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U.S. GOVERNMENT PUBLISHING OFFICE  
MidAtlantic Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***NIH News in Health***

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

DHHS/National Institute of Health

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending March 31, 2026, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened virtually at **11:00 A.M., Eastern Time (ET), on March 25, 2025** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@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 date and time specified above will not be considered for award.

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 Ledo Ulerio at [Lulerio@gpo.gov](mailto:Lulerio@gpo.gov) or (757) 490-7943.

## 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 Publication 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.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>.

**SUBCONTRACTING:** The predominant production functions will be printing. Any contractor who cannot perform the predominant production functions will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Quality Level III
- (b) Finishing (item related) Attributes – Quality 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/Average type dimension in publication/ Electronic media.
P-9. Solid and Screen Tint Color Match	Pantone Matching System.
P-10. Process Color Match	Supplied Electronic Media

**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 three (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 Date of Award to March 31, 2026 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 December 31, 2025, 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 March 31, 2026, 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" 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 requirement 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 BID SUBMISSION PROVISIONS:** Due to the Pandemic, there are no public bid openings. While the GPO physical offices are closed and we are teleworking, we are accepting only emailed bids. 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 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:** Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of a folded, self-cover pamphlet requiring such operations as proofs, printing, binding and distribution. Pamphlet prints in Black and one PMS color, to be named on each print order.

**TITLE:** News in Health Monthly

**FREQUENCY OF ORDERS:** Monthly (approx. twelve (12) orders per year)

**QUANTITY:** Approximately 42,000 copies per order.

**NUMBER OF PAGES:** Four text pages, self-cover.

**TRIM SIZE:** 8-1/2 x 11"

**GOVERNMENT TO FURNISH:** Electronic files will be submitted via email.

Electronic media will be furnished as follows –

Platform: Windows 7 (current version).

Software: Adobe Acrobat Pro (current version).

All platform system and 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 (various Postscript or TrueType fonts).

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.  
Electronic media will include all illustrations and graphics furnished in place.  
Visuals of electronic files will be furnished.  
CMYK will be used for color identification.  
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

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.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

**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 GPO MidAtlantic 757-490-7940. (Contractor must notify the Government as soon as necessary in order to comply with the delivery/shipping schedule.)

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.

All halftones are to be 150-line screen or finer.

Prior to outputting proofs, contractor must verify correct page breaks, etc. (re-flow of text will not be acceptable).

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.

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

**PROOFS:** Press quality PDF soft proof (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 will be transferred to the agency via email sent to the address furnished on the Print Order and the phone number furnished on the Print Order to confirm receipt of email.

Include a reminder that the agency can only keep proof no more than four (4) hours (8am – 4pm EST) from their receipt at the ordering agency.

Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproving; 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 text stock used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine.

White Matte Coated Offset Book, grammage 120 g/m<sup>2</sup> (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A240

**PRINTING:** Pamphlet prints head to head in black ink and one Pantone color. The PMS color will be noted on each print order. Pamphlet contains halftone images.

Must be printed offset; digital printing is not acceptable.

**INK:** Two (2) colors of ink; normally Black plus a PMS color. Ink must contain a minimum of 20% vegetable oil. Match ink color as indicated on the print order.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic files. Most pages will bleed.

**BINDING:** 4-page issues will fold to 8.5 x 11. Approx 1,500 pamphlets fold to 8-1/2 x 3-2/3" to fit a #10 envelope".

**PACKING:**

*Mailed Shipments* (Approximately 1,500): Insert single copies into a contractor furnished #10 White Wove envelope and seal. Contractor to overprint envelopes with NIH return address. Adhere one address label to each envelope.

*Bulk Shipments* (Approximately 40,500): Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery/shipping process.

Insert single or multiple copies (up to 200 leaves) into contractor furnished Kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into contractor furnished cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be packed in contractor furnished shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in contractor furnished shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING:**

*Mailed Shipments:* Address directly or create and affix a label to contractor furnished #10 White Wove envelope and to each unit of mail packaged in cushioned shipping bags, shipping bundles, and shipping containers. At the contractor's option they may image addresses directly onto the envelopes, bags/bundles/containers in lieu of creating address labels.

*Bulk Shipments:* Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DISTRIBUTION:** Deliver F.O.B. Destination, except for USPS mailing portion.

GPO Rider copies are required for every order:

**1 copy** to: BAC (C&I) 1523-01

U.S. Government Publishing Office  
Federal Depository Library Program  
Mail Stop: FDLP  
44 H St., NW, Loading Dock  
Washington, DC 20401  
Item No. **0506-H-02**

**1 copy** to: BAC (By-Law) 1525-01

Library of Congress  
U.S. Serials and Government Documents Section  
U.S. Anglo Division  
101 Independence Avenue, SE, Stop 4276

Washington, DC 20540-4276  
Marked: Depository File Copies

2 Copies to: PSC  
Parklawn Building Attn Mailroom  
5600 Fishers Lane Attn James Helton  
Rockville, MD 20857  
301-594-0553

2 copies to:

National Tech. Information Service Office of Business Development  
5301 Shawnee Road, Suite 327  
Alexandria, VA 22312  
Attn.: Sue Feindt 800-553-6847

Balance after mail (approx 1,500 of copies) to:

NIH-OD  
9000 Rockville Pike, Bldg. 31 / Rm. 5B64  
Bethesda Md. 20892  
Attn: Harrison Wein 301-435-7489      Inside Delivery Required

Contractor to pack approximately 40,000 multiple copies for approximately 1,200 addresses. Addresses supplied in Excel. The number of copies for each addressee is listed in first column on spreadsheet. These copies will be bulk shipped using the NIH permit, marked for 'Mail to be Metered' to the NIH Mail Room, 301 N. Stonestreet Ave, Room 105, Rockville, MD 20850, ATTN: Teresa Williams (301) 402-4172

The agency will supply Excel files for the Contractor to mail approximately 1,500 single copies to addresses.

Complete addresses and quantities will be furnished with each print order.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers-mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 3359-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailing methods, and title of product. Contractor must be able to provide copies of all delivery/mailing receipts upon agency request.

All expenses incidental to picking up and returning materials, submitting proofs, 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).

No definite schedule for pickup of material can be predetermined.

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

The newsletter must be delivered three (3) workdays after receiving administrative approval that a proof has been accepted.

Contractor must submit all proofs within twenty-four (24) hours of notification of availability of print order and furnished material.

Proofs will be withheld no more than four (4) hours (8am – 4pm EST) from their receipt at the ordering agency.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

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.

### **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.

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

	(1)	(2)
I. (a)	12	480
II. 1.	180	
2. (a)	11,647	
	(b) 120	
	(c) 18	
	(d) 64	

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#### **SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for all mailing and f.o.b. destination for all other consignments.

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) 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.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

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

A charge will be allowed for each text page, whether printed or blank.

Unless otherwise specified, no more than three (3) blank pages may be permitted at the end of the text for saddle-stitched products.

**I. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations (including proofs and paper) necessary for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Complete 4-page Pamphlet.....	\$ _____	\$ _____

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

**II. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; all cushioned shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; NCOA verification; and, complete distribution, in accordance with these specifications.

1. Mailed Shipments – Single copies mailed by the contractor. Prices must include the cost of envelopes, folding newsletters, inserting newsletters into envelopes, and addressing envelopes. .... per 100 addresses .....\$ \_\_\_\_\_
2. Bulk packing for delivery to NIH.
  - (a) Single copy or multiple copies in kraft envelope (up to 200 leaves) ..... per envelope .....\$ \_\_\_\_\_
  - (b) Single or multiple copies over 200 leaves, up to 12 pounds in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 lbs.)..... per bag or bundle .....\$ \_\_\_\_\_
  - (c) Quantities over 12 lbs. up to 24 lbs. wrapped in shipping bundles, or packed in shipping containers, at contractors option (maximum gross weight 27lbs)..... per bundle or container.....\$ \_\_\_\_\_
  - (d) Quantities over 24 lbs., up to 36 lbs., packed in shipping containers (maximum gross weight 40 lbs.)..... per container .....\$ \_\_\_\_\_

\_\_\_\_\_  
(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 points(s), in exact accordance with specifications. 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 (1) 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 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)

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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

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