1488-S	Oct. 1, 2014 thru Sept. 30, 2015 (Opt. thru 2019)																							
			Barton		Direct		Rise Business		Schwaab		Shamrock Printing		Southern		WBC Inc. DBA		Sheer		GPO	
			Printing Inc.		Print		Services, LLC		Inc.		Raisedletter		Engraving Co.		Lithexcel		Graphics		ESTIMATE	
		BASIS	Jacksonville		Birdsboro		Englewood		Milwaukee		St. Louis		Birmingham		Albuquerque		Westmont			
ITEM		OF	FL		PA		CO		WI		MO		AL		NM		IL			
NUMBER	ITEM DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PREPRESS:																			
(a)	Creation of template…																			
	each image……	2	10.00	20.00	0.00	0.00	25.00	50.00	5.00	10.00	25.00	50.00	0.00	0.00	25.00	50.00	20.00	40.00	20.00	40.00
II.	COMPLETE PRODUCT:																			
(a)	Each name (printed																			
	two colors with bleeds																			
	on face and back)	168	32.30	5,426.40	37.00	6,216.00	19.39	3,257.52	20.95	3,519.60	21.84	3,669.12	36.00	6,048.00	58.00	9,744.00	22.46	3,773.28	27.20	4,569.60
	…Per 1000 cards….																			
	TOTAL			5,446.40		6,216.00		3,307.52		3,529.60		3,719.12		6,048.00		9,794.00		3,813.28		4,609.60
	DISCOUNT		2.00%	108.93	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	1.00%	97.94	2.00%	76.27	0.00%	0.00
	NET TOTAL			5,337.47		6,216.00		3,307.52		3,529.60		3,719.12		6,048.00		9,696.06		3,737.01		4,609.60
									AWARDED											

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

DLA Document Services
Atlanta, GA

Single Award

CONTRACT TERM: The term of this contract is for the period beginning October 1, 2014 and ending September 30, 2015, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO TRACI COBB, (404) 605-9160, Ext. 32704, OR E-MAIL tcobb@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY, (404) 605-9160, Ext. 32712, OR E-MAIL aharvey@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 Form 910 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., prevailing Atlanta, GA time, on September 24, 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 Attributes -- Level III.
(b) Finishing 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:

Attribute	Specified Standard	*Alternate Standard
P-7. Type Quality and Uniformity	Approved Proofs (Template)	Average Type Dimension/File Setup
P-9. Solid and Screen Tint Color Match	Pantone Matching System	

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

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 October 1, 2014 to September 30, 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 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 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 10 AND 11.

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 October 1, 2014 through September 30, 2015, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" 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.

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, packing, and distribution.

TITLE: Business Cards.

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

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

FREQUENCY OF ORDERS: Approximately 15 orders per year.

QUANTITY: While there are no guarantees, based upon past performance and anticipated future requirements, the orders will consist of approximately 3 to 50 individual names per order requiring 1,000 copies per name.

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

EXHIBITS: Exhibits "A" and "B" are representative of the current template for cards ordered under the contract.

GOVERNMENT TO FURNISH:
- Electronic page layout file (template), including department seals/logos (see "ELECTRONIC MEDIA") will be furnished by the ordering agency upon award of the contract. NOTE: Ordering agency currently uses one template style (see Exhibits "A" and "B"); however, templates may be added, deleted, or modified throughout the duration of the contract.

- Electronic manuscript copy (see "ELECTRONIC MEDIA") for each individual name will accompany each print order.

- 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 to Atlanta GPO (800-270-4758) on the day shipment is due.

ELECTRONIC MEDIA:
- PLATFORM: Unknown

- STORAGE MEDIA: Email

- SOFTWARE:

> **File for Template:** Upon award of the contract, contractor will receive the page layout guide, including images for the department seals/logos, for the template. Template will be provided via a PDF file.
>
> **Electronic Manuscript:** Electronic manuscript copy will be provided in one or more of the following formats: MS Excel and/or MS Word.

