

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	UNIT RATE	COST	
	Business Cards Across Amer Brookfield, WI																		
	Shamrock Raisinletter St. Louis, MO																		
	The Print House Brooklyn, NY																		
	Thermouick Inc Springfield, VA																		
	Werner Printing & Engraving Chicago, IL																		
	GPO ESTIMATE																		
(a)	Printing Face - Entire Card Requires Thermography per 500 cards.....	300	22.25	6,675.00	23.25	6,975.00	85.00	25,500.00	29.00	8,700.00	35.00	10,500.00	22.58	6,804.00					
(b)	Printing Face - Partial Thermography, as indicated per 500 cards.....	13	17.50	227.50	28.00	364.00	100.00	1,300.00	29.00	377.00	19.00	247.00	18.06	234.78					
(c)	Printing Back in One Color (Black or One Pantone/ Spot Color) - No Thermography..... Per 500 copies....	3	9.00	27.00	35.00	105.00	75.00	225.00	15.00	45.00	80.00	240.00	8.98	26.94					
(d)	Printing Back - Each Additional Pantone/Spot Color Over Initial One Color - No Thermography per 500 cards.....	15	16.00	240.00	65.00	975.00	50.00	750.00	10.00	150.00	40.00	600.00	15.72	235.80					
ADDITIONAL OPERATIONS:																			
(a)	PDF Proofs..... per name.....	388	0.00	0.00	2.00	776.00	10.00	3,880.00	0.00	0.00	0.00	0.00	0.00	0.00					
(b)	Revised PDF proof due to Author's Alterations (AA's) per name.....	12	0.00	0.00	2.00	24.00	10.00	120.00	0.00	0.00	0.00	0.00	5.00	60.00					
				TOTAL		7,169.50		31,775.00		9,272.00		11,587.00		7,381.52					
				DISCOUNT		0.00		0.00		185.44		0.00		0.00					
				NET TOTAL		7,169.50		31,695.56		9,086.56		11,587.00		7,381.52					
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

Business Cards

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

Various NASA Offices

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning April 1, 2018, and ending March 31, 2019, plus up to four 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.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO BETH NICOLAUS, (404)605-9160, EXT. 32707 OR E-MAIL enicolaus@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY (404)605-9160, EXT. 32712 OR E-MAIL aharvey@gpo.gov.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>)
or bidders may email request to infoatlanta@gpo.gov.

This is a Small Purchase Term Contract. Quotes may be submitted directly to the GPO Atlanta Regional Office Fax No. (404) 605-9185 or (404) 605-9186 or mailed to the Atlanta Regional Printing Procurement Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

Quotes due by 11:00 a.m. on March 26, 2018.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov/>.

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

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

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

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

<u>Attribute</u>	<u>Specified Standard</u>	<u>*Alternate Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs	Average Type Dimension
P-9. Solid and Screen Tint Color Match	Pantone Matching System	

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

OPTION TO EXTEND THE 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 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from April 1, 2018 through March 31, 2019, 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 (insert the date that is 3 months prior to the beginning of the contract), called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: 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 invoicing. Instructions for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 11 THRU 13.

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 April 1, 2018 through March 31, 2019, 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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as composition, electronic prepress, printing (including thermography), packing, and distribution.

TITLE: Business Cards.

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

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

FREQUENCY OF ORDERS: Approximately 180 orders per year.

QUANTITY: While there are no guarantees, based upon past performance and anticipated future requirements, the orders will consist of from 1 to approximately 20 individual names, with the majority of the orders requiring less than 10 names per order. Quantities per name will vary from 500 to 1,000 copies, with most requiring 500 copies of each name.

TRIM SIZE: 3-1/2 x 2" - portrait or landscape, as ordered.

EXHIBITS: Exhibit A is representative of the two current templates for cards ordered under the contract.

GOVERNMENT TO FURNISH:

- Electronic page layout files, including department seals/logos, for each template style (see "ELECTRONIC MEDIA") will be furnished by the ordering agency upon award of the contract. NOTE: Ordering agency currently uses two different template styles (see "Exhibit A"); however, templates may be added, deleted, or modified throughout the duration of the contract.
- Electronic manuscript copy (see "ELECTRONIC MEDIA") or handwritten manuscript copy for each individual name will accompany each print order.
- Print orders (GPO Form 2511).
- GPO Carton Labeling and Marking Specifications.
- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed to Atlanta GPO (800-270-4758) on the day shipment is due.

ELECTRONIC MEDIA:

- PLATFORM: MAC OS 10.7 or higher
- STORAGE MEDIA: Email
- SOFTWARE:

Files for Templates: Upon award of the contract, contractor will receive the page layout guides, including images for the department seals/logos, for each template style (currently two styles). Templates will be provided via Adobe Illustrator files. Contractor will be required to create templates for each style for use on subsequent orders.

Electronic Manuscript: Electronic manuscript copy (when furnished) will be provided in one or more of the following formats: Adobe Illustrator, InDesign, PDF, and/or MS Word.

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

- COLOR(s): May be identified as one or more of the following: RGB, CMYK, and/or Pantone/Spot colors. Contractor to convert all colors to Black, Pantone 286, Pantone 185, and Pantone 8643 (when applicable) – color separate as indicated on page layout/templates (see “Exhibit A”).

- FONTS: All fonts will be furnished on the initial page layout/template files. Contractor must keep furnished fonts on file for subsequent orders (see “Exhibit A” for visual of page layout/font requirements).

- OUTPUT: High resolution (1200 dpi or higher) output required.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE/ALTER ANY NECESSARY TRAPPING, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

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

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

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

PROOFS: Proofs will be required ONLY when indicated on the print order. Based upon past performance, most of the orders will require a press quality PDF proof (via email).

