

1413-S		2/1/2014 thru 1/31/2015 (opt thru 2018)		Business Cards, Inc. Tullahoma, TN		Shamrock St. Louis, MO		Accurate World LLC White Plains, MD		GPO Estimate	
ITEM NUMBER	ITEM DESCRIPTION	AWARD OF	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I. COMPLETE PRODUCT:											
(a)	Printing in two spot colors, entire card requires thermography - per 500	217	16.00	3,472.00	22.97	4,984.49	16.00	3,472.00	16.50	3,580.50	
(b)	Printing in black only and requiring partial thermography, gold foil stamping - per 500	63	35.00	2,205.00	29.21	1,840.23	36.00	2,268.00	36.00	2,268.00	
II. ADDITIONAL OPERATIONS:											
(a)	Typeset - per individual name	14	2.00	28.00	10.00	140.00	5.00	70.00	0.00	0.00	
(b)	PDF Proofs - per 8-1/2x11" Image (12-up)	14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL				5,705.00		6,964.72		5,810.00		5,848.50	
DISCOUNT			0.00%	0.00	0.00%	0.00	1.00%	58.10	0.00%	0.00	
NET TOTAL				5,705.00		6,964.72		5,751.90		5,848.50	

Awarded

QA 1-31-14



QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Various HUD Offices

Single Award

CONTRACT TERM: The term of this contract is for the period beginning February 1, 2014 and ending January 31, 2015, plus up to three optional 12-month extension period that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO THE CONTRACT ADMINISTRATOR, RANDY HALLFORD AT (404) 605-9160, EXT. 32709, OR E-MAIL rhallford@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>)
or you may **FAX request** to (800)270-4758.

This is a Small Purchase Term Contract. Quotes may be submitted via fax (800-270-4758) or mailed to the Atlanta Regional Printing Procurement Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. GPO 910 Form is NOT required. To submit a quote, contractor must return a completed "Schedule of Prices", which is included at the end of this specification. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO website, <http://www.contractorconnect.gpo.gov>.

Quotes due by 11:00 a.m. on January 28, 2014.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01), available on the GPO website) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO website).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

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

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

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

Attribute

Specified Standard

P-7. Type Quality and Uniformity

Average Type Dimension

P-9. Solid and Screen Tint Color Match

Pantone Color Matching System

OPTION TO EXTEND THE CONTRACT TERM: 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 periodic pricing revision

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 the beginning of the contract to January 31, 2015, 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 index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" 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, 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 Government 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 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.

PAYMENT: Submit all billing to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Printing Office, Washington, DC 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Visit the following website for complete instructions on preparing your voucher and barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 13 AND 14.

ORDERING: Orders may be issued under the contract from February 1, 2014 through January 31, 2015 (plus options). All business card 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 order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

ONLINE ORDERING: The contractor must provide a web-based online ordering system that permits Users to order business cards. Ninety Five percent (95%) of the orders for business cards will be placed using the online ordering system. All online orders must have real-time order status available at all times. Once information is entered on website, it will automatically be populated on all subsequent screens. No data re-entry or re-keying will be required.

The website must be in full operation within 90 days of award of the contract. **Until the website is in full operation, orders will be submitted via facsimile or e-mail; see "FORM ORDERING" on page 5** of these specifications. "SCREEN INFORMATION" and "AUTHORIZATION" provided below is a general format of what is required of the contractor at the time of quote. Exact screen content will be determined during development of website. Contractor will coordinate with the HUD Point of Contact (currently Letitia Riggins) to best determine exact website content. The following screen information is required, but not limited to, on the

website:

NOTE: The term "User" refers to HUD employees that will be placing orders on the contract (both online and form order). The term "Supervisor" refers to the User's manager. The term "Regional Point of Contact (POC)" refers to HUD employee that provides authorization. The term "HUD Point of Contact (POC)" refers to the HUD employee who is the main agency contact on this contract (currently Letitia Riggins, 678-732-2759, email; Letitia.M.Riggins@hud.gov, and/or named designee).

