

Program No. 17295 Term Date of Award To 08/30/2022												
TITLE: Air Force Recruiting Business Cards												
			BETTER DEAL PRINTING LLC		ENVELOPE & PRINTED PRODUCTS		TAYLOR/NAVITOR		PANTHER GRAPHICS		PREVIOUS/GPO ESTMATE	
			Prescott, AZ		Prospect Park, NJ		North Mankato, MN		Rochester, NY			
			020-12004		390-30956		220-86067		310-66798			
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>COMPLETE PRODUCT: Printing face and back, head to head, in Pantone 287 (Blue) and black.</b>											
(a)	Per Box of 250 cards	225	\$32.00	\$7,200.00	\$26.00	\$5,850.00	\$121.40	\$27,315.00	\$22.50	\$5,062.50	\$19.52	\$4,392.00
(b)	Per Box of 500 cards	223	\$37.00	\$8,251.00	\$32.00	\$7,136.00	\$130.65	\$29,134.95	\$27.50	\$6,132.50	\$28.13	\$6,272.99
(c)	Per Box of 1,000 cards	1052	\$55.00	\$57,860.00	\$35.00	\$36,820.00	\$148.20	\$155,906.40	\$32.50	\$34,190.00	\$45.35	\$47,708.20
	<b>CONTRACTOR TOTALS</b>			<b>\$73,311.00</b>		<b>\$49,806.00</b>		<b>\$212,356.35</b>		<b>\$45,385.00</b>		<b>\$58,373.19</b>
	<b>DISCOUNT</b>		0.00%	<b>\$0.00</b>	0.00%	<b>\$0.00</b>	0.00%	<b>\$0.00</b>	0.00%	<b>\$0.00</b>	1.00%	<b>\$583.73</b>
	<b>DISCOUNTED TOTALS</b>			<b>\$73,311.00</b>		<b>\$49,806.00</b>		<b>\$212,356.35</b>		<b>\$45,385.00</b>		<b>\$57,789.46</b>
<b>AWARDED</b>												

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 COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

## QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE  
Dallas, TX

### GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Active Duty Air Force Recruiter Business Cards

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

U.S. Air Force Recruiting Service (AFRS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning at Date of Award and ending August 31, 2022, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “Option to Extend the Term of Contract” clause in Section 1 of this contract.

**QUOTE OPENING:** Quotes shall be opened at 1:00 p.m., prevailing Dallas (Central) time, on November 10, 2021 at the U.S. Government Publishing Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**QUOTE SUBMISSION:** This is a Small Purchase Term Contract. NOTE: For the purpose of this contract, the terms “quote” and “bid” are used interchangeably.

Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, contractors MUST submit email bids to [bidsdallas@gpo.gov](mailto:bidsdallas@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number (1729-S) and bid opening date must be specified in the subject line of the emailed quote submission. Quotes received after 1:00 p.m., prevailing Dallas time, on the quote opening date specified above will not be considered for award.

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

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 Jim Hunt at [jhunt@gpo.gov](mailto:jhunt@gpo.gov) or (214) 767-0451 x5.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Request for Quotes 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 Publication 310.1, effective May 1979 (revised 09-19)).

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

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

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

**SUBCONTRACTING:** Subcontracting is not allowed.

**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	Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award and ending August 31, 2022, 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 May 31, 2021, 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.

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

**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.

**PREPRODUCTION CONFERENCE:** The ordering agency may choose to hold a Preproduction Conference at the contractor's plant or via conference call. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete the fulfillment of the contract.

The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and preflighting supplied PDF files; (2) internal schedule and workflow; (3) identifying coordination/communication contacts; (4) SFTP setup/procedures; and (5) any other special requirements which are specific to this contract.

All contractor points of contact from each phase of production will be required to attend the meeting.

**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 on-line electronic orders for each job placed with the contractor. A monthly print order will be issued and will indicate the total number of on-line orders placed and the total number of cards produced per on-line order for the previous month. The print order will also indicate any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of on-line electronic orders and monthly print orders by the Government. Orders may be issued under the contract from Date of Award and ending August 31, 2022, plus for such additional period(s) as the contract is extended. All on-line orders and 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 on-line order or print order. A print order shall be issued monthly to cover all on-line orders for the previous month and shall be used for billing purposes. 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 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.

