

Program No 2382-S Date of Award through October 31, 2015 plus up to 4 Option Years								
Title: OFR Business Cards			Accucopy		Paper Tiger Print		Sheer Graphics	
			320-00515		040-66826		120-79785	
ITEM#	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND DISTRIBUTION							
A.	250 cards ...	140	28.50	3990.00	60.00	8400.00	38.53	5394.20
B.	500 cards ...	250	31.00	7750.00	68.00	17000.00	47.27	11817.50
II.	TEMPLATE COMPOSITION AND ADDITIONAL LOGO STYLES (includes two sets of digital color content proofs and prior to production samples (25 prior to production samples per set) may be required)							
A.	Template Composition and Proofing ... per template ...	1	225.00	225.00	40.00	40.00	1000.00	1000.00
B.	Uploading additional logo style ...per logo style ...	1	125.00	125.00	90.00	90.00	70.00	70.00
C.	New format or ink color change ... per format or ink color change ...	1	125.00	125.00	90.00	90.00	70.00	70.00
	Contractor's Totals			\$8,225.00		\$17,220.00		\$12,957.50
	Discount		1.00%	\$82.25	0.00%	\$0.00	0.25%	\$32.39
	Discounted Totals			\$8,142.75		\$17,220.00		\$12,925.11
III.	PREMIUM PAYMENTS...% INCREASE _____%		20%		15%		45%	
Abstracted By: J Gooden				AWARDED				
Reviewed by: D Rozdzielski								

U.S. GOVERNMENT PRINTING OFFICE
Virginia Beach, Virginia

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

OFR Business Cards

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

Department of the Treasury
Washington DC

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending October 31, 2015 plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00p.m., prevailing Eastern Standard Time, on November 24, 2014.

BID SUBMISSION: Submit bids to: U.S. Government Printing Office, 291 Independence Blvd. Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Fax Number (757) 490-7950. 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 June 2001.

NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. WILL NOT BE CONSIDERED FOR AWARD.

Do NOT fax double sets or extra copies of forms that have not been requested; only fax the pages in SECTION 4 of these specifications, with all of the information completed as requested.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature call Joy Gooden on (757) 490-7940, extension 2 (no collect calls).

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. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication. 310.1, effective May 1979 (Rev. 8-02)).

GPO PUBLICATION. 310.2 IS AVAILABLE ON THE GPO WEB SITE AT

<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO PUBLICATION. 310.1 IS AVAILABLE ON THE GPO WEB SITE AT

<http://www.gpo.gov/pdfs/vendors/ac-sfas/qatap.pdf>

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

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

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>	<u>Alternate Standard*</u>
P-7.	Type Quality and Uniformity	Approved Proofs	File Setup
P-8.	Halftone Match (Single and Double Impression)	Approved Proofs	File Setup
P-10.	Process Color Match	Approved Proofs	File Setup

*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to October 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 "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 June 30, 2014, 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.

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.

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 to October 31, 2015. 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" 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.

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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

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, Virginia Beach GPO. If such orders are placed by the agency, and no Modification is received from the Virginia Beach GPO, the contractor is to notify GPO Virginia Beach immediately. Failure to do so may result in nonpayment.

PAYMENT: Submit all billing invoices to: U.S. Government Printing Office, Office of Financial Management, Attn: Comptroller, Stop FMCE, Washington, DC 20401.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE SECTION 4.

Use GPO barcode with invoice: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Fax barcode sheet, purchase order, invoice, and delivery receipt with quantity represented to (202) 512-1851. For more information ... <http://www.gpo.gov/vendors/payment.htm>

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of business cards, requiring such operations as typesetting, flat printing, packing and distribution

TITLE: OFR Business Cards

FREQUENCY OF ORDERS: The OFR anticipates one to three initial orders totaling approximately 150 to 175 boxes of business cards. After initial orders are complete to supply the staff members of the OFR with cards, orders will track the number of new employees and a small percentage of refill orders.

Approximately 1 or 2 orders will be placed per month with approximately 10 to 20 names furnished on each order. Occasionally, an accelerated order may contain one name only.

QUANTITY: The quantities are expected to vary; approximately 12-24 orders per year in quantities of 250 to 500 per card with an average of 500.

NUMBER OF PAGES: Face only as indicated on the print order.

TRIM SIZES: 3-1/2 x 2"

GOVERNMENT TO FURNISH: Sample cards will be furnished at the beginning of the contract for each of two (2) templates to be provided by the contractor on the contractor's online ordering website.

Text for individual cards will be furnished via E-mail in Excel or Microsoft Word or similar format for first month in the event that contractor is unable to furnish online ordering system within thirty (30) days of award of contract.

