

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

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Scheduled Publications

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

VA Butler Healthcare – Butler, PA

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period of October 1, 2017 through September 30, 2018) and 2 option year periods (October 1, 2018 through September 30, 2019 and October 1, 2019 through September 30, 2020). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend Term of Contract”, and “Economic Price Adjustment.”

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Publishing Office, Columbus Regional Office; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215 or telefax your reply to Columbus RO (614) 488-4577. **NO TELEPHONE OR E-MAIL BIDS WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time on

September 22, 2017.

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Added quarterly magazine. Significant revisions to Quality Assurance Levels and Standards, Proofs, Stock/Paper, and Printing clauses and to Schedule of Prices. Additional changes throughout.

Abstract is available on GPO Web Site at

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

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 Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- **GPO Contract Terms (GPO Publication 310.2):** <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.
- **Other GPO Forms:** <http://www.gpo.gov/vendors.sfas.htm>

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 Z 1.4):

- (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
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Furnished File

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

OPTION TO EXTEND TERM OF 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 2 years (**September 30, 2020**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Term of Contract” clause. See also “Economic Price Adjustment” for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: 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 **October 1, 2017 through September 30, 2018**, 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 **June 30, 2017**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted. If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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/subcontractors' facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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 **October 1, 2017 through September 30, 2018** 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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information and cover sheet template for using the GPO fax gateway method can be found at:

<https://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 the following GPO web address:

<https://www.gpo.gov/finance/index.htm>.

At the time of invoicing, the contractor must submit a copy of the print order, contractor’s invoice, a press-ready PDF of the order, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577. Contractor’s billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a news flier and a magazine requiring such operations as reproducibles, proofs, printing in 4-color process/full color, binding, packing, and delivery.

TITLE: Scheduled Publications

- News Flier:Front and Center
- Magazine:Living Better Magazine

FREQUENCY OF ORDERS: Anticipate 16 orders per year. Front and Center published monthly. Living Better Magazine published quarterly.

QUANTITY: 500 to 1,500 copies per order. Front and Center is usually 1,500 copies and Living Better Magazine is usually 1,200 copies.

NUMBER OF PAGES: Front and Center: Face and Back
Living Better Magazine: 16 pages (includes self-cover)

TRIM SIZE: Front and Center: 8-1/2 x 11”
Living Better Magazine: 9-1/4 x 9-1/4”

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: At Government’s option, electronic files will be furnished via e-mail or contractor maintained FTP site. Files created on Mac 10.5 in InDesign CS3, Illustrator CS3, and Photoshop CS3. File will be provided as high resolution PDF files. All fonts, custom letter spacing/kerning files are included. File will be formatted to include text, rules, line art, screens, illustrations and scanned halftones in final layout format. Color i.d. is CMYK. Bleeds have been provided.

The contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

ELECTRONIC PREPRESS: Immediately upon receipt and 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 Columbus GPO Contracting Officer prior to further performance. 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.

FURNISHED FORMS:

- Delivery/Shipping Status Report Form.
- Form 905 (R. 3/90) “Labeling and Marking Specifications”.
- Print Orders (GPO Form 2511).
- Blue Labels and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, 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.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used. Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

PROOFS: Each order requires the contractor to submit either hard copy proofs or PDF “soft” proofs, as indicated on the individual print order.

HARD COPY PROOFS: When indicated on the individual print order, two set(s) of inkjet proofs that are G7 profiled are required. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) 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 and indicate margins. Proofs will be used for color match on press.

PDF “SOFT” PROOFS: When indicated on the individual print order, contractor to provide one “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. Color to match Government furnished PDF file. Proof to be submitted via e-mail provided on the individual print order or contractor maintained FTP site. Contractor must call the individual indicated on the print order to confirm receipt.

ALL PROOFS: Submit proofs (hard copy and PDF “soft” proofs) together with the furnished media (including visual when applicable), GPO proof memo, and a prepaid airbill (hard copy proofs only) to the address indicated on the individual print order. All packages/e-mails containing proofs must be clearly marked on the outside of the package or in the Subject line of the e-mail as “PROOFS”, and contain the GPO Program and Print Order numbers and publication title.

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. In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause.

However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

When errors are caused by the Government and the Government deems it necessary to require additional set(s) of revised proofs, an additional workday in the Schedule will be allowed.

The contractor must not print prior to receipt of an "OK to Print" by the Government.

