDERS: Approximately 156 orders per year. Approximately 1-4 names per order with an average of two (2) names per order. Monthly (as necessary), a print order will be issued for all on-line orders placed during the *previous* month.

QUANTITY: 500 cards per individual name.

NUMBER OF PAGES: Face and back

TRIM SIZE: 2 x 3-1/2" (portrait).

GOVERNMENT TO FURNISH: Electronic media for the initial set-up of the web order template will be furnished as follows:

Platform: PC

Storage Media: E-mail.

Software: Adobe InDesign and/or Adobe Acrobat, current versions.

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 fonts are presented as outlines. Contractor to furnish ProximaNova family fonts for variable data.

Additional

Information: Graphics files will be furnished in native application and/or PDF format.
All graphics and illustrations will be furnished in place within electronic files.
Pantone Matching System used for color identification.

NOTE: Government will furnish initial files. Contractor will create a web order template for approval using provided electronic files.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

NOTE: Contractor to provide actual costs for each shipment when issuing monthly payment request.

Contractor must provide the Department with the contractor's secure FTP site address, a user name and a password, and a valid e-mail address.

Under no circumstances will the information furnished by the Government be used for any purpose other than for producing business cards for the intended recipients under this contract.

ELECTRONIC PREPRESS FOR ARTWORK/STATIC INFORMATION: 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. Contractor to create a web order template using provided Government files. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: F&S2 Brandon Ingram at (202) 795-6887 or Brandon.H.Ingram@uscg.mil.

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.

ON-LINE ORDERING: NOTE: The responsible low bidder will have seven (7) calendar days from the date of award to provide a web-based on-line ordering system that meets the Department's requirements.

The contractor must provide a web-based on-line ordering system site that permits authorized U.S. Coast Guard Recruiting 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 program manager will provide a list of authorized users and passwords.

The system must have a user-friendly web page so users can input recruiter's information. The web page must have headers to input information and instructions for each block as follows: Rank and Name, Title, Office Number, Cell Phone, and E-Mail Address. 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 online 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 and the recipient.

NOTE: The actual order will not be considered "placed" until an electronic confirmation is entered into the contractor's on-line ordering system.

REPORTS: Every month, the contractor must generate and submit a report (in MS Excel format) to the ordering agency documenting all orders placed during the previous month. The report must include, but is not limited to: date each on-line order was placed; names ordered; total number of orders placed; confirmation code; and, a copy of all billing information for each on-line order. Additionally, report must separate orders by Recruiting Office (RO). The RO locations will be provided upon award. Reports must be emailed to: Brandon.H.Ingram@uscg.mil and the contract administrator, jhunt@gpo.gov no later than the fifth day of the reporting month.

PREPRODUCTION SAMPLE: Prior to the commencement of production of the contract production quantity, the contractor must provide One (1) box of 500 business cards plus one (1) individual business card of the same design as prior-to-production samples no later than August 6, 2021. This will be a one-time requirement. Agency will provide information for the card upon award. Each prior-to-production sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and

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

The prior-to-production samples must be delivered by the date specified above to:

USCG

Attn: F&S2 Brandon Ingram (202-795-6887)
2703 Martin Luther King Jr. Avenue, SE
Washington, DC 20593-7419.

-----1 box of 500 business cards as prior-to-production samples.

U.S. Government Publishing Office

Attn: Deborah Buckey
Address will be provided via e-mail upon award
Dallas, TX 75220

-----1 prior-to-production sample. Mark For: PTPSamples/Program 2707S/jh.

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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

Gloss Coated Cover, White, Basis Size 20 x 26, Basis Weight 100 lbs., per 500 sheets, equal to JCP Code L10.

INK: Pantone 307C (blue), Pantone 179C (red), and black. Contractor has option to use full or four-color process. Must be close match to Pantone colors.

If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

PRINTING: Prints head to head. Face prints in three (3) colors: Pantone 307C (blue), Pantone 179C (red), and black. Back prints Pantone 179C (red) only. Copy is line art illustrations, text, rules and reverse type. Face has uncommon bleeds on left and right. Back bleeds to all edges. Bleeds are built into the digital file.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

FINISHING: Trim four sides.

MARGINS: Face has uncommon bleeds on left and right side, back bleed all sides. Bleeds are built into the InDesign file for both sides. See Page 15 for visual.

PACKING: Individual names will be boxed in units of 500. Multiple orders of the same name may be boxed in units of 1,000, contractor choice. Place one card on the top of each box and then shrink film wrap the box before placing it in a suitable outer shipping container. All shipments that fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner that will guarantee that the product will not be damaged and the package will not open or split when processed through a small package carrier delivery system.

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.

INSPECTION SAMPLES: The contractor must furnish one sample card for each individual name to: USCG, Attn: F&S2 Brandon Ingram (202-795-6887), 2703 Martin Luther King Jr. Avenue, SE, Washington, DC 20593-7419.

