

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE  
Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of  
Bulldogs On-Five Newsletter

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

Defense Automated Printing Service for the  
Minnesota Air National Guard

Single Award

**TERM OF CONTRACT:** The term of this contract is for 1 year (base year period of Date of Award through November 30, 2009) and 2 option year periods (December 1, 2009 through November 30, 2010 and December 1, 2010 through November 30, 2011). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract" and "Economic Price Adjustment."

**MAIL OR TELEFAX REPLY REQUESTED:** Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE BIDS WILL BE ACCEPTED.**

**QUOTES ARE REQUESTED** by 2:00 p.m., prevailing Columbus, Ohio time on,  
December 5, 2008.

**QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME, LATE QUOTES WILL NOT BE CONSIDERED.**

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 20-mile radius of Duluth, MN.

**BIDDERS PLEASE NOTE:** Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract is available on GPO Web Site at <http://winapps.access.gpo.gov/ppd/abstracts/columbus/default.asp>

**BEFORE AWARD, ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL**  
Linda Price at 614-488-4616, extension 22.

**AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR**  
Ted Mack, 614-488-4616, extension 21.

**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 Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT  
<http://www.gpo.gov/printforms/index.html>

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT  
<http://www.gpo.gov/printforms/index.html>

## 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.

**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 Z 1.4):

- (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	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Approved Proofs

**OPTION TO EXTEND THE CONTRACT TERM:** The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed November 30, 2011.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**PRICE ADJUSTMENT PERIOD:** For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**PRICE ADJUSTMENT:** The prices shall be adjusted on the basis of the "Consumer Price Index for All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**PAYMENT:** Submit all vouchers to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

After award, at Government's option, the contractor must submit a copy of the print order (upon receipt of order), contractor's invoice and all mailing and/or delivery receipts (at time of invoicing) via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov) or fax to 614-488-4577. One complete sample (at time of invoicing) may be required to be mailed to: US GPO; Columbus RPPO; ATTN: Program/Print Order Numbers; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site or telephone conference 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.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through November 30, 2009 (plus options). 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 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.

**DELIVERY/SHIPPING STATUS INFORMATION:** The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618  
Telephone Number (614) 488-4616, extension 24  
**NO COLLECT CALLS**

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of a newsletter requiring such operations as copy pickup, reproducible, proofs, printing in four-color process, binding, labeling, packing, mailing, and delivery.

**TITLE:** Bulldogs On-Five.

**FREQUENCY OF ORDERS:** Approximately 5 to 8 orders per year, anticipate 6 orders.

**QUANTITY:** Approximately 2,200 copies per issue.

**NUMBER OF PAGES):** 8 or 12 pages per issue (including separate cover).

**TRIM SIZE:** 8-1/2 x 11”.

### **GOVERNMENT TO FURNISH:**

Color visual for layout. CD using Windows NT platform. File in Adobe CS3 or higher. All printer and screen fonts are provided. These fonts are the property of the Government and must be returned with the furnished material. CD will be formatted to include text, rules, line art, screens, keylines, and halftones which will be embedded or linked. Color system is RGB. Contractor to color correct RGB files for CMYK output to match laser visual. Contractor is required to create bleeds.

**ELECTRONIC PREPRESS:** Immediately upon receipt and 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 Columbus GPO Contracting Office prior to further performance.

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.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

Mailing list in Excel file will be provided (not in zip code sequence) with each issue.

Print Order (GPO Form 2511).

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and marking specifications"

Blue Labels and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, 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.

**REPRODUCIBLES:** The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

All halftones are square finish, 175-line screen or finer.

**PROOFS:** All orders require the following proofs:

Two sets of composite layout/position proofs of the complete publication. Proofs shall consist of a complete product with all elements in proper position (not pasted up), and all pages imposed in correct location, imaged face and back, trimmed, and bound to the finished size of the publication. In lieu of a film based proof (i.e. Dylux, bluesines, etc.), a digital layout proof may be furnished provided that the digital proof is imaged using the same Raster Image Processor (RIP) that will be used to produce the finished product (at a minimum of 600 dpi single color or minimum 400 dpi full color at Contractor's option). Digital layout proofs must also be imaged on two sides and shall accurately predict front-to-back registration and all aspects of page layout/image assembly.

Two sets of one-piece (composite) color proofs, halftone dot quality or color-accurate continuous tone proofs of complete publication. Color proofs must have illustrations and text matter composited. Low resolution digital proofs (less than 1,200 dpi) that are not representative of final image quality and color, as well as film overlay type proofs are not acceptable.

Proofs are to be "contract quality" and be representative of image quality and color that will be matched by the printed press sheets. Any digital proof used as a "contract proof" must be imaged to predict the appearance of the press sheet, using the same Raster Image Processor (RIP) that will be used to produce the finished product. The contractor is responsible for providing a control system that facilitates making the match between the approved proofs and the printed press sheets.

If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

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.

Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "Okay to Print".

