

<b>PROGRAM:</b>	<b>677-S</b>							
<b>TITLE:</b>	<b>Business Cards</b>							
<b>AGENCY:</b>	<b>Department of Transportation Federal Highway Administration</b>							
<b>TERM:</b>	<b>Date of Award ending June 30, 2024</b>							
			<b>ACCURATE WORD LLC</b>		<b>THERMOQUICK, INC</b>		<b>CURRENT CONTRACTOR</b>	
			<b>White Plains Land, MD</b>		<b>Fredericksburg, VA</b>		<b>Envision Print Services</b>	
		<b>BASIS OF</b>						
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>		
<b>I.</b>	<b>COMPLETE PRODUCT:</b>							
(a)	Standard Card: (face only) in two ink colors							
(1)	-----Per 250 cards-----	193	25.00	4,825.00	49.50	9,553.50		<i>Due to changes in specifications</i>
(2)	-----Per 500 cards-----	2	50.00	100.00	59.50	119.00		<i>previous prices will not be shown.</i>
(b)	Executive Card: (face only) in two ink colors							
(1)	-----Per 250 cards-----	3	119.00	357.00	95.00	285.00		
(2)	-----Per 500 cards-----	2	139.00	278.00	125.00	250.00		
(c)	Second Side: Printing in black ink only							
(1)	-----Per 250 cards-----	38	35.00	1,330.00	30.00	1,140.00		
(2)	-----Per 500 cards-----	1	70.00	70.00	40.00	40.00		
(d)	Braille Embossing: up to 4 lines of text							
(1)	-----Per 250 cards-----	1	175.00	175.00	65.00	65.00		
(2)	-----Per 500 cards-----	1	195.00	195.00	75.00	75.00		
<b>II.</b>	<b>PREMIUM PAYMENTS:</b>							
	Percentage increase 5%							
	<b>CONTRACTOR'S SUBTOTAL:</b>			<b>\$ 7,330.00</b>		<b>\$ 11,527.50</b>		
	<b>ACCELERATED SCHEDULE:</b>	5%		<b>\$ 366.50</b>		<b>\$ 576.38</b>		
	<b>PERCENTAGE INCREASE:</b>		50%	<b>\$ 183.25</b>	25%	<b>\$ 144.09</b>		
	<b>CONTRACTOR'S TOTAL</b>							
	<b>PLUS PERCENTAGE INCREASE:</b>			<b>\$ 7,513.25</b>		<b>\$ 11,671.59</b>		
	<b>DISCOUNT:</b>		0.00	<b>\$0.00</b>	2%	<b>\$ 233.43</b>		
	<b>DISCOUNTED TOTALS:</b>			<b>\$ 7,513.25</b>		<b>\$ 11,438.16</b>		
				<b>AWARDED</b>				

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Business Cards***

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

U.S. Department of Transportation (U.S. DOT)  
Federal Highway Administration (FHWA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award, and ending June 30, 2024, plus up to four (4) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on July 20, 2023, at the Government Publishing Office, Washington, DC.

**BID SUBMISSION:** Bidders must email bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time on the bid opening date specified above will not be considered for award. This will not be a public bid opening.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Cecilia Dominguez Castro at (202) 512-0418 or at [cdominguezcastro@gpo.gov](mailto:cdominguezcastro@gpo.gov).

**SECTION 1. - GENERAL TERMS AND CONDITIONS**

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

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

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

In addition, the following documents and publications shall also apply:

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

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

**SUBCONTRACTING:** Subcontracting will not be permitted.

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

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

Product Quality Levels:

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

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

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

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Control Copies/ Average Type Dimension/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to June 30, 2024, 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 March 31, 2023, 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 contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**ASSIGNMENT OF JACKETS, PURCHASE, AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. 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, through June 30, 2024, 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 a conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under the clause entitled "ORDERING." The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements above the limit on total orders under this contract if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required because of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued under the "ORDERING" clause of this contract.

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

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.