Contractor is to thoroughly review the online order and if there are errors or incomplete information provided on the order, contractor is to contact the HUD POC within 24 hours of receipt of order.

SCREEN INFORMATION:

SCREEN 1: Users will be prompted for a user I.D. (individual user's email address) and password. If the User's password has been forgotten, there will be a system in place to have it reset and emailed to the User.

New Users will be prompted to enter their name, e-mail, phone number in addition to their Supervisor's name, email, and phone number. This information will be auto populated for returning Users after entry of user I.D. and password. The User will be able to overwrite the auto-populated information. The website will ask for confirmation of change(s) to populated fields.

SCREEN 2: User will be prompted to input specific information for their business card. Fields are to include: First Name, Last Name, title, drop-down box of specific Program Offices Name/Location, Office Address/City/State/Zip, and Phone/Fax/Cell/Pager/Email Address.

Screen will auto-populate with last order information. The User will be able to overwrite the auto-populated information.

SCREEN 3: The system will provide a visual of the two versions of business cards available. User will be able to select one version, and a quantity of 500 or 1,000 cards from drop-down box.

SCREEN 4: System will auto populate information from User input and generate an enlarged mock-up business card giving the User the option to approve or edit prior to submission. A printer friendly button will allow the User to print out a copy of the approved business card. Upon approval, this will serve as the "Content Approval".

SCREEN 5: An order summary will be provided showing all the data input up to this point and the estimated delivery date in accordance with the contract see "Schedule", page 11. The User will be given the option to cancel or finalize order and proceed to Funding Authorization and Approval.

This screen must contain a simple text box for special comments.

SCREEN 6: Order has successfully been sent to the Supervisor for authorization.

NOTE: Website must contain a system that enables User, Supervisor, Regional POC, and the HUD POC to search for current job status, order tracking, and historical information of previous jobs. This query system must be performed using date range, regional area, User name, pending, and processed orders. Search results must contain all pertinent information to determine current status.

AUTHORIZATION: After User approval of content, the system will be required to send an email summary to the Supervisor for authorization. After Supervisor authorization, the system will be required to send an email summary to the Regional POC for funding approval. Upon approval from both the Supervisor and Regional POC, this will serve as the "Authorization".

The website must be able to receive email responses from the Supervisor and Regional Point of Contact.

The website will make a first attempt at funding approval. If appropriate responses are not received after one workday (excluding Federal holidays), the website will make a second attempt at funding approval. If appropriate responses are not received after one workday (excluding Federal holidays) of second attempt, the website will make a third attempt at funding approval. The third attempt will be annotated that it is the third and final attempt before rejection of the order. This email will be sent to the User. If appropriate responses are not received after one workday (excluding Federal holidays), website will generate an email to the User rejecting the order due to failure to authorize/funding.

ORDER SUBMISSION: Contractor shall generate and email to the HUD POC, a summary of all orders received via the online website on the 1st and 15th (or next work day) of each month. This Order Summary shall include, but not limited to, the Name, Region, Style of card, date ordered, and quantity ordered of each User. The Contractor must confirm receipt of the Order Summary by the Agency.

The HUD POC will issue the GPO Form 2511 from information contained on the Order Summary. Contractor must not proceed with production of any order until Content Approval, Authorization, and GPO Form 2511 has been received. The schedule will begin upon notification of the availability of print order and furnished materials.

TECHNICAL REQUIREMENTS: The contractor is required to provide the ability to make changes and enhancements to the website as necessary to accommodate changes in HUD procedures, content, or other changes required by the Government during the term of the contract. Contractor must have the technical support personal available to resolve computer and printer hardware, software configuration problems that may occur with the online ordering system.

Contractor shall notify the HUD POC within 1 hour of technical problem(s) with the website and must resolve all reported problem(s) within (3) workdays of notification to HUD POC. Contractor must be able to accept form orders via email or facsimile until technical problem(s) are resolved.

NOTE: During periods of website inaccessibility, system will notify the User attempting to log into the system to contact the Regional POC in order to submit orders via manual process (see FORM ORDERING).

FORM ORDERING: In lieu of online ordering, items to be furnished under the contract shall also be ordered by the issuance of GPO Form 2511 AND the Business Card Information Sheet (see Exhibit B), by the Government via fax or email. Contractor is to thoroughly review the form and if there are errors or incomplete information provided on the form, contractor is to contact the HUD POC within 24 hours of receipt of order. It is anticipated that Five (5) percent of the orders will be placed via GPO Form 2511 and the Business Card Information Sheet during the web page development and periods of inaccessibility/maintenance. The schedule begins upon notification of the availability of the print order and the contractor may place the order into immediate production.

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.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as composition, electronic prepress, printing (including thermography), foil stamping, packing, and distribution.

TITLE: Business Cards.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT be construed as a guarantee.

FREQUENCY OF ORDERS: Approximately 22 orders per year.

QUANTITY: While there are no guarantees, based upon past performance and anticipated future requirements, each order will consist of from 1 to approximately 33 individual names, with the majority of the orders requiring less than 13 names per order. Based on last year's performance approximately 217 individual names were printed via Style A, and 63 individual names via Style B. Quantities per name will vary from 500 to 1,000 copies, with vast majority requiring 500 copies of each name.

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

EXHIBITS:

- Exhibit A is representative of the two templates for cards ordered under the contract.

- Exhibit B is representative of the information for manuscript copy of each card ordered under this contract. This Exhibit will require composition/typesetting.

GOVERNMENT TO FURNISH: The contractor will be provided with manuscript copy (input by individuals) via an internet based order entry website or the Business Card Information Sheet (see Exhibit B) via fax or email, and by submission of GPO Form 2511.

Electronic Files for Agency seal (see ELECTRONIC MEDIA): Contractor is to create templates for each style of business card for use on subsequent orders.

One previously printed sample of each style of business card to be used as layout, font (style and size), color match/break, and margin guide.

Print orders (GPO Form 2511).

GPO Carton Labeling and Marking Specifications.

Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed Atlanta GPO (800-270-4758) on the day shipment is due.

ELECTRONIC MEDIA:

- PLATFORM: Unknown

- STORAGE MEDIA: CD

- SOFTWARE: One PDF will be provided. Contractor to resize to match sample provided.

NOTE: All software upgrades which may occur during the term of the contract must be supported by the contractor.

- COLOR(s): May be identified as one or more of the following: RGB, CMYK, and/or Pantone/Spot colors. Contractor to convert all colors to PMS colors indicated on print order, and/or Imitation Gold Foil (see Exhibit A for visual of page requirements).

- FONTS: N/A (image only).

- OUTPUT: High resolution (1200 dpi or higher) output required.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- **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 YOUR CONTRACT ADMINISTRATOR.**
- **THE CONTRACTOR SHALL CREATE/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 PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.

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

- The contractor is required to provide an internet-based order entry system which would allow the Government to place orders via a web site in lieu of furnishing manuscript copy. This program would allow instant online proofing, with the ordering agency maintaining centralized control over persons authorized to "ok" an order. The contractor will be given the names of those people authorized to do so, and must not proceed without the appropriate approval. See "ORDERING" on page 3 of these specifications. All costs involved in implementing the program and training the Government personnel are the responsibility of the contractor.

NOTE: Contractor to create, store, maintain, and replace die as needed to maintain good consistent foil stamp throughout the term of the contract.

ELECTRONIC PREPRESS: 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 Quality Level II.