**STOCK/PAPER:** The specifications of all stock 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 February 2008. All text stock used in each copy must be of a uniform shade.

NOTE: All stock/paper must have no less than 10% post consumer waste.

TEXT: White No. 2 Coated Text, Gloss-Finish, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A182.

COVER: White No. 2 Coated Text, Gloss-Finish, basis size 25 x 38", 100 lbs. per 500 sheets, equal to JCP Code A182.

**PRINTING:** Print head-to-head in four-color process.

**MARGINS:** Maintain margins as indicated on electronic file. Some pages bleed all four sides.

**BINDING:** Fold, inset, saddle-wire stitch with two wire stitches and trim three sides.

**PACKING/ADDRESSING:** Pack unlabeled copies in contractor furnished shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

NOTE: Approximately 2,000 single copies (self-mailers) require the contractor to generate and affix labels or, at contractor's option, print addresses in proper location on cover page 4.

**LABELING AND MARKING:** Refer to Contract Terms and furnished Form 905.

**INSPECTION SAMPLES:** When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

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.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):**

- (a) Orders must be divided 50 equal sublots. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address listed under "DISTRIBUTION".
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), 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.

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:** Mail f.o.b. contractor's city and deliver f.o.b. destination as follows:

Approximately 2,000 single copies (self-mailers) mail in accordance with USPS regulations.

Contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the required mailing receipts along with the public voucher invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6. Shipping Instructions.

All mailing shall be made at the presorted standard rate. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

NOTE: Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

All mailing must be made from: Duluth Main Post Office; 2800 West Michigan Street; Duluth, MN 55806.

NOTE: A copy of the properly completed USPS mailing receipt must be mailed to Public Affairs Officer; 148 FW/PA; 4580 Viper Street; Duluth, MN 55811, and faxed to (614) 488-4577, Attention: Ted Mack.

Balance of copies delivers f.o.b. destination to 148 FW/SCBI; 4687 Viper Street; Duluth, MN 55811.

**INSIDE DELIVERY IS REQUIRED.** Inside delivery is defined as delivery into a Government controlled space.

**SCHEDULE:** No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with furnished material.

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.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

WD After

Agency check proofs at contractor's plant and mark	
"OK to Print" or "OK to print with Corrections" .....	2
Contractor must make complete delivery and mailing.....	3

NOTE: When revised proofs are ordered by the Government due to errors caused by the Government, additional workdays will be allowed in accordance with GPO Contract Terms, Article 12(c), Extension of Schedule.

NOTE: The ship/delivery date indicated on the print order is the date products must be received at Duluth, Minnesota and is a mail date for all other consignments.

**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 voucher for payment.

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.

**RETURN OF GOVERNMENT FURNISHED PROPERTY:**

The contractor must deliver all material furnished by the Government, along with digital deliverables, together with one printed sample of each job to the Duluth, Minnesota address listed under "Distribution".

These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the pickup/return of materials and furnishing sample copies and proofs, must be borne by the contractor.

**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 during the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

- I.
  - (a)      (1)      (2)
  - 4      88
  - (b)      2      44
  
  - (c)      120
  
- II. (a)      8
- (b)      1
- (c)      8

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. delivery at destination to Duluth, Minnesota and f.o.b. contractor's city for all consignments by mail.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid) 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 vouchers 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.

**I. COMPLETE PRODUCT:** Prices offered must be all-inclusive in accordance with these specifications and 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 except for Item II. Author's Alterations and Revised Proofs.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 8-page issue (including cover) .....	\$ _____	\$ _____
(b) 12-page issue (including cover) .....	\$ _____	\$ _____
(c) Addressing .....per 100 addresses .....	\$ _____	

\_\_\_\_\_  
(Initials)

**MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO**

**SCHEDULE OF PRICES**

**II. AUTHOR'S ALTERATIONS AND REVISED PROOFS:** The prices offered for each of the following items must include the cost of all required materials and operations necessary in accordance with these specifications.

- (a) Author's Alterations .....per page.....\$ \_\_\_\_\_
- (b) Revised Position Proofs .....per page.....\$ \_\_\_\_\_
- (c) Revised Color Proofs .....per page.....\$ \_\_\_\_\_

Reimbursement for author's alterations and revised PDF proofs will only be made when errors are caused and approved by the Government. All marked proofs, or facsimiles thereof, showing author's alterations must accompany the voucher.

**BIDDERS NAME AND SIGNATURE:** Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_\_ percent, \_\_\_\_\_ calendar days. (Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

**BIDDER:** \_\_\_\_\_

\_\_\_\_\_  
(Street Address – City – State – Zip Code)

**BY:** \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

**CONTRACTOR CODE (if known):** \_\_\_\_\_

**LOCATION OF POST OFFICE: ALL MAILINGS MUST BE MADE FROM THE:**

**DULUTH MAIN POST OFFICE  
2800 WEST MICHIGAN STREET  
DULUTH, MN 55806**

**MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO**