

1435-S		June 1, 2021 thru May 31, 2022 (2026)															
		Alpha Press, Inc. Orlando, FL				Image Square Santa Monica, CA		Lockness Creations LLC DBA Minuteman Press Seattle, WA		Parchment Department Marion, IN		Taylor/The Occasions Group Waco, TX		Werner Printing and Engraving Chicago, IL		GPO Estimate	
ITEM NUMBER	ITEM DESCRIPTION	Basis of AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:																
(a)	Template "A" or "B" printed face only, Each name...for 250 cards...	17	30.00	510.00	19.77	336.09	12.66	215.22	35.00	595.00	16.80	285.60	20.00	340.00	15.95	271.15	
(b)	Template "A" or "B" printed face and back, Each name...for 250 cards...	94	38.00	3,572.00	19.77	1,858.38	15.25	1,433.50	40.00	3,760.00	20.80	1,955.20	25.00	2,350.00	19.75	1,856.50	
(c)	Template "C" printed face only, Each name...for 250 cards...	43	35.00	1,505.00	24.77	1,065.11	15.35	660.05	35.00	1,505.00	36.85	1,584.55	47.00	2,021.00	35.00	1,505.00	
(d)	Template "C" printed face and back Each name...for 250 cards...	205	41.00	8,405.00	24.77	5,077.85	21.75	4,458.75	40.00	8,200.00	40.85	8,374.25	52.00	10,660.00	38.80	7,954.00	
	TOTAL			13,992.00		8,337.43		6,767.52		14,060.00		12,199.60		15,371.00		11,586.65	
	DISCOUNT		1.00%	139.92	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00			
	NET TOTAL			13,852.08		8,337.43		6,767.52		14,060.00		12,199.60		15,371.00			
AWARDED																	

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

Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Air Force Reserve Recruiters Business Cards

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

Department of the Air Force, Robins AFB

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning June 1, 2021 and ending May 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 THE CONTRACT” clause in SECTION 1 of this contract.

QUOTES DUE: Quotes are due by 11:00 a.m., prevailing Atlanta, GA time, on May 4, 2021.

QUOTE SUBMISSION: This is a Small Purchase Term Contract. Due to the COVID-19 pandemic, the physical office will NOT be open to accept quotes via mail or small package carrier. Bidders must email quotes to bidsatlanta@gpo.gov for this solicitation. No other method of quote submission will be accepted at this time. The program number and quote due date must be specified in the subject line of the emailed quote submission. To submit a quote, contractor must return a completed “SCHEDULE OF PRICES”, which is included at the end of this specification. *Quotes received after 11:00 a.m. on the quotes due date 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 Traci Cobb, (404) 605-9160, Ext. 4, or tcobb@gpo.gov. Refer all other questions to the contract administrator – Amina Harvey, (404) 605-9160, Ext. 1, or aharvey@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO 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 function will be printing. Any contractor who cannot perform the predominant production function will be declared non-responsible.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, 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	Approved Proofs (Template)
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs (Template)

Special Instructions: In the event that the proofs for the templates are waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Average Type Dimension/File Setup
- P-10. File Setup

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 June 1, 2021 to May 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 February 28, 2022, 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.

PRE-AWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award 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 June 1, 2021 through May 31, 2022, 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 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 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 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: 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.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

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 business cards requiring such operations as composition, electronic prepress, printing, packing, and distribution.

TITLE: Air Force Reserve Recruiters Business Cards

FREQUENCY OF ORDERS: Approximately 8 - 12 orders per year (usually issued on a monthly basis).

QUANTITY: While there are no guarantees, based upon past performance and anticipated future requirements, the orders will consist of approximately 15 to 80 individual names with an average of 40 names per order. Quantities for each order will be in units of 250 per name.

TRIM SIZE: 3-1/2 x 2"

EXHIBITS: Exhibits "A", "B", and "C" are representative of the current templates for the business cards ordered under this contract.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: Unknown

Storage Media: Template files, logos, and manuscript copy will be furnished via email.