STOCK/PAPER: The specifications of all stock/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, available at: <https://www.gpo.gov/vendors/sfas.htm>.

Color of paper furnished shall be of a uniform shade by visual inspection of the production run. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs within the production run.

Front and Center: White Opacified Offset Book, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A80.

Living Better Magazine: White No. 1 Coated Text, Gloss-Finish, basis size 25 x 38", 80 lbs. per 500 sheets, equal to JCP Code A181. NOTE: Exception to Paper Specification Standards (March 2011, No. 12), under "Testing" – The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

PRINTING: Print head to head in 4-color process/full color, medium to heavy coverage consisting of type, reverses, line art, and illustrations. Critical registration.

Front and Center prints face and back.

Living Better Magazine usually prints all 16 pages, an occasional order does not print on cover 4. After printing, apply clear gloss aqueous coating all pages including self-covers.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

MARGINS: Margins per file. Bleeds provided in file. Front and Center: Front has no bleeds, back bleeds all 4 sides. Living Better Magazine: Bleeds throughout, 1 to 3 sides and to/across the bind.

BINDING: Front and Center trims 4 sides and shrink-wraps in units of 100 fliers. Living Better Magazine saddle-stitches in two places and trims 3 sides.

PACKING: Pack in shipping cartons furnished by the contractor. Each shipping carton must not exceed 45 pounds when fully packed.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into 50 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on www.gpo.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from www.gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” clause below.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

DISTRIBUTION: Deliver f.o.b. destination to: VA Butler Healthcare; ATTN: Amanda Kurtz; 353 Duffy Road; Butler, PA 16001.

Hard copy proofs deliver to and pick up from Butler, PA or Washington, PA address indicated on print order. Anticipate most orders will require the Washington, PA address. PDF “Soft” copy proofs deliver to the e-mail address indicated on the individual print order or via contractor maintained FTP site.

Inside delivery is required. Inside delivery is defined as delivery into a Government controlled space as directed.

All expenses incidental to the setup and maintenance of e-mail and/or FTP site(s), pickup and return of 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 2511) which will be sent via e-mail or FTP.

Anticipate material will be available the first week of the publication month or the last week of the preceding month. The department will notify the contractor when furnished material and print order are available. Contractor will confirm receipt of GPO Form 2511 and electronic files within 30 minutes after notification.

The schedule begins upon receipt of GPO Form 2511 (print order) and furnished material. Complete production and delivery to be 10 workdays after receipt of GPO Form 2511 (print order) and furnished material. Government will hold proofs for 1 work day. Proofs must be submitted to the Government in sufficient time to meet the schedule requirements of each print order.

The ship/delivery date indicated on the print order is the date products must be received at Butler, PA.

RECEIPT FOR DELIVERY: Contractor must furnish its 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 voucher for payment.

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 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) (1) 12
(2) 180
- (b) (1) 4
(2) 48

- II. (a) (1) 1
(2) 11
- (b) (1) 1
(2) 3

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. delivery at destination to Butler, Pennsylvania.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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.

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 nonresponsive.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, 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 vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

I. COMPLETE PRODUCT: Prices shall include the cost of all required materials and operations necessary for the complete production and delivery of the product listed in accordance with these specifications with the exception of Item II. Additional Operations.

- (a) Printing Front and Center:
 - (1) Makeready and/or Setup Charges per issue.....\$ _____
 - (2) Running per 100 Copies..... per issue.....\$ _____
- (b) Printing Living Better Magazine:
 - (1) Makeready and/or Setup Charges per issue.....\$ _____
 - (2) Running per 100 Copies..... per issue.....\$ _____

II. ADDITIONAL OPERATIONS: Prices offered for each of the following items must include the cost of all required materials and operations necessary in accordance with these specifications.

- (a) Front and Center Proofs:
 - (1) Hard Copy Proofs per issue.....\$ _____
 - (2) PDF “Soft” Proofs per issue.....\$ _____
- (b) Living Better Magazine Proofs:
 - (1) Hard Copy Proofs per issue.....\$ _____
 - (2) PDF “Soft” Proofs per issue.....\$ _____

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE

SCHEDULE OF PRICES

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return “Section 4. – Schedule of Prices”, initial or sign in the space provided. See page 1 for instructions on how and where to submit quote.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days.
(Refer to Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

E-Mail Address: _____

CONTRACTOR CODE (if known): _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

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