**ADDITIONAL EMAILED QUOTE 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 quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The contractor's email provider may have different size limitations for sending email; however, contractors 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 prior to 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:** After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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/agency/billing-and-payment>.

**CONTRACTOR BILLING MUST BE ITEMIZED IN ACCORDANCE WITH THE LINE ITEMS IN THE "SCHEDULE OF PRICES."**

In addition, the contractor is required to email a copy of the billing invoice (and any supplementary billing information) to: [infodallas@gpo.gov](mailto:infodallas@gpo.gov), Attn: Program 1729-S Administrator AND to DLA as indicated on the print order. Failure to do so may result in non-payment.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of business cards requiring such operations as composition, electronic prepress, on-line ordering, printing, binding, packing, and distribution.

**TITLE:** Active Duty Air Force Recruiter Business Cards.

**FREQUENCY OF ORDERS:** Approximately 5-70 on-line orders per month.

Bi-monthly print orders will be issued for all on-line orders placed during the previous month.

**QUANTITY:** 250, 500 or 1,000 cards per individual name per on-line order.

**NUMBER OF PAGES:** Face and back.

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

**GOVERNMENT TO FURNISH:** Electronic media for the business card design will be furnished once at the beginning of the contract. Electronic media will be furnished as follows:

Platform: PC.

Storage Media: Email.

Software: Adobe InDesign and/or Adobe Acrobat, current versions.

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All fonts are presented as outlines. Fonts will be provided or embedded, as applicable.

Additional

Information: Graphics files will be furnished in native application and/or PDF format.  
All graphics and illustrations will be furnished in place within electronic files.  
Pantone Matching System used for color identification.

QR Code: Each card will feature a QR code linking to <https://www.airforce.com>. The code must be tested during each production run to verify it links properly.

Government will furnish initial design files.

For each card ordered, copy for individual names and all pertinent contact information will be furnished via the contractor's on-line ordering system.

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

**EXHIBIT:** The facsimile of sample page shown as EXHIBIT 1 is representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

**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.

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.

**ON-LINE ORDERING:** The contractor will have five (5) workdays from the date of award to provide a fully functional, web-based on-line ordering system.

The on-line ordering system must have the following capabilities:

1. The contractor must provide a web-based on-line ordering system site that permits authorized U.S. Air Force Recruiting Service personnel to order business cards.
2. The system must provide a method of order tracking by user.
3. The web-based system must be secure (password protected) so that only authorized personnel can order business cards and must provide a separate page/site so that only authorized personnel (Program Manager) can approve submitted business cards. The program manager will provide a list of authorized users and passwords after award.
4. Contractor’s ordering system must provide a fillable form specifically designed to accept data and place an order request as a one-step process. Form must have, at a minimum, fields for the following: individual name, title/position, office name, and at least three contact fields (including telephone, fax, and mobile), toll-free number (optional), and email address.
5. The web page must have the capability to display the business card after information is entered. The user must be able to change or correct information displayed in the on-line proof prior to submitting to the program manager for approval. If information is changed, system must generate a new PDF soft proof.
6. For each PDF proof generated, the proof must contain a statement to the effect that the person placing the order request may make changes to his/her name and contact information only; changes are NOT allowed for the layout/design (e.g., logo, colors, typestyle, typesize). Additionally, once the PDF proof has been confirmed/approved, NO changes are allowed.
7. Once the user submits an order for approval, the system must generate an email to the user indicating the order has been sent to the program manager for approval.
8. It must concurrently generate an email to the program manager indicating that an order is awaiting approval. The program manager must be able to approve/disapprove an individual request or approve/disapprove a total batch/on-line order.
9. After the program manager approves a specific batch of orders, the web-based system must provide a total count of orders approved in that batch/ order and generate a spreadsheet that contains requestor names, recipient’s names, confirmation date, and contractor generated order/job number. The program manager will forward this list to the user to show when and what was ordered.
10. The web-based system must provide an option for users to submit a previous order from a “history” or “look-up file” using a name or confirmation number from a previous order. If a change is necessary, the user must be able to make the change to the previous order and then submit as a new order.
11. On-line PDF proof must require an electronic confirmation/approval. (The contractor must not produce cards until electronic confirmation is entered into the contractor’s on-line ordering system.)



12. Once the cards have been printed and shipped, the web-based system must generate an email containing a shipping list of all cards printed on a specific on-line order (to include name of recipient, date shipped, estimated delivery date, and a tracking number) to the program manager and the recipient.