Files for Templates: Upon award of the contract, contractor will receive four PDF files for page layout guides (one for each face and one for the common back) and two JPG files for the department logo (one for templates "A" & "B" and one for template "C") for the current template styles (see "Exhibits A, B, and C"). Contractor will be required to create templates for each style for use on subsequent orders.

Electronic Manuscript: Electronic manuscript copy for each individual card will be provided in a MS Excel spreadsheet. The spreadsheet will contain fields for the components to be typeset (see "Exhibits A, B, and C"). NOTE: If the spreadsheet contains copy for "Organization 2", this copy prints on a line between "Organization 1" and the street address (resulting in four lines of type in the address).

Software: Static Matter: JPG and Adobe Acrobat (current or near current version). Manuscript copy: Microsoft Excel.

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

Fonts: All fonts will be embedded and/or embedded subset on the initial PDF page layout files.

Colors: May be identified as one or more of the following: RGB, CMYK, Black, and/or Pantone/Spot colors. Templates "A" and "B": Contractor to convert all colors to Pantone 287 Blue on the face and to spot color Black on the back. Template "C": Contractor to convert all colors to CMYK on the face and to spot color Black on the back.

Additional Information: Ordering agency currently uses three different template styles (see Exhibits/Templates "A", "B", and "C"); however, templates may be added, deleted, or modified throughout the duration of the contract.

Identification markings such as register marks, commercial identification marks of any kind, etc., GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications.

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

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files (templates) 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 GPO.

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.

High resolution (175 line screen for all CMYK, 1200+ dpi for the balance) output required.

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: With the exception of the proofs(*) for the template set-up, no additional proofs are required. The contractor will be responsible for performing all necessary proofreading to ensure that the final products are in conformity with the copy and instructions for each name/business card submitted with the print orders.

If produced via conventional offset printing –

(*) INKJET PROOFS: One set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers and must show areas consisting of minimum 1/8 x 1/8” solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

For Templates “A” and “B”: Pantone colors may be substituted with a similar color but may not be built out of the four process colors. Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

If produced via digital printing –

(*) ONE-OFF PROOF: One set of digital color one-off proofs on the actual production stock. Proofs must be created using the same output device that will be used to produce the final printed product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size/format of the product, as applicable. Proof will be used for color match on the press throughout the production run.

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 receipt of an "OK to print". Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Once approved, the proofs will be the standard for page layout guide, typestyle (font, style, size) match, color separations, and margin guide for the current templates.

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.

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

The paper to be used will be indicated on each print order.

Templates “A” and “B”: Bright White Smooth-finish Opaque Cover, Basis Weight 100 lbs per 500 sheets, 20 x 26”, equal to JCP Code L21.

Template “C”: White Coated One Side Cover (C1S), 14 Point, equal to JCP Code L70 with the exception of thickness. 14 point is required for this procurement.

PRINTING: The majority of cards will print face and back; however, it is anticipated that approximately 17% of the cards will print face only. Cards printing face and back will print head to head.

Templates “A” and “B”: Face prints type and line art matter in one Pantone color (Pantone 287 Blue, unless otherwise specified on the print order). Back (when applicable) prints type matter in Black only.

Match Pantone number as indicated on the print order.

Template “C”: Face prints full color matter via 4-color process with full bleed on all dimensions. Flood coat entire face with a clear, non-yellowing gloss UV coating. Back (when applicable) prints type matter in Black only.

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

NOTE: 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 wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

MARGINS: Follow furnished page layout guides (unless otherwise noted on the print order).

Template "A": inadequate gripper (less than 1/4") on the head and foot of the face and back; adequate gripper on the balance.

Template "B": inadequate gripper (less than 1/4") on the foot and left margin of the face; inadequate gripper (less than 1/4") on the head and foot of the back; adequate gripper on the balance.