4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid before bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

NOTE: Contractor's billing invoices for business cards requiring Braille must be approved prior to submitting to GPO for payment. Immediately upon completion of a Braille print order, the contractor shall submit an itemized statement of billing to the Federal Highway Administration for verification, approval, and signature. Contractor to submit to the Federal Highway Administration, Attn: Al-Hasan Rashida, 1200 New Jersey Avenue, SE, Room E61-309, Washington, DC 20590. After agency verification/approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office as specified above.

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of business cards requiring such operations as composition, printing (including thermography printing), braille embossing, foil embossing, binding, packing, and distribution.

**TITLE:** Business Cards.

**FREQUENCY OF ORDERS:** Approximately 15 to 60 print orders per year with approximately 1 to 30 names submitted per print order. The majority of the orders will be for less than 20 names.

On approximately 1 to 3 orders per year, business cards will require braille on the back of the card.

**QUANTITY:** 250 or 500 cards per individual name.

**NUMBER OF PAGES:** Face only or face and back.

**TRIM SIZES:** 3-1/2 x 2".

**GOVERNMENT TO FURNISH:** Electronic files to consist of fine lines of agency seal and business card template. Business Card template and seal to be retained by contractor for use throughout the term of the contract. Information for individual names, addresses, and telephone numbers will be provided via email for each order. Electronic media will be furnished as follows:

Platform: Windows.

Storage Media: Email.

Software: Adobe Acrobat Pro DC (or later).

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

Fonts: All printer and screen fonts will be embedded.

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

Additional  
Information: Files will be furnished in PDF format.  
Pantone Matching System will be used for color identification.

Sample of the executive card will be provided for color match.

Identification markings such as registration marks, commercial identification marks of any kind, etc., carried on the furnished electronic files, must not print on finished product.

**EXHIBITS:** The samples page shown as Exhibits A, B, and C are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

**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.

NOTE: Under no circumstances will the information furnished by the Government be used for any purpose other than for producing business cards for the intended recipients under this contract.

**REPORTS:** The contractor must generate and email a monthly report to the ordering agency as specified on the print order. The report shall contain the print order numbers; date orders were placed; names of person placing the order; total number of orders placed; confirmation code; and, billing and shipping/mailing information.

**COMPOSITION:** Contractor will be required to set type for individual names, titles, addresses, and phone numbers in Palatino Fonts, 8 through 12 point.

While the above typeface is preferred, a suitable alternate of comparable weight, typeface, and size will be considered. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface.

The GPO reserves the right to request samples and to judge the suitability of any alternate typeface offered in order to make an award which is deemed to be in the best interest of the Government.

**BRILLE TRANSCRIPTION:** When ordered, transcribing and reproduction will be required.

The contractor will be required to transcribe the information furnished by the ordering agency. Information to be furnished electronically to be transcribed to Braille Grade II. Formatting in accordance with NSN # 7530-01-584-0890.

**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 of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency contact listed on the print order.

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

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

**PROOFS:** One (1) press quality PDF soft proof will be required for each individual name ordered (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs shall show all line matter set in the format requested and show position of agency seal.

The contractor will be responsible for performing all necessary proofreading to ensure that proofs are in conformity with the information submitted.

If any contractor's errors are serious enough in the opinion of the Government to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to the receipt of an "O.K. to Print."

**BRILLE CONTROL COPY:** When ordered, after proofreading and correcting is completed, but prior to plating, the agency may request that the contractor submit one (1) Braille Control Copy so that the ordering agency can check copy for usability and clarity.



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

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

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All cover paper used in each copy must be of a uniform shade.

**Standard Cards:** White Vellum-Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

**Executive Cards:** Natural Smooth and Embossed Cover, Linen-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.

#### **PRINTING:**

**Standard Cards:** Print face only using the thermography printing process in black ink and one Pantone color. Contractor to match Pantone color specified on the print order. (See Exhibit A.)

**Executive Cards:** Print face only using the thermography printing process in black ink and one Pantone color. Contractor to match Pantone number as specified on the print order. (See Exhibit B.)

