

Prog:	835-S							
Title:	CFPB Business Cards							
Agency:	Consumer Financial Protection Bureau (CFPB)							
Term:	Beginning 12.01.21 and ending 11.30.22							
			ENVELOPES & PRTD PRDS		THERMOQUICK, INC.		CURRENT CONTRACTOR	
			Prospect Park, NJ		Fredericksburg, VA		Envision Print Svcs.	
		BASIS OF						
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:							
	Per Box of 250 Cards							
(a)	Regular Business Card Print face only.....							
per name.....	51	39.87	2033.37	35.00	1,785.00	40.14	2,047.14
(b)	Braille Embossing Business Card							
	Print face and back, including braille							
	embossing.....per name.....	4	89.87	359.48	140.00	560.00	74.43	297.72
	CONTRACTOR TOTALS			\$2,392.85		\$2,345.00		\$2,344.86
	DISCOUNT				2.00%	\$46.90		
	DISCOUNTED TOTALS			\$2,392.85		\$2,298.10		\$2,344.86
					AWARDED			

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

CFPB Business Cards

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

Consumer Financial Protection Bureau (CFPB)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning December 1, 2021, and ending November 30, 2022, plus up to four (4) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on November 12, 2021 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: bidsapsdc@gpo.gov. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

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.

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 Cecilia Dominguez Castro on (202) 512-0307 or at cdominguezcastro@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

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

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

In addition, the following references shall apply:

- Instruction Manual for Braille Transcribing, National Library Service for the Blind and Physically Handicapped (most recent edition).
- English Braille American Edition (1994 or most recent edition).
- The Nemeth Braille Code for Mathematics and Science Notation (most recent edition).
- Revised International Manual of Braille Music Notation (1997 or most recent edition).
- Guidelines for Mathematical Diagrams, Braille Authority of North America (BANA) (most recent edition).

NOTE: In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

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

SUBCONTRACTING: Subcontracting is permitted for braille embossing only.

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	O.K. Proofs/Average Type Dimension/ Electronic Media/Furnished Sample
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Proofs/Electronic Media

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension 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(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 December 1, 2021 to November 30, 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 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 August 31, 2021, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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.

A monthly print order will be issued to indicate the total number of electronic orders placed and total number of cards produced per electronic order for the previous month.

The print order will also indicate any other information pertinent to the particular orders.

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 December 1, 2021 through November 30, 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.

A "print order" (GPO Form 2511), to be used for billing purposes, will be issued to cover all electronic orders issued the previous month.

REQUIREMENTS: This is a requirements contract for the items and the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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 under the "ORDERING" clause of this contract.

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

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid before 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: Submitting monthly invoice 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/vendors/how-to-get-paid>.

All contractor billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as on-line ordering, composition, electronic prepress, printing (including braille embossing), binding, packing, and distribution.

TITLE: CFPB Business Cards.

FREQUENCY OF ORDERS: Print order will be issued for all on-line orders placed the previous month.

Approximately 100 to 500 on-line orders per year may be placed. Approximately 6% of the orders will require braille embossing.

NOTE: The first print order issued will be for the production of the PDF proofs (of agency logo) only. The balance of print orders issued will be for the on-line orders.

QUANTITY: 250 cards per name, per order.

NUMBER OF PAGES: Face only or face and back.

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

GOVERNMENT TO FURNISH: The contractor is to keep the furnished electronic media for the agency logo for use throughout the term of the contract. The agency logo will remain the same on every order. Electronic media for the logo will be furnished as follows:

Platform: Macintosh.

Storage Media: Email; contractor's on-line system.

Software: Adobe Acrobat, Adobe Illustrator. All files will be created in current versions or near current versions of the above-mentioned programs.

NOTE: All Government software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

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

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

Additional
Information: Files will be furnished in native application and/or PDF format.
Agency logo is vector art and will be part of the furnished file.
Visuals of all files will be furnished.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

For each card ordered, copy for individual names and pertinent information will be furnish via the on-line ordering system.