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

DISTRIBUTION: Deliver f.o.b. contractor's city to locations nationwide, including Puerto Rico, Guam, Hawaii and Alaska. The contractor must use the most economical traceable method of shipment on each order and provide proof of delivery by means of a signed receipt when requested by the Department. Contractor must ship via traceable means.

Contractor will be reimbursed for all shipping costs by submitting all shipping receipts with billing invoice for payment.

Contractor to submit an estimate cost for shipping for each print order, upon receipt of the order.

Occasional orders may require the contractor to re-ship the order to an additional address or addresses due to incorrect addresses provided by the Department, refusal of shipments at the original address, and for various other reasons. Upon submission of adequate documentation, the contractor will be reimbursed for additional shipping costs via a GPO-issued contract modification for each affected print order. Otherwise, all delivery expenses are borne by the contractor.

A copy of the delivery receipts must accompany the contractor's billing invoice for payment.

Contractor must notify the ordering agency on the same day that the product delivers via email to Brandon.H.Ingram@uscg.mil and infodallas@gpo.gov. The subject line of this message shall be "Distribution Notice for Program 2707-S, Jacket XXX-XXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to maintaining the on-line ordering system, submitting on-line proofs, and furnishing samples 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) or prior to the Electronic Confirmation being entered into the contractor's on-line ordering system, as applicable.

For the online orders:

The following schedule begins the workday after issuance of a confirmed electronic order; the workday after issuance will be the first workday of the schedule.

No definite schedule for pickup of material/placement of orders can be predetermined.

After award, contractor MUST provide the Department with a valid e-mail address to submit individual print orders.

Information will be entered by users via on-line ordering website.

Complete production and shipping must be made within 7 to 10 workdays of the final approval.

The ship/deliver date indicated on the print order is the date 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 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 COMPLIANCE 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.

ERROR CARD PROCESSING: The program manager will notify the contractor as soon as possible, but no later than 90 calendar days after receipt of an order by the original requestor, to reprint error cards that are determined to be rejectable due to typesetting or other discrepancies that are the result of contractor error. The contractor must have the capability to receive telefaxed or e-mail notifications of rejected orders. These cards will be reprinted and shipped at no additional cost to the Government no later than 72 hours from initial notification by the Department.

To expedite notification for error card processing, the program manager will email a GPO Form 907 (Non-Compliance/Change Report) directly to the contractor with an information copy GPO, Dallas Regional Print Procurement Office. When warranted, the Department will forward a GPO Form 907 directly to the GPO.

LOST OR UNDELIVERED CARD PROCESSING: Upon notification from the program manager, the contractor will initiate a tracer action for each order reported to be lost or undelivered. The contractor will provide a status report to the program manager via e-mail within 24 hours of initial notification. To expedite this process, the Department will e-mail a GPO Form 907 directly to the contractor with an information copy to the Dallas Regional Publishing Procurement Office. The contractor must have capability to receive e-mail notifications of lost or undelivered orders.

The contractor will obtain a status report from the traceable delivery source used. If the contractor is unable to determine the status of these cards with the traceable service used within 24 hours of notification, then these cards will be reprinted and shipped at no additional expense to the Government no later than 72 hours of initial notification.

If contractor is able to locate lost or undelivered orders within 24 hours after initial notification, then contractor must make arrangements (with the traceable service used) to ship the order to its destination within 72 hours. It is the contractor's responsibility to recoup any expenses involved with reprinting an order and delivery of the order from the traceable service used.

NOTE: Accurate and timely tracing of orders is considered an integral part of these contract specifications and the contractor may be held in default for failure to provide this information as specified.

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.

Bidders shall state the location from which the products will be shipped.

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

I. 312

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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 500 will be prorated at the per-500 rate.

Contractor's billing invoices must be itemized in accordance with the line item in the "SCHEDULE OF PRICES."

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

1. Printing per 500 cards\$ _____

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) _____

Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

I 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 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 Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

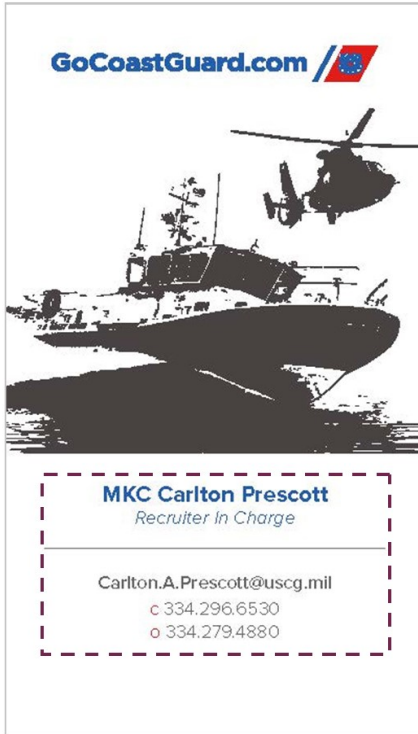
By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE).

THIS SECTION FOR GPO USE ONLY

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



FACE

Dashed line indicates
variable data



BACK

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