**Second Side:** When ordered, print the second side flat in black ink only. Printing is to be centered. (See Exhibit C.)

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

At contractor's option, the braille may be achieved via embossing or thermography. Whichever method is used must be used throughout the term of the contract. Contractor cannot switch between embossing and thermography from order to order.

If the braille thermography method is used, the contractor must use clear ink.

NOTE: Second side and/or braille embossing can be ordered with either the standard or executive card.

The GPO imprint requirement is waived and must not print on the final product.

**STAMPING AND/OR EMBOSSING:** For the Executive Cards only, the contractor will be required to stamp and emboss agency logo in a single foil color. Contractor to match foil stamping color from previous sample.

Contractor is responsible for manufacturing of all dies necessary.

The majority of orders placed will require foil stamping/embossing to match sample foil in gold.

Any change in foil brand made during the term of the contract must be approved by the Government prior to change.

Stamping must have solid impressions – no picking, pinholes, or filled letters.

Stamping and/or embossing images will be approximately 4-1/2” apart.

Images will be from 1 square inch up to and including 4 square inches.

**MARGINS:** Unless otherwise specified, margins will be in accordance with the approved template.

**BINDING:** Trim four sides.

**PACKING:** Box individual names in units of 250 or 500 cards, as applicable. Affix one business card to the outside of each box. Insert box(s) into a cushioned shipping bag(s), or at contractor’s option, a shipping container. Individual boxes, shipping bag(s), or shipping container(s) must be of sufficient strength as to ensure against damage to the product during shipment.

**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping bags or shipping containers.

**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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [GPO.gov](http://GPO.gov). Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service-approved Certificate of Mailing, identified by the GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship/mail f.o.b. destination to various addresses nationwide, including Alaska, Hawaii, and U.S. Territories.

Shipments/mailings are to be sent the most economical means to the Government – reimbursable.

On an occasional order, the ordering agency may request the contractor to expedite shipping/ mailing (reimbursable). Agency must approve all expedited shipping/ mailing costs prior to shipping/ mailing product(s). NOTE: Unless authorized by the ordering agency, the contractor is not allowed to ship/ mail via expedited shipping/ mailing in order to meet the schedule.

All shipments must be made by traceable means. A signed receipt is required. The contractor will be reimbursed for all shipping/ mailing costs by submitting the shipping/ mailing receipts with the invoice for billing.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order ships/ mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 677-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/ mailing method, and title of the product. Contractor must be able to provide copies of all shipping/ mailing receipts upon agency request.

Upon completion of each order, contractor must delete all personal information provided by the agency from their system.

Upon completion of the contract, contractor must destroy any dies made.

All expenses incidental to picking up and returning materials (if applicable), submitting PDF soft proofs and braille control copies, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print order and furnished materials will be furnished via email.

PDF soft proofs must be emailed to the ordering agency at the email address specified on the print order.

Contractor to deliver braille control copies to the address specified on the print order.

No definite schedule for placement of orders can be predetermined.

The contractor must notify the ordering agency that an order has been received within one (1) hour of receipt.

The following schedules begin the workday after notification of the availability of the print order and furnished material; the workday after notification will be the first workday of the schedule.

***Regular Schedule:***

- Contractor must complete production and distribution within 14 workdays after notification of the availability of the print order and furnished material.
- No specific date is set for the submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than three (3) workday from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email.
- All proof and transit time are included in the 14-workday schedule.

***Accelerated Schedule:*** Approximately 5% of all orders issued will require an accelerated schedule.

- Contractor must complete production and distribution within three (3) workdays of receipt of the print order and furnished materials.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email.
- All proof and transit time are included in the 3-workday schedule.

For either schedule, when braille control copies are requested by the ordering agency, the contractor will be allowed three (3) additional workdays in the schedule. No specific date is set for submission of control copies. Control copies must be submitted as soon as possible to allow for revised copies if contractor's errors are judged serious enough to require them. Control copies will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. All control copies and transit time are included in the schedule.