A braille card sample from a previous printing will be provided to the contractor after award.

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

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.

ON-LINE ORDERING SYSTEM: Contractor must provide an Internet-based on-line ordering system site that is fully functional at the time of award. The contractor must be able to accept on-line orders within 10 workdays of receipt of "O.K. to print" on PDF proofs.

The on-line ordering system must have the following capabilities:

1. The contractor's web site must contain an individual template for the business card, as specified in this contract.
2. The system must be secure (password protected) so that only authorized personnel can place orders. After award, ordering agency will provide a list of authorized users, and each user must be provided unique login information.
3. The contractor's ordering system must provide a fillable form specifically designed to accept data and place an order request as a one-step process. Form must have, at a minimum, fields for the following: name, title, office, division, street/city/state/zip address, office phone number, cell phone number, email address, and a checkbox for selecting braille, when required.
4. The fillable form must also have a check box confirming that the user obtained supervisory approval.
5. Placement of an order request must result in the immediate generation of an on-line PDF proof.
6. For each on-line PDF proof generated, the proof must contain a statement to the effect that the person placing the order may make changes to the variable information only; changes are NOT allowed for the layout/design (e.g., logo, colors, typestyle, type-size).
7. Placement of an order request must result in the immediate generation of a confirmation email to the person placing the order.
8. Once the business cards have been shipped, the system must generate an email to the person who placed the on-line order. The email must contain the recipient name, date shipped, estimated delivery date, and tracking number.

REPORTS: On the final workday of each month, the contractor must generate and submit a monthly report to the ordering agency documenting all orders placed within the current month. The report must include, but is not limited to: date each order was placed; names ordered; number of cards ordered per name; total number of orders placed; confirmation code; and a copy of all billing information for each order. Monthly reports must be emailed to Kristi.Washington@cfpb.gov and Trina.Brown@cfpb.gov.

Within five (5) workdays after receipt of the contractor's monthly report, the agency shall submit a print order to cover all orders placed throughout that period.

COMPOSITION: The contractor will be required to set type for individual name, title, office, division, street/city/state/zip address, office phone number, cell phone number, and email address, in conjunction with the contractor's on-line ordering system using Linotype Avenir LT CE 35 Light and Linotype Avenir LT CE 85 Heavy, as specified. Alternate typefaces will not be accepted.

Braille Embossing Orders: When ordered, the contractor will be required to transcribe the information furnished by the ordering agency. Information will be furnished electronically via the on-line ordering system and is to be transcribed to Braille Grade II.

ELECTRONIC PREPRESS (for electronic media for agency logo): 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 Kristi.Washington@cfpb.gov and Trina.Brown@cfpb.gov.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files.

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

PROOFS:

First Print Order Only: Contractor must submit one (1) “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Balance of Orders (On-line Orders): Proofs will consist of an immediate on-line PDF proof of the business card for each name ordered on the order request as follows:

One (1) “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

NOTE: When Braille cards are ordered, no additional proofs are required for the Braille embossing.

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.

Contractor must not print prior to the receipt of an “O.K. to Print” in the form of an on-line electronic confirmation entered into the contractor’s on-line ordering system.

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.

All stock used in each order must be of a uniform shade.

White Smooth and Embossed Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L21.

PRINTING: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be 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.

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

NOTE: Stockpiling is at the contractor's risk. Government will NOT be responsible for purchasing any pre-printed "shells" at the end of the contract.

Regular Orders:

Print face only in Pantone Black 7 and Pantone 361. Printing consists of text matter and agency logo.

Contractor to match colors as specified.

Braille Embossing Orders:

Some business cards will require that pertinent information (name, phone number, and email) be braille embossed on the back of the card. When ordered, emboss the transcribed braille characters into the second side of the business cards (over the printing). Braille embossing on cards to include braille characters up to four (4) lines of text at 13 characters per line.