NOTE: The actual order will not be considered “placed” until an electronic confirmation is entered into the contractor’s on-line ordering system.

**REPORTS:** Twice monthly within the first five (5) workdays after the 15<sup>th</sup> and the end of each month, the contractor must generate and submit a report (in MS Excel format) to the ordering agency documenting all orders placed during the previous bi-monthly (1<sup>st</sup> to 15<sup>th</sup> and 16<sup>th</sup> to the end of the month) period. The report must include, but is not limited to: date each on-line order was placed; names ordered; total number of orders placed; confirmation code; and, a copy of all billing information for each on-line order, including exact shipping costs. Reports must be emailed to: [Shaughn.Cullop@dla.mil](mailto:Shaughn.Cullop@dla.mil) and the contract administrator, [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

**COMPOSITION:** Contractor will set up a template/on-line form that allows the end user to input individual ranks/names, titles/positions, and contact information in conjunction with the contractor’s on-line ordering system, as specified herein, using the provided electronic file. See Exhibit 1.

**ELECTRONIC PREPRESS FOR ARTWORK/STATIC INFORMATION:** 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: Shaughn Collup at (210) 780-4992 or [Shaughn.Cullop@dla.mil](mailto:Shaughn.Cullop@dla.mil).

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.

Contractor to create a web order template using furnished electronic files.

When required by the Government, the contractor shall make minor revisions to the electronic files which may include minor corrections to digital furnished images as approved by the Agency and GPO. It is anticipated that the Government will make all major revisions.

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

**PROOFS: (Prior to Production Samples):**

Prior to the commencement of production of the contract production quantity, the contractor must provide one (1) box of 250 business cards plus two (2) individual business cards of the same design within two (2) days after the contract is awarded and Agency sends variable data to contractor. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, and program numbers.

This will be a one-time requirement. Agency will provide information for the prior to production sample upon award.

All sample cards must be produced (composition, printing, and binding) as specified herein and must be the size, kind, and quality that the contractor will furnish. Samples will be inspected for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the paper required, as specified herein

Contractor must submit samples to:

- 1 box of 250 cards: USAF AETC HQ AFRS/RSI, Attn: SSgt Oscar Contreras (210-565-2426), 550 D Street, West, Suite 1 (Building 491), JBSA Randolph, TX 78150-4527

- 1 sample card: HQ AFRS/RSMA, Attn: Michael Carabajal (210-565-0516), 550 D. Street West, Room 142, JBSA-Randolph AFB, TX 78150-4527
- 1 sample card: DLA Strategic Data Services, J67, DLA Customer Data Relations Management, J67DA (South), Attn: Shaughn Cullop (210-780-4992), HQ AETC/A4RMP, 266 F St. West, Bldg. 901, Rm. 108, Randolph AFB, TX 78150

Contractor must furnish samples within three (3) workdays of receipt of information for prior sample.

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**PROOFS (On-line Orders):**

Proof will consist of an immediate on-line PDF proof of the order request, as follows:

One (1) Adobe Acrobat (most current version) PDF soft proof of the business card for each name ordered. PDF proof must show all text matter and position of agency logo. PDF proof will be evaluated for text, image position, and color breaks. Proof will not be used for color match.

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.

Contractor must not print prior to the 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 paper used for cards for each name ordered must be of a uniform shade.

White Gloss-Coated Cover, basis weight:100 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L10.

**PRINTING:** At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Cards print face and back, head to head, in Pantone 287 (Blue) and black. Printing consists of text matter, line art illustrations, QR code, rules, solids, and reverses. Cards print variable data on the face and back. Variable data consists of approximately seven (7) to 10 fields to include: rank, name, job title, recruiter position, recruiter address, recruiter telephone number(s), and email address. (See EXHIBIT 1.)

Contractor has the option to use full color or four-color process; however, it must match Pantone 287.

**MARGINS:** Unless otherwise specified, margins will be as indicated in the furnished media. All cards have full bleeds on all four sides. Bleeds are built into the electronic files.

**BINDING:** Trim four sides.

**PACKING:** Box individual names in units of 250, 500 or 1,000, as ordered. Affix a copy of each card to the end panel of each box for identification.

Pack suitable in shipping containers not to exceed 26 pounds when fully packed.

All shipments that fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner that will guarantee that the product will not be damaged and the package will not open or split when processed through a small package carrier delivery system.

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

The address contained on the business card will be the “ship to” address. For orders that ship to an address other than the one listed on the business card, the ordering agency will provide a separate shipping address on-line.

The contractor’s return address will be the “ship from” address.

**INSPECTION SAMPLES:** When required by the Print Order, the contractor must furnish one (1) sample card for each individual name ordered to: USAF AETC HQ AFRS/RSI, 550 D Street West, Suite 1 (Building 491), JBSA Randolph, TX 78150-4527. Do not staple samples together.

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 only if there are deficiencies.

**DISTRIBUTION:** Ship f.o.b. contractor's city to addresses nationwide (including American Territories and APO/FPO destinations).

The cards will ship to the addresses printed on each business card unless otherwise specified.

Contractor must ship reimbursable. The contractor must use the most cost effective and traceable method of shipping for each on-line order. Contractor to be reimbursed for all shipping costs upon receipt of shipping documents with billing invoice.

All shipments for outside of the continental U.S. (OCONUS) should be shipped using small package carrier with tracking capability or USPS with tracking capability, whichever is more economical to the Government.

Occasional orders may require the contractor to re-ship all or part of the order to an additional address or addresses due to incorrect addresses provided by the ordering agency, refusal of shipments at the original address, etc. In the event of re-shipping due to Government error and upon submission of adequate documentation, the contractor will be reimbursed for additional shipping costs via a GPO-issued contract modification for each affected order.

Contractor must notify the ordering agency on the same day that the product ships via email to email address on the card, [Shaughn.Cullop@dla.mil](mailto:Shaughn.Cullop@dla.mil), and [infodallas@gpo.gov](mailto:infodallas@gpo.gov). The subject line of this message shall be "Distribution Notice for Program 1729-S, Jacket XXX-XXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

All expenses incidental to maintaining the on-line ordering system, submitting on-line proofs and prior to production samples, and furnishing samples 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) or prior to the Electronic Confirmation being entered into the contractor's on-line ordering system, as applicable.

The bi-monthly print orders will be furnished via email. Contractor to provide valid email address after award.

Furnished copy for names and all pertinent contact information will be furnished via the contractor's on-line ordering system.

PDF soft proofs shall be automatically generated by the contractor's on-line ordering system. (See "ON-LINE ORDERING.")

No definite schedule for placement of orders can be predetermined.

The following schedule begins the workday after issuance of a confirmed electronic order; the workday after issuance will be the first workday of the schedule.

- Contractor's on-line ordering system shall generate an immediate PDF soft proof to the person placing the order request
- Typically, electronic proof confirmation will be given within one (1) workday from receipt of PDF soft proof at the ordering agency (for example, if PDF soft proof is furnished on a Monday, the ordering agency will provide confirmation/approval by close of business Tuesday.) *An occasional order may require more than one (1) workday before proof confirmation is given.*
- Complete production and shipping must be made within 7 to 10 workdays of the final approval, as specified in the on-line order.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city

must be picked up by small package carrier or delivered to the USPS.

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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact COMPLIANCE via email at [efaxdallas@gpo.gov](mailto:efaxdallas@gpo.gov); or at (800) 865-5193. Personnel receiving email or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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

### **SECTION 3. - DETERMINATION OF AWARD**

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

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

- I. (a) 225
- (b) 223
- (c) 1,052

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**SECTION 4 .- SCHEDULE OF PRICES**

Quotes offered are f.o.b. contractor city.

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

Contractor must make an entry in each of the spaces provided. Quotes 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. Quotes submitted with NQ (No Quote), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production.

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the printing, binding, and packing of business cards and shall include the cost of creation/maintenance of on-line ordering system, on-line orders, composition, generation of on-line PDF proofs, generation of bi-weekly or and monthly reports, and paper stock, for the complete production and distribution of the product listed in accordance with these specifications.

- (a) Per box of 250 cards .....\$ \_\_\_\_\_
- (b) Per box of 500 cards .....\$ \_\_\_\_\_
- (c) Per box of 1,000 cards .....\$ \_\_\_\_\_

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



**SHIPMENT(S):** 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 Solicitation 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 agree, 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. NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless 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 in accordance with 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)

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**THIS SECTION FOR GPO USE ONLY**

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

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# EXHIBIT 1



# FRONT



# BACK