Electronic Media, camera copy or previously printed sample to be used as camera copy for type/rules printing, and hand drawn copy as manuscript copy.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A Print Order (GPO Form 2511) will be supplied via email or fax for each individual order.

Distribution List(s).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, 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.

Contractor to supply suitable website to move files to pass Department of Treasury Security for website conversion at no additional cost.

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 to October 31, 2015. 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" 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: Contractor must provide an internet-based (web browser-based) online ordering system site with the following capabilities:

Within 30 workdays of notification of award, the contractor's online ordering system must be fully operational to include the requirements as stated below:

1. The contractor's website must allow for a designated authorized user to login, create a user profile including username and password, and then proceed to place an order on the website. Such user profile should remain active during the term of the contract and should allow a returning user to review past orders, reorder a past order or edit and place a new order based on a past order. A password will be required to log back onto the site to re-order cards. If the password is forgotten, there must be a system in place to have it reset and emailed to the employee. The web-based system must provide an option for employees to submit a previous order from a "history or look-up file" using a name or confirmation number from a previous order. If a change is necessary, the employee must be able to make the change to the previous order and then submit as a new order for management's approval.
2. The contractor's website must provide a separate page/site so that only authorized managers can approve submitted business cards. The Department of Treasury will identify authorized managers. The web-based system must provide a means for the Department of Treasury to update the list of authorized managers.
3. The contractor's website must be capable of hosting individual templates for new styles of business cards.
4. The ordering agency must be able to upload electronic files for the creation of any required new templates beyond the templates required in the above paragraph.
5. The ordering agency must be able to upload additional logo styles and add to the library. Any additional logos uploaded must be available as choices to all templates deployed on the online ordering site.
6. Once selected, the contractor's ordering system must provide a form-fill area specifically designed to accept data consistent with the selected style and place an order request as a one-step process. Examples of field names: Name; Title; Business Unit; Addresses, City, State and Zip Code, and/or Unit/Bldg; Phone Numbers; Fax/E-Fax number; Cell Number; E-mail address/es.
7. Once selected, the contractor's ordering system must provide a method to choose the quantity of cards to be produced.
8. Once selected, the contractor's ordering system must provide a method to choose the delivery address of cards to be produced.
9. Placement of an order request must result in the immediate generation of an online proof of the business card being ordered. The employee must be able to change or correct information displayed in the online proof prior to submitting to his/her manager for approval.
10. Once a proof has been approved, the contractor's ordering system must provide a method to choose the email address of his/her manager for approval.
11. Once the employee submits an order for approval, the system must generate an e-mail to the employee indicating that the order has been sent to his/her manager for approval. This email will need to show the final proof of the card and contain a unique number for the order. It must concurrently generate an e-mail to the employee's manager indicating that an order is awaiting approval. The contractor may not proceed with production until each order has been approved online by the employee's manager. Approved orders will be placed on hold status until the manager secures funding and releases the orders to the contractor. The GPO Form 2511 (Print Order) will be provided at this time along with a printout of the database to reflect orders released to the contractor. The employee's manager must have access to the database and be able to make corrections to the order(s) and also query on the order via order number, name or print order number.

12. Once the cards have been printed and shipped, the web-based system must generate an e-mail containing a shipping list of all cards printed on a specific print order (to include name of recipient, date shipped, estimated delivery date and a tracking number) to the employee's manager.
13. The contractor's ordering system must maintain a database of all orders and have it available for the ordering agency to use for submitting similar or repeat orders.
14. Viewing capability (by the ordering office) of the status of each job in the various production and/or distribution stages must be provided by the contractor's ordering system.

Prior to the end of the 30-calendar-day timeframe, the department must have the ability to submit test data to the system to simulate actual on-line orders. The on-line ordering system must have all capabilities listed above, including proofing, when test data is submitted. Once the on-line ordering system is established, the contractor: is responsible for all maintenance of the system, shall be responsible for storing of all HTML and data files on site, and must have safeguards in place to ensure that there is no disclosure of employee data. Any updates or enhancements must be accomplished within a reasonable timeframe as determined by the contractor, the department and the GPO.

NOTE: The actual order will not be "*placed*" until electronic approval is entered into the contractor's online ordering system by an administrative approver.

ONLINE ACCOUNT ACTIVITY: The contractor shall provide online database access to all orders and account activity by the ordering agency and specific users including the date, and an electronic image of the business card ordered. Each user shall be assigned a username and password to access their account information and account activity.

Master access shall also be available for designated individuals to oversee the account activity of several users within a department. Additionally, master access shall also be available for designated individuals to view all account activity at one time and to view account activity of each ordering office.