NOTE: All software upgrades (for specified applications) 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 Black and Pantone 187 Red – color separate as indicated on page layout/templates (see Exhibits "A" and "B").

- FONTS: All fonts will be embedded and/or embedded subset on the initial page layout/template file (see Exhibits "A" and "B" for visual of page layout/fonts).

- 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.
- UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL 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 file formats other than those supplied, unless specified by the Government.

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 must acknowledge receipt of all emailed print orders by replying to originating agency's email.

The contractor may, at their option, provide an internet based order entry program which would allow the Government to place orders via a contractor maintained website in lieu of furnishing manuscript copy. This program should allow instant online proofing, with the ordering agency maintaining centralized control over persons authorized to submit and/or approve orders. A list of authorized personnel would be provided to the contractor. Contractor must not proceed without the appropriate approval. All costs involved in implementing the program and training the Government personnel would be the responsibility of the contractor.

PROOFS: With the exception of a PDF proof for the template set-up, no additional proofs are required. The contractor will be responsible for performing all necessary proofreading to ensure that the final products are in conformity with the copy submitted. Products received which contain contractor errors will be rejected and the contractor will be required to reproduce the products at no cost to the Government.

PDF proof of the template 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). Once approved, the PDF proof will be the standard for page layout guide, typestyle (font, style, size) match, color separations, and margin guide for the current template.

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".

- One "Press Quality" PDF Proof of the template (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must show color and contain all crop marks. NOTE: THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION. Email the PDF proofs to David Abernathy at david.abernathy@gsa.gov. NOTE: Contractor must call David Abernathy (404-331-3000) to confirm receipt.

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, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 or available in PDF format on the GPO website.

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).

Bright White Smooth-finish Cover, Basis Weight 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L21.

PRINTING: Face and back of the business cards print type, rule, line art, reverse, and solid matter in Black and one PMS color (PMS 187 Red, unless otherwise specified on the print order) with full and/or uncommon bleed on the foot, left, and right margins. Prints head to head.

NOTE: Offset printing is required.

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: Follow furnished template/file setup* (unless otherwise noted on the print order) - full and/or uncommon bleed on the foot, left, and right margins. *See "ELECTRONIC MEDIA" for additional requirements.

BINDING: Trim 4 sides.

PACKING: Box in units of 500. Pack suitable per shipping container.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to Norcross, GA 30092. Complete address will be indicated on the print order. INSIDE DELIVERY IS REQUIRED.

Upon completion of each order, all Government furnished material must be returned to the address listed under "SCHEDULE".

<u>All expenses incidental to the pickup and return of furnished materials, contractor produced films (when requested), and furnishing samples must be borne by the contractor.</u>

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). NOTE: The Government will fax or email the print order to the contractor when the Government furnished material is e-mailed.

Furnished material must be picked up (unless it is e-mailed) from and delivered to: Marine Corps RS Atlanta, 4855 Peachtree Industrial Blvd, Suite 225, Norcross, GA 30092.

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

Complete production and distribution must be made within 7 to 10 workdays.

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

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.

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 the contract.

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

I. (a) 2

II. (a) 168

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: (800) 270-4758

Quotes due by: 11:00 a.m. / Date: September 24, 2014

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

Contractor_____

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

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

_____
(Telephone Number) (E-mail Address)

****

***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.

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.

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 1,000 will be prorated at the per 1,000 rate.

I. PREPRESS:

(a) Creation of template ..... each image.....$_____

II. 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 exception of Item I.

(a) Each name (printed two colors with bleeds on face and back) ..... per 1,000 cards .....$_____

_____
(Initials)

Exhibit A: Face of card.

