

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND SUBMIT NO LATER THAN: 11:00 A.M., ON MAY 31, 2019.

Submit bid to: U.S. Government Publishing Office, 2825 Noisette Boulevard, North Charleston, SC 29405-1819. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Charleston, Fax No. (843) 743-2068. 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. **NOTE: BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

U.S. GOVERNMENT PUBLISHING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Reprographics Services: Drawings, Specifications, and CD/DVD Duplication

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

DLA Information Services, South Branch
Jacksonville, FL

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning date of award and ending May 31, 2020, plus up to four optional 12-month extension periods in accordance with the “Option to Extend the Term of the Contract” clause in Section 1 of this contract.

BIDDERS, PLEASE NOTE: 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.

This is a new contract thus there is no previous abstract available.

Direct all questions concerning these specifications to Bruce Canzanella at (843) 743-2036, ext. 1, or e-mail bcanzanella@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to 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 (Revised August 2002)).

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?sfvrsn=2>

SUBCONTRACTING: No subcontracting will be allowed on this contract.

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-10. Process Color Match	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 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 adjustments.

EXTENSION OF THE 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 to May 31, 2020, and the second and any succeeding period(s) will extend for 12 months from 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 February 28, 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.

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.

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

In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor'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.

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 through May 31, 2020, plus for such additional period(s) as the contract is extended. All print orders issued 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: 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 invoicing. 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/vendors/how-to-get-paid>.

To check on the status of a payment e-mail to invoice-inquiry@gpo.gov

Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

MODIFICATIONS: If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is **REQUIRED** to contact the publishing specialist in writing for approval **BEFORE** proceeding.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the reproduction of drawings and specifications and CD/DVD duplication on a fast turnaround schedule requiring such operations as electronic prepress, reproduction, duplication, binding, packing, and distribution.

TITLE: Reprographics Services: Drawings, Specifications, and CD/DVD Duplication.

FREQUENCY OF ORDERS: Based upon past performance, it is anticipated that approximately 10 to 15 orders per year will require one or more of the following products as follows:

1. Drawing Prints on Paper – When ordered, it is anticipated that approximately 1 to 500 pages will require approximately 1 to 15 copies.
2. Specification Prints on Paper – When ordered, it is anticipated that approximately 1 to 2,700 pages will require approximately 1 to 15 copies.
3. CD/DVD Duplication – When ordered, it is anticipated that approximately 1 to 15 CD's or DVD's will be duplicated.

NOTE: For the purpose of this contract, "Drawing Prints on Paper" will be referred to as "Drawings," and "Specification Prints on Paper" will be referred to as "Specifications."

More than one print order may be issued on the same day, requiring the same schedule.

TRIM SIZE:

Drawings:

Full-Size: 22 x 34"
Half-Size: 11 x 17"

Most orders will require both full and half size copies of the plans. Contractor to reduce images to scale.

Specifications: 8-1/2 x 11".

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

Platform: Windows XP (or later).

Storage Media: Electronic files via AMRDEC SAFE transfer or via FTP.

Software: Latest version of Adobe Acrobat.

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

Fonts: Fonts will be furnished, embedded, or embedded subsets.

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 archives immediately after completion of the contract.

Additional
Information: Files will be furnished in PDF format.

Master disc(s) for CD/DVD Duplication.

Print orders.

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

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.

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 reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Charleston GPO at (843) 743-2036, ext 1, AND to the Agency representative who issued 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 file. 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.

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 Specifications Standards, No. 12 - https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=70b9613d_8

All text stock used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Drawings:

Text: White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code G10.

Covers: White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

Specifications:

Text: White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code G10.

Covers: White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

REPRODUCTION:

Drawings:

The contractor shall output each item same size or reduced, as specified on the individual print order. The contractor must provide the skill and expertise necessary for producing the highest quality reproduction commensurate with the furnished electronic file.

Reproduce drawing text face only in black, and reproduce covers face only for 11 x 17” drawings in color.

Specifications: The contractor shall output specification text two-sided, head to-head, in black ink only. An occasional order may contain some color pages. Cover 1 will print one side only in color. Covers 2, 3, and 4 are blank.

CD/DVD DUPLICATION:

Duplicate the master disc. Screen print white background on the face of each disc, then overprint a full color image in 4-color process. Full bleed. Paper labels are **not** acceptable.

BINDING:

Drawings: Trim four sides, as applicable, to the size indicated.

Half-size drawing sets (11 x 17") are to have a sheet of White Index (110 lbs.) as the front and back covers, prior to binding. (NOTE: Full-size drawing sets (22 x 34") do not require a cover.)

Collate text and cover (if applicable), place a binding strip on the front and back of the cover sheets (11 x 17") or the front and back of the first and last pages of text (22 x 34"), drill three holes (as specified in print order), and insert suitably sized screw posts. (NOTE: There is no advertising permitted on the binder strips.)

Reinforce the binding edge on all drawing sets to minimize tearing, using chipboard or suitable material. Any set of drawings arriving at destination damaged due to insufficient binding must be replaced by the contractor at no cost to the Government.

When ordered, roll each set of drawings, as practical, using Kraft paper with tape around each roll. Rolled sets are not to be split between rolls unless a tightly rolled set exceeds five inches in diameter. NOTE: Any sets torn in transit must be replaced at no cost to the Government.

Specifications: Trim four sides. Depending upon page count, some specification books will be printed in multiple volumes.

Specifications are to have a sheet of White Index (110 lbs.) as the front and back covers, prior to binding.

Collate text and cover, drill three holes through pages and covers and insert suitably sized screw posts.

Reinforce the binding edge on all specification sets to minimize tearing. Any set of specifications arriving at destination damaged due to insufficient binding must be replaced by the contractor at no cost to the Government.

MARGINS: Follow file set up for margins. No bleeds on drawings. Bleeds on disc printing.

PACKING:

Drawings/Specifications: Pack suitable in shipping containers not to exceed 45 pounds when fully packed. Specific instructions will be indicated on the individual print order.

CD's/DVD's: Insert each CD or DVD disc in a clear clamshell case and 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 shipping 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.

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=6fb9613d_4

DISTRIBUTION: Ship f.o.b. contractor's city to various destinations nationwide. NOTE: There may be approximately 2 to 8 destinations per order, most of which will be in the Southeast United States.

Complete addresses and quantities will be furnished with the print orders. Inside delivery to room number specified is required.

Contractor is required to ship by reimbursable, traceable means. Contractor will be reimbursed for all shipping costs by submitting all shipping receipts with billing invoice for payment.

Orders are to be shipped by ground service only. The Government will not pay for expedited service. No shipment under this contract may be made by the U.S. Postal Service unless the delivery address is a Post Office Box, in which case, Priority Mail, with delivery confirmation, is to be used.

For each order placed, contractor must notify the ordering agency on the same day that the product ships via e-mail sent to the address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Program 6419-S, P.O. XXXXX, 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 shipping receipts upon agency request.

Upon completion of each order, contractor must return all furnished material (when applicable) to the address indicated on the print order.

All expenses incidental to picking up and returning Government furnished materials (if applicable) 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 orders will be issued via e mail.

Furnished materials for drawings and specifications will be provided via AMRDEC SAFE transfer or via FTP.

Furnished master discs for CD/DVD duplication are to be picked up from agency or the data will be transmitted via AMRDEC SAFE transfer or via FTP.

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

The following schedule begins upon notification of the availability of each individual print order and furnished material, if notification is given prior to 2:00 p.m. When notification of availability is given after 2:00 p.m., the date of notification shall be the following workday.

Production and distribution must be completed within 5 to 10 workdays of notification of availability of print order and furnished material, as specified on the print order.

NOTE: When more than one order is issued on the same workday, this schedule shall apply to each order separately.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be **delivered** to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements via e-mail to infocharleston@gpo.gov or by calling (843) 743-2036, x 1, or faxing (843) 743-2068. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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."

- I. (a) 7,762
- (b) 28,203
- (c) 96
- (d) 146,355
- (e) 9,660
- (f) 150
- (g) 90
- (h) 90

- II. (a) 137
- (b) 150
- (c) 137
- (d) 90

- III. 50

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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 nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

I. REPRODUCTION AND DUPLICATION: Prices offered shall include the cost of all required materials (including paper) and operations necessary for the reproduction and duplication of the products listed in accordance with these specifications, with the exception of Items II. and III.

NOTE: For line items I.(c) and (f), a “set” is defined as front and back cover sheets.

- (a) Full-Size Drawing (22 x 34”) Text: Reproduce in black per page.....\$ _____
- (b) Half-Size Drawing (11 x 17”) Text: Reproduce in black only per page.....\$ _____
- (c) Half-Size Drawing (11 x 17”) Covers: Reproduce in colorper set.....\$ _____
- (d) Specification (8-1/2 x 11”) Text: Reproduce in black..... per page.....\$ _____
- (e) Specification (8-1/2 x 11”) Text: Reproduce in color per page.....\$ _____
- (f) Specification (8-1/2 x 11”) Covers: Reproduce in colorper set.....\$ _____
- (g) CD and DVD Duplicationper disc.....\$ _____
- (h) Printing face of CD or DVD in 4-color processper disc.....\$ _____

(Initials)

II. ADDITIONAL OPERATIONS:

- (a) Drawings (Full and Half-Size): Binding with screw posts, including collating of text and cover pages, drilling, binding strip, and reinforcement of binding edge.....per set.....\$ _____
- (b) Specifications: Binding with screw posts, including collating of text and cover pages, drilling, and reinforcement of binding edge..... per volume\$ _____
- (c) Rolling drawings and wrapping with Kraft paper per roll.....\$ _____
- (d) Clear Clamshell Cases, including insertion of disc per case.....\$ _____

III. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; all necessary wrapping and packing materials; labeling and marking; and distribution, in accordance with these specifications.

Packing and sealing shipping containers per container\$ _____

(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 points(s), in exact accordance with specifications.

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

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

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

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

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

(Printed Name) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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