The ship/delivery date indicated on the print order is the date product(s) ordered for shipping/ mailing f.o.b. destination must be delivered to the destination specified on the print order.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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

### SECTION 3. - DETERMINATION OF AWARD

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

**PREMIUM PAYMENTS:** Orders requiring an Accelerated Schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be for the Regular Schedule and will be paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments for Accelerated Schedule orders, when authorized, will apply to all items in the "SCHEDULE OF PRICES."

For orders placed with an accelerated schedule, failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their billing invoice.

It is estimated that 5% of all orders will require an Accelerated Schedule. Premium payment orders will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the Accelerated Schedule, in the "SCHEDULE OF PRICES" (Item II.) to 5% of the total prices offered.

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

- |     |     |     |
|-----|-----|-----|
| I.  | (1) | (2) |
| (a) | 193 | 2   |
| (b) | 3   | 2   |
| (c) | 38  | 1   |
| (d) | 1   | 1   |

**SECTION 4. - SCHEDULE OF PRICES**

Bids 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.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the "DETERMINATION OF AWARD") that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

**I. COMPLETE PRODUCT:** The prices offered shall include the cost of all required materials and operations for the thermography, printing, braille embossing, binding, boxing of business cards, packing, and distribution in accordance with these specifications, and shall include the costs of composition, proofs, control copies, generation of reports, stock and dies necessary for the complete production and distribution of the product as specified herein.

NOTE: If contractor chooses to use thermography for the braille, they are to charge for the thermography under line item I.(d).

	<u>Per 250 Cards</u> (1)	<u>Per 500 Cards</u> (2)
(a) Standard Card: Thermography printing (face only) in two ink colors .....	\$ _____	\$ _____
(b) Executive Card: Thermography printing (face only) in two ink colors, and gold foil embossed logo.....	\$ _____	\$ _____
(c) Second Side: Printing in black ink only .....	\$ _____	\$ _____
(d) Braille Embossing: Embossing in up to 4 lines of text .....	\$ _____	\$ _____

**II. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items. Percentage increase will be added to all orders which require an Accelerated Schedule.

Percentage increase..... \_\_\_\_\_%

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

**TYPEFACE:** If an alternate typeface is proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface to be used.

Preferred Typeface: Palatino Fonts (8 through 12 pt.)

Alternate Typeface: \_\_\_\_\_

**BRaille METHOD:**    \_\_\_ Embossing            \_\_\_ Thermography

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent \_\_\_\_\_ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agrees, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

**BIDDER'S NAME AND SIGNATURE:** Unless a specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted per the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the Bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

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

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

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

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

**THIS SECTION FOR GPO USE ONLY**


Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)



# EXHIBIT A

## Business Card Format

LOGO  
PMS Blue 285

	Federal Highway Administration Office of Transportation Operations
	<b>JANE DOE</b> Staff Assistant
HOTO-1, Room 3401 400 Seventh Street, SW Washington, DC 20590	Office: (202) 366-1993 Fax: (202) 366-3302 E-Mail: @fhwa.dot.gov

## EXHIBIT B



U.S. Department of Transportation  
Federal Highway Administration

### **SHAILEN P. BHATT**

Administrator

East Tower, 8th Floor  
1200 New Jersey Ave, SE  
Washington, DC 20590

Phone: 202-366-2240  
Fax: 202-366-3244  
shailen.bhatt@dot.gov  
www.fhwa.dot.gov

## EXHIBIT C

**Office of Operations:** [www.ops.fhwa.dot.gov](http://www.ops.fhwa.dot.gov)

**ITS Joint Program Office:** [www.its.dot.gov](http://www.its.dot.gov)

**ITS Electronic Library:** [www.its.dot.gov/itsweb/welcome.htm](http://www.its.dot.gov/itsweb/welcome.htm)

**ITS News and Calendar:** [www.nawgits.com/jpo/icdn.html](http://www.nawgits.com/jpo/icdn.html)

**Electronic National Dialogue:** [www.nawgits.com/opdialog/](http://www.nawgits.com/opdialog/)