The contractor must provide a separate page/site so that only authorized managers can approve submitted business cards. The Department of Treasury will identify authorized managers. The web-based system must provide a means for the Department of Treasury to update the list of authorized managers.

COMPOSITION: The contractor may be required to create future business card templates.

Contractor will be required to set type for individual names, titles, divisions, addresses and phone numbers.

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 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.

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

The contractor is required to recreate any design elements needed to complete business card production. At the end of the contract, the contractor must return a CD containing all templates used for the production of the business cards including all native and supporting files.

PROOFS: Two soft proofs should be shown during the order process. The first proof will be shown when the employee enters his/her information for the card. The second proof will be emailed to the employee with his/her confirmation that the order has been completed.

When a new format or ink color change is required, two sets of digital color content proofs and prior to production samples (25 prior to production samples per set) may be required.

The contractor must not print prior to receipt of an "O.K. to Print" in the form of an online electronic confirmation entered into contractor's online ordering system or via email.

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. For more information see http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf

All paper used in each order must be of a uniform shade; and a close match by visual inspection of the JCP and/or attached color sample(s).

The stock to be used will be indicated on each print order.

Accent Opaque Cover, basis weight: 100 lbs per 500 sheets, 20 x 26", or JCP equivalent

PRINTING: Print face only in Process Black, PMS 362, and PMS 2748. All printing must be clear and legible, not plugged or smudged.

INK: Process Black, PMS 362, and PMS 2748. Ink must contain a minimum of 20% vegetable oil.

MARGINS: Adequate gripper margins throughout. Maintain margins as indicated on copy.

BINDING: Trim four sides.

PACKING: Cards will be boxed in units of 250 or 500, dependent upon the quantity ordered. Attach a copy of the card therein to the end panel of the box. The box must be able to withstand shipping without damage to the contents. At contractor's option, the box may be placed in a cushioned shipping bag or another box to ensure that the contents will not be damaged during shipping.

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

LABELING AND MARKING: (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

INSPECTION SAMPLES: The contractor must furnish one sample card for each individual name to Department of Treasury, Attn: Mark Elstein 202 622-1403, 1500-6500B, JBAB, Bldg 410/Door 123, 250 Murray Lane SW, Washington, DC 20222.

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

DISTRIBUTION: Deliver f.o.b. destination to all destinations in the Eastern Region including DC, MD, and VA. All other destinations will be F.O.B. Contractor City, shipped reimbursable. Complete addresses and quantities will be furnished with each business card.

All shipments made by small parcel carrier must be traceable to show proof of delivery.

All expenses incidental to picking up and returning furnished materials and submitting proofs must be borne by the contractor.

All expenses incidental to returning materials must be borne by the contractor. All furnished materials are to be returned to the address designed on the print order. All electronic logo must be return at the end of the contract period via email Mark.Elstein@treasury.gov.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Mark.Elstein@treasury.gov and infovirginiabeach@gpo.gov (*or to the address furnished on the Print Order*). The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. XXXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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).

Contractor will be required to pick up print order, copy, and furnished material from:

-U.S. Government Printing Office, 291 Independence Blvd. Suite 401, Virginia Beach, VA 23462.

-Department of Treasury, 1500-6500B, JBAB, Bldg 410/Door 123, 250 Murray Lane SW, Washington, DC 20222.

The following schedule begins the workday of notification of the availability of print order and furnished material. Normally the print order will be faxed to the contractor. Workdays are Monday through Friday, exclusive of Federal holidays.

The cards must be delivered five (5) workdays after receiving administrative approval that a proof has been accepted.

When more than one order (up to three) is placed on a given day, the schedule shall apply to each order separately.

Orders placed for up to 50 names must be completed and shipped within 7 workdays. Orders for more than 50 names will be allowed one additional workday for each additional 50 names or fraction thereof. The maximum time allowed for any one print order will not exceed 10 workdays.

Accelerated Schedule: Approximately 10% of the total number of orders placed may require an accelerated schedule. Each accelerated order shall consist of no more than 1 to 50 names and must be completed within 5 workdays and delivered within 2 expedited delivery days.

No definite schedule for pickup of material can be predetermined. Orders will be scheduled according to the work involved (including hold time for proofs) and the time that can be allowed; however, no job will be required in less than five (5) workdays. The schedule will be indicated on the print order.

The exact delivery date will be indicated on the print order.

The ship/deliver date indicated on the print order must be accepted as the date delivery is made to the destination and not the date of delivery to a common or other 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.

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

To expedite notification for error card processing, program managers will forward, by use of fax or e-mail, a GPO Form 907 (Non-Compliance/Change Report) directly to the contractor with an information copy to the GPO Contract Administrator at infovirginiabeach@gpo.gov. When warranted, the department will forward a GPO Form 907 directly to the GPO Contract Administrator.