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. NOTE: Contractor's option to provide proofs as either a 1-up or multi-up image on 8-1/2 x 11" maximum sheet size.

When required, proofs will be withheld not longer than 2 workday(s) from date of receipt by the Government to receipt in contractor's plant (approval via fax or email).

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

- PDF "SOFT" PROOF: One PRESS QUALITY PDF proof (for content only) to be emailed to agency, as indicated on the print order. PDF proof must be ripped using the same Raster Image Processor (RIP) that will be used to produce the product. Proof MUST show color and contain all crop marks. THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION. NOTE: Contractor must call recipient to confirm receipt.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

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

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

PRINTING: The majority of the orders will print on face only; however, an occasional order will print face and back (head to head).

Face prints type, rule, and line art (department seal) matter in three colors - Black, Pantone 185 Red, and Pantone 286 Blue. **Thermographic printing will be required (face image only) on all orders and may be required on the entire face or just on a portion of the face (i.e. logo only, logo and one or more type lines, etc.), as indicated on the print order.**

Back, when applicable, prints type, rule, and/or QR barcode matter in Black or one Pantone color or multiple ink colors (up to three colors), as indicated on the print order. No thermography required on back.

Match Pantone number(s) as indicated on the print order.

NOTE: Business cards must be printed via OFFSET printing. Digital printing, direct imaging (toner), and inkjet printing are NOT acceptable.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Follow furnished templates/file setup*, unless otherwise noted on the print order. *See "ELECTRONIC MEDIA" for additional requirements.

BINDING: Trim 4 sides.

PACKING: Kraft or shrink-film wrap or box (contractor's option) each individual name in units of 500. Pack suitable per shipping container. NOTE: Multiple print orders (delivering to SAME location) may be shipped together in the same shipping container. GPO carton labels MUST be completed with carton contents clearly indicated.

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

DISTRIBUTION: Most of the orders require the entire quantity (bulk shipment) to deliver f.o.b. destination to the address indicated on the individual print order. Based upon past performance, it is anticipated that the following percentages will hold true:

Approximately 2% to NASA, John F. Kennedy Space Center, FL 32899;

Approximately 13% to NASA, John C. Stennis Space Center, MS 39529;

Approximately 14% to NASA, Goddard Space Flight Center, Greenbelt, MD 20771;

Approximately 12% to NASA, Headquarters, Washington, DC 20546;

Approximately 22% to NASA, Marshall Space Flight Center, Huntsville, AL 35812;

Approximately 32% to NASA, Ames Research Center, Moffett Field, CA 94035;

Approximately 4% to NASA, Dryden Flight Research Center, Edwards AFB, CA 93523;

Approximately 1% to NASA, Johnson Space Center, Houston, TX 77058.

INSPECTION SAMPLES: When required, the contractor shall submit one to two printed sample cards of each individual name to the address specified on the print order.

All expenses incidental in furnishing inspection samples (when applicable) must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). NOTE - Government will email the Print Order (Form 2511) when manuscript copy is e-mailed.

Furnished material will be furnished via email (or, at contractor's option, via a contractor maintained ordering website - see page 6).

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

Accelerated Schedule: An occasional order may require complete delivery within *2-3 workdays. A premium payment of \$20.00 will be applied on orders that require the Accelerated Schedule. While no guarantees can be

made for future orders, approximately 2% of the total orders in the previous contract year required the Accelerated Schedule. **NOTE: No proofs will be required on Accelerated Schedule orders.**

Regular Schedule: Most orders will require complete production and delivery within 5 to 30 workdays.

	<u>WD After</u>
Contractor to submit proofs within.....	1-3 days
Contractor receives proof approval/changes from Gov't.....	1-2 days
Contractor must make complete production & delivery.....	*3-25 days

*The delivery date will be based on the needs of the Government, and will be indicated on the print order.

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

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 year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I.
 - (a) 380
 - (b) 13
 - (c) 3
 - (d) 15

- II.
 - (a) 388
 - (b) 12

SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (404)605-9185 or (404)605-9186

11:00 a.m. / Date: March 26, 2018

***You may FAX the Schedule of Prices pages to the above number, or you may mail to: Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.**

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

Quotes offered are F.O.B. destination.

Prices must include the cost of all required materials and operations 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), N/A (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 billing submitted to the GPO shall be based on the most economical method of production.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

All required stock must be charged for under Item I.

Fractional parts of 500 will be prorated at the per 500 rate.

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, with the exceptions of Item II.

Prices for line items 1(a) and 1(b) to be for face of each unique card printing in 3 spot colors.

- (a) Printing Face - Entire Card Requires Thermography.....per 500 cards.....\$ _____
- (b) Printing Face - Partial Thermography, as indicated..... per 500 cards.....\$ _____
- (c) Printing Back In One Color (Black or One Pantone/
Spot Color) - No Thermography.....per 500 cards.....\$ _____
- (d) Printing Back - Each Additional Pantone/Spot Color
Over Initial One Color - No Thermography.....per 500 cards.....\$ _____

II. ADDITIONAL OPERATIONS:

- (a) PDF Proofs per name \$ _____
- (b) Revised PDF proof due to Author's Alterations
(AA's).....per name.....\$ _____

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) _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

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 fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

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: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR QUOTE)

EXHIBIT A

Note: each style is defined with font style, font size, leading, paragraphs prior to ordering


STYLE #1

ALL margins are 1/8" on all sides

National Aeronautics and Space Administration

Kelley Easley
Production Support Systems Manager
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