COMPOSITION: Occasionally orders may require typesetting from furnished copy (see Exhibit B). Changes will be furnished via email with handwritten and/or manuscript copy. See Exhibit A for similar typesetting requirements. The actual number of type lines may vary from card to card on a single print order.

The Government Printing Office reserves the right to be the final judge as to the suitability of all copy generated by the contractor.

Names and standard typelines will be required on all cards. The standard type lines may differ from card to card or order to order. In addition, one or two telephone numbers, one or two fax numbers, and a two, three, or four line address will be required on each card.

PROOFS: If information is provided via contractor's internet-based order entry system, provide an immediate on-screen PDF.

For orders submitted via "FORM ORDERING", proofs will be required ONLY when indicated on GPO Form 2511.

When required, proofs will be withheld not longer than 2 workday(s) from date of receipt by the Government to receipt in contractor's plant (approval via fax or email).

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

- PDF "SOFT" PROOF: One PRESS QUALITY PDF proof (for content only), per name to be emailed to agency, as indicated on the print order. PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proof MUST show color and contain all crop marks. THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION. NOTE: Contractor must call recipient to confirm receipt.

Contractor is to call the number on the print order to confirm receipt of the e-mail containing the proof.

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.

FILMS: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

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.

NOTICE: Copies of the "Government Paper Specifications Standards" are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site.

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).

White 25% Rag Index, Basis Weight 110 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K20.

PRINTING: Cards print one side only in multiple ink colors (usually two colors – PMS Process Blue and Green PMS 368); alternately cards may require Black ink and imitation gold foil stamp for the Agency seal. Stamping must have a solid impression - no picking, pulling or filling in.

Match Pantone number and/or foil color as indicated on the print order.

Thermographic printing is required on all orders. NOTE: Thermography may be required on the entire card or just on a portion of the card (i.e. logo only, logo and one or more typelines, etc.), as indicated on the print order.

NOTE: Must be produced by the offset printing method – inkjet printing or color copying is NOT acceptable.

INK: 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.

MARGINS: All margins are 1/8", unless otherwise noted on the print order.

BINDING: Trim four (4) sides.

PACKING: At the contractor's option, wrap (kraft paper or shrink-film) or box in units of 500 for bulk shipments. Pack in appropriate shipping containers of appropriate strength as to ensure against damage to the product during shipment, and so the package will not open nor split during shipment.

INSPECTION SAMPLES: When required, the contractor shall submit one to two printed sample cards of each individual name to the address specified on the print order or Atlanta Regional Printing Procurement Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

Upon completion of each order, all Government furnished material must be returned to the address listed on the print order (when applicable).

All expenses incidental to the pickup and return of Government furnished materials and furnishing inspection samples must be borne by the contractor.

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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Most orders require multiple name quantities to deliver f.o.b. destination to the address(es) indicated on the individual print order. Inside delivery is required for all orders. Based upon past performance, it is anticipated that the following percentages will hold true:

Approximately 10% to HUD Region 1, Boston, MA 02222
Approximately 10% to HUD Region 2, New York, NY 10278
Approximately 11% to HUD Region 3, Philadelphia, PA 19107
Approximately 12% to HUD Region 4, Atlanta, GA 30303
Approximately 13% to HUD Region 5, Chicago, IL 60604
Approximately 11% to HUD Region 6, Fort Worth, TX 76102
Approximately 8% to HUD Region 7, Kansas City, KS 66101
Approximately 8% to HUD Region 8, Denver, CO 80202
Approximately 12% to HUD Region 9, San Francisco, CA 94107
Approximately 5% to HUD Region 10, Seattle, WA 98104

All expenses incidental to the pickup and return of Government furnished materials, films produced by the contractor, proofs, and furnishing samples must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

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). The schedule begins upon notification of the availability of print order and furnished materials.

Orders placed via web-site:

The HUD POC will issue the GPO Form 2511 from information contained on the Order Summary.

Orders placed via "Form Orders":

In lieu of online ordering, items to be furnished under the contract shall also be ordered by the issuance of GPO Form 2511 AND the Business Card Information Sheet (see Exhibit B), by the Government via fax or email.

Contractor must call or e-mail to the number or address indicated on the print order to acknowledge receipt.

The furnished material will be furnished via e-mail, fax, or via contractor-maintained FTP site; however, occasional items (i.e. CDs, handwritten manuscript, etc.) must be picked up from and delivered to: HUD, Administrative Resources Division, 40 Marietta St., NW, 1st Floor, Atlanta, GA 30303, Attn: Letitia Riggins.

Orders placed via web-site and orders without proofs:

Most orders require complete production and delivery must be made within 5 to 10 workdays after receipt of print order.

The deliver date indicated on the print order is the date products ordered must be delivered to the destination indicated.

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.

Orders requiring PDF proofs (FORM ORDERS):

Contractor is to e-mail (or fax, as indicated) proof within 3 workdays (or as indicated on the print order) after receipt of print order. The Government will fax/email "ok" within 2 workdays. Most orders require complete production and delivery be made within 5 to 10 workdays of receipt of the "ok".

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 orders 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) 217
 - (b) 63

- II.
 - (a) 14
 - (b) 14

SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (800) 270-4758

11:00 a.m. / Date: January 28, 2014

BIDDERS NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder _____

(Address) (City) (State) (Zip)

(Person to be contacted) (Date) (State Code/Contractor's Code)

(Telephone Number) (E-mail) (FTP)

*You may FAX the Schedule of Prices pages to the above number, or you may mail to: Atlanta Regional Printing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. destination.

Prices must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, 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.

Quotes submitted with NB (No Bid) 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.

All required stock must be charged for under Item I.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

Fractional parts of 500 will be prorated at the per 500 rate.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exceptions of Item II.

(a) Printing in two spot colors, entire card
requires thermography per 500 cards.....\$ _____

(b) Printing in black only and requiring
partial thermography, with gold foil stamping,
as indicated..... per 500 cards.....\$ _____

II. ADDITIONAL OPERATIONS: For orders placed outside of the online ordering system.

(a) Typesetper individual name \$ _____

(b) PDF Proofsper 8-1/2 x 11" image (12-up)..... \$ _____

(Initials)

EXHIBIT A

Style A

(available to all employees)

Left star and bottom half of vertical lines print PMS 368, balance of card prints PMS Process Blue.



Style B

(available to Directors only)

Agency seal stamps with Gold foil, balance of card prints Black ink.

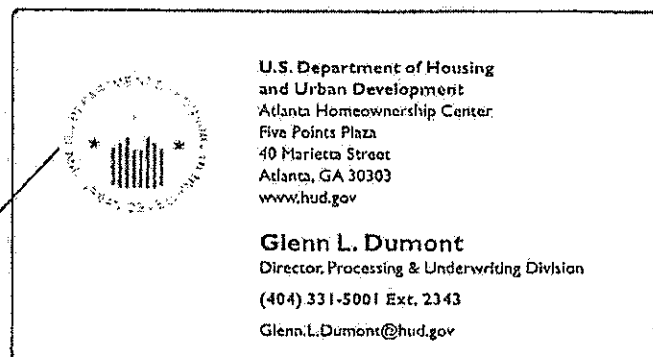


Exhibit B

BUSINESS CARD INFORMATION SHEET

Card Color: ___ Black lettering/gold seal ___ Blue lettering/blue & green seal

Name of Office or Division or
Branch: _____

Office Street Address: _____

City: _____ State: _____ Zip: _____

Office Room Number: _____

Name: _____

Title: _____

Office Telephone Number: _____ Extension: _____

Office FAX Number: _____

Office TTY Number: _____

Office E-mail Address: _____

Cellular Phone Number: _____

Quantity: _____ (500 cards per box)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
40 Marietta Street
Atlanta, GA 30303