Face prints in Pantone Black 7 and Pantone 361. Printing consists of text matter and agency logo.

Back prints in Pantone Black 7. Printing consists of text matter.

For braille orders only, emboss the recipient's name, phone number and email address in braille so that the braille characters are readable on the back of the card. Contractor to follow sample furnished after contract award for Braille placement and size.

The braille embossing will be evaluated for accuracy of content; conformance with braille codes; technical specifications; size and spacing of braille dots; and lines.

MARGINS: Margins will be as indicated on the furnished electronic media.

BINDING: Trim four sides.

PACKING: Box individual names in units of 250. Affix one business card to the outside of each box. Insert box(s) into a cushioned shipping bag(s), or at contractor's option, a shipping container. Individual boxes, shipping bag(s) or shipping container(s) must be of sufficient strength as to ensure against damage to the product during shipment.

Individual boxes for different recipients destined for the same address may be packed together in the same shipping bag or shipping container.

LABELING AND MARKING (package and/or container label): Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers. Label must clearly show GPO program number, jacket number, and print order number

QUALITY ASSURANCE RANDOM COPIES: 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 on 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: Ship f.o.b. contractor's city to various addresses nationwide.

All shipments must be made by reimbursable traceable means with signature required (most economical to the Government). Contractor will be reimbursed for shipping costs by submitting a properly completed shipping form/receipt with billing invoice for payment. Unless otherwise specified, contractor is not to ship using overnight express carriers.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 835-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping method, and title of the product. Contractor must be able to provide copies of all shipping receipts upon agency request.

All expenses incidental to picking up and returning of furnished materials (if applicable), submitting proofs, 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), or the Electronic Confirmation entered into the contractor's on-line ordering system, as applicable.

Print orders will be furnished via email.

For first print order, Contractor to email PDF soft proof to: Kristi.Washington@cfpb.gov and Trina.Brown@cfpb.gov.

For balance of orders (on-line orders), PDF soft proof shall be generated automatically by contractor's on-line ordering system. (See "ON-LINE ORDERING SYSTEM".)

No definite schedule for placement of orders can be predetermined.

First Print Order Only: The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email. The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.
- Contractor must be able to accept on-line orders within 10 workdays of receipt of an "O.K. to Print" on the PDF proofs.

Balance of Orders (On-line Orders): The following schedule begins the workday after a confirmed electronic order; the workday after confirmed electronic order will be the first workday of the schedule.

- Contractor must complete production and distribution within five (5) workdays of receipt of a confirmed electronic order.

The ship/delivery date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service and/or picked up by small package carrier.

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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Offices of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov or via telephone at (202) 512-0520. Personnel receiving email or call will be unable to respond to questions of a technical nature or to transfer any inquires.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The determination of award estimate specified below is based on historical data. However, due to the current global pandemic, the contractor is put on notice that the estimated amount of work anticipated on this contract may be significantly impacted during this period.

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

- I. (a) 51
- (b) 4

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.

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

I. COMPLETE PRODUCT: The prices offered shall include the cost of all required materials and operations for the printing, braille embossing, binding, and boxing of business cards, in accordance with these specifications and shall include the costs of the creation and maintenance of the online ordering system, composition, proofs, reports, and stock necessary for the complete production and distribution of the product as defined in SECTION 2. - SPECIFICATIONS.

Per Box
of 250 Cards

(a) Regular Business Card
Print face only per name\$ _____

(b) Braille Embossing Business Card
Print face and back, including braille embossing..... per name\$ _____

(Initials)

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

BIDDER'S NAME AND SIGNATURE: Unless a 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 per the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the Bid being declared non-responsive.*

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

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

ATTACHMENT A



Consumer Financial
Protection Bureau

John Doe
Job Title

1700 G Street NW
Washington, DC 20552

Office
Division

Tel: (000) 000-0000

John.doe@cfpb.gov

consumerfinance.gov