LOST OR UNDELIVERED CARD PROCESSING: Upon notification from a program manager, the contractor will initiate a tracer action for each order reported to be lost or undelivered. The contractor will provide a status report to the program manager via fax or e-mail within 24 hours from initial notification.

To expedite this process, the department will forward by use of fax or e-mail, a GPO Form 907 directly to the contractor with an information copy to the GPO Contract Administrator. The contractor must have capability to receive faxed or e-mail notifications of lost or undelivered orders.

The contractor will obtain a status report from the traceable delivery source used. If the contractor is unable to determine the status of these cards with the traceable service used within 24 hours after notification, then these cards will be reprinted and shipped at no additional expense to the Government no later than 48 hours from initial notification.

If contractor is able to locate lost or undelivered orders within 24 hours after initial notification, then contractor must make arrangements (with the traceable service used) to ship the order to its destination within 48 hours from initial notification.

It is the contractor's responsibility to recoup any expenses involved with reprinting an order and delivery of the order from the traceable service used.

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

SECTION 3 - DETERMINATION OF AWARD

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

Accelerated Schedule: An occasional order may require shipment in two (2) workdays of proof approval. A premium payment will be applied on orders that require the Accelerated Schedule. While no guarantees can be made for future orders, it is anticipated that approximately 10% of the orders will require the Accelerated Schedule per contract year.

Premium payments will enter into the determination by applying the percentage increase offered for the accelerated schedule in the “Schedule of Prices” to 15% of the total price offered for all items. This additional cost will be included in the total bid and will be used to determine the lowest bid.

Failure of the contractor to deliver work at the time specified would result in disallowance of premium payments that were anticipated and the contractor will not list such items on his vouchers.

Regular Schedule: Orders will require shipment within five (5) workdays of proof approval.

NOTE: An occasional order may require both the accelerated schedule and the regular schedule. **THE CONTRACTOR WILL BE ALLOWED THE PREMIUM PAYMENT ONLY FOR THE QUANTITY DUE WITHIN 2 WORKDAYS. No additional make-ready charge will be allowed for the balance.**

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

- I. A. 140
- B. 250
- II. A. 1
- B. 1
- C. 1

SECTION 4 - SCHEDULE OF PRICES

Quotes offered are f.o.b. destination.

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

Contractor must make an entry in each of the spaces provided for which quotes are submitted. 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 contractor intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) or blank spaces for an item within the category that a contractor is quoting on 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 invoices submitted to the GPO shall be based on the most economical method of production.

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

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES.

COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including the initial proofs) necessary for the complete production and distribution of the product listed in accordance with these specifications.

I. PRINTING AND DISTRIBUTION: Prices quoted must include all costs necessary for all materials and services for printing, packing and delivery of the products ordered in accordance with the specification, with the exception of paper which is to be charged under Item II.

A. Flat Printing in Process Black, PMS 362, and PMS 2748 on
100# Accent Opaque Cover, or JCP equivalent per 250 cards ... \$ _____

B. Flat Printing in Process Black, PMS 362, and PMS 2748 on
100# Accent Opaque Cover, or JCP equivalent per 500 cards ... \$ _____

II. TEMPLATE COMPOSITION AND ADDITIONAL LOGO STYLES: A charge will be allowed for any additional templates required by the ordering agency after the initial templates have been produced and deployed. A charge will be allowed for uploading additional logo styles to the current image library of logo styles.

A. Template Composition and Proofing includes two sets of digital color content proofs and prior to production samples (25 prior to production samples per set) may be required per template ... \$ _____

B. Uploading additional logo style includes two sets of digital color content proofs and prior to production samples (25 prior to production samples per set) may be required per logo style ... \$ _____

C. New format or ink color change includes two sets of digital color content proofs and prior to production samples (25 prior to production samples per set) may be required. per format or ink color change ... \$ _____

III. PREMIUM PAYMENTS: Premium payments will apply to all items except Item II. "Paper" required to produce the product ordered. This is only authorized for orders placed on the "Accelerated Schedule" as defined in these specifications.

Percentage increase %

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not quoted a price under the "Schedule of Prices".

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

(Contractor) (City) (State)

(Person to be contacted) (Email address of Person to be contacted)

By: _____
(Signature and title of person authorized to sign this bid) (Telephone Number) (Fax number)

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department

BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

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.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____

Name _____

Address _____

Title _____

City _____ State _____ Zip _____

Signature _____

GPO Contractor Code (if known) _____

Date _____

Telephone Number _____

Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(Initials) (Initials)