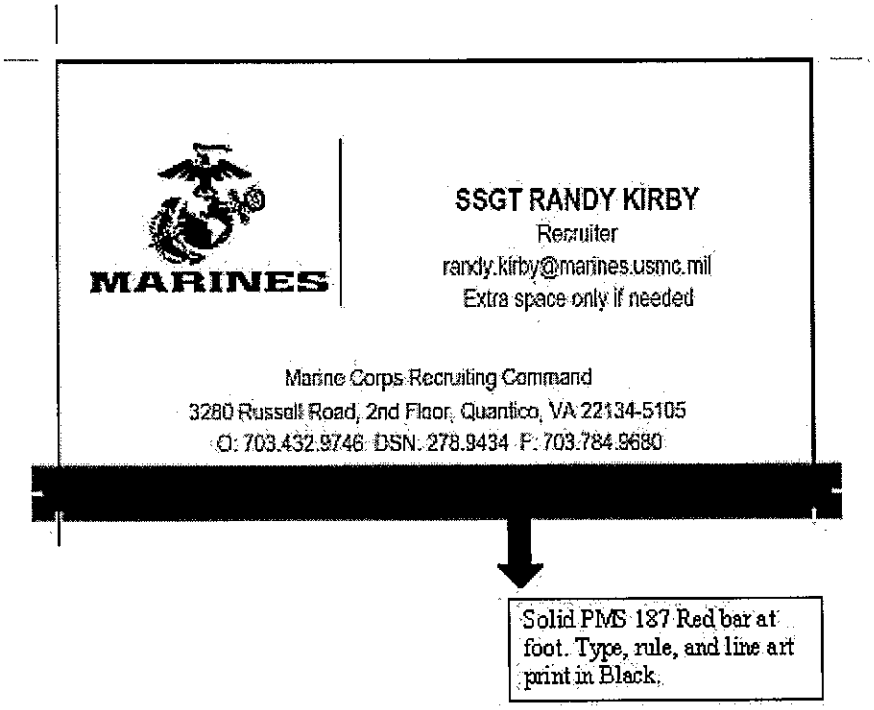
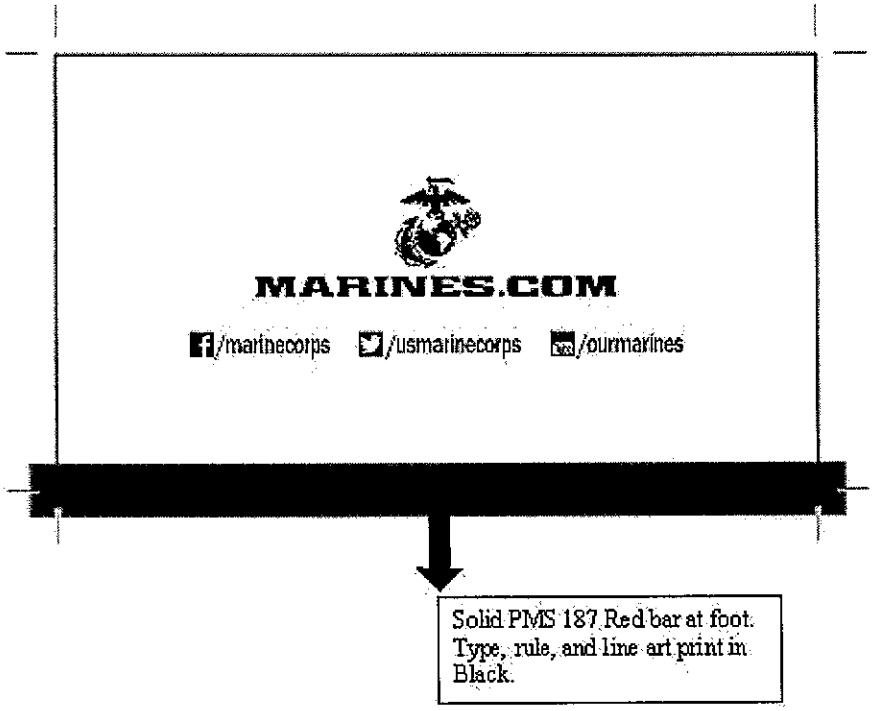
Exhibit B: Back of card.