Template "C": full bleed on all dimensions of the face; inadequate gripper (less than 1/4") on the head and foot of the back; adequate gripper on the balance.

BINDING: Trim 4 sides.

PACKING: Box in units of 250 copies. Pack suitable per shipping container.

LABELING AND MARKING: Contractor to create and affix a recipient address label onto each carton. Label should include Program 1435-S.

DISTRIBUTION: Deliver f.o.b. destination (within the 50 states) via traceable means. Complete addresses will be furnished in an Excel file with the print orders.

Upon completion of each order, contractor must notify the ordering agency via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1435-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to submitting proofs 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).

Contractor is to deliver template proofs to Robins AFB, GA 31098. Complete address and contact will be listed on the print order.

No definite schedule for placement of orders can be predetermined.

The following schedule begins the first workday after notification of availability of print order and furnished materials; the workday after notification will be the first workday of the schedule.

- Contractor must complete production and distribution within 10 to 15 workdays.
- 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.
- Template proofs will be withheld no more than 2 workdays from their receipt at the ordering agency until approval/disapproval from the agency via email. The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.
- All proof time and transit time is included in the 10-15 workday schedule.

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 destination(s).

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 must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable, via email to the GPO Atlanta Regional Office (infoatlanta@gpo.gov). The subject line of this message shall be "Distribution Notice for Program 1435-S, Print Order XXXXX, Jacket Number XXX-XXX.". The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest quote 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".

- I. (a) 17
- (b) 94
- (c) 43
- (d) 205

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SECTION 4. - SCHEDULE OF PRICES

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

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

Quotes submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item will 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 invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

(a) Template "A" or "B" printed face only, each name.....for 250 cards \$_____

(b) Template "A" or "B" printed face and back, each namefor 250 cards..... \$_____

(c) Template "C" printed face only, each name.....for 250 cards..... \$_____

(d) Template "C" printed face and back, each namefor 250 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 points(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 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: _____
(Initials and Date)

Contracting Officer: _____
(Initials and Date)

Exhibit/Template A

Face of card prints in Pantone 287
Blue. Air Force Reserve Logo is
static. Typesetting required for
balance of information.



AIR FORCE RESERVE

CM Sgt Glen A Barnes
Chief, Advertising Branch

(478) 327-0161 DSN 497-0161
Cell: (478) 447-4675
Fax: (478) 327-0657
Email: glen.barnes@afrc.af.mil

AFRCRS/ RSAA
1000 Corporate Pointe
Warner Robins, GA 31088

Back of card (when applicable)
prints type in Black. All type is
static.

Air Force Reserve Benefits

- Great education and training opportunities
- Money for school through the Montgomery Reserve GI Bill
- Enrollment in the fully accredited Community College of the Air Force
- Use of all base recreation facilities
- Tax free on-base shopping privileges
- Non-contributory retirement plan
- Low cost life insurance available for you and your family
- Tricare Reserve Select Health Care benefit for you and your family

My Appointment is:

800-257-1212 • www.afreserve.com

Exhibit/Template B

Face of card prints in Pantone 287 Blue. Air Force Reserve Logo and bottom line of type are static. Typesetting required for balance of information.

MSgt Chance C. Babin
Superintendent of Public Affairs



AIR FORCE RESERVE

Air Force Reserve Recruiting
180 Page Road, Bldg 208
Robins AFB, GA 31098

Office: 478-327-1632
DSN: 497-1632
Cell: 478-555-5555
Chance.Babin@us.af.mil

AFReserve.com 1-800-257-1212

Back of card (when applicable) prints type in Black. All type is static.

Air Force Reserve Benefits

- Great education and training opportunities
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- Enrollment in the fully accredited Community College of the Air Force
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My Appointment is:

800-257-1212 • www.afreserve.com

Exhibit/Template C

Face of card prints 4-color process + UV coating. Air Force Reserve Logo and bottom line of type are static. Typesetting required for balance of information.



Back of card (when applicable) prints type in Black. All type is static.

