

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

Large Polyester/Vinyl Tags

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

Department of Energy/UCOR

Oak Ridge, TN

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2018 and ending February 28, 2019, plus up to 3 optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF CONTRACT" clause in Section 1 of this contract.

SUBMIT QUOTE TO: U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus Regional Office (614) 488-4577. Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time, February 6, 2018.

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

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 call Russ Woodmancy at (614) 488-4616, ext. 8 (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):**
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):**
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at:
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>
- **More GPO Publications can be found at:**
<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>

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. This shall include an image reproduced by any means.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (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	Furnished Material/Approved Proofs
P-9.	Solid or Screen Tints Color Match	Pantone Matching System

Must conform to Federal Specs. UU-T-81 in all respects except for “5. Prep for Delivery”, size and where superseded by Federal Spec A-A-900B and ANSI/ASQC Z 1.4.

OPTION TO EXTEND THE 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 four (4) years (February 28, 2022) 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 **March 1, 2018 through February 28, 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 **November 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.

Note: This contract does not have a Paper Price Adjustment clause.

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.

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 **March 1, 2018 through February 28, 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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 Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

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. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in the “*SECTION 4. - SCHEDULE OF PRICES.*”

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of one and two part polyester/vinyl tags requiring such operations as manufacture, reproducibles, proofs, printing in up to 3 ink colors (including flood coating), perforating, numbering, drilling, metal reinforced holes, inserting wire, shrink-film packaging, and delivery.

TITLE: Large Polyester/Vinyl Tags

FREQUENCY OF ORDERS/QUANTITY/TRIM SIZE/NUMBER OF PARTS: Based on anticipated usage, anticipate approximately 26 orders per year, and approximately 250 to 5,000 tags per order. Most orders will be for one part tags, an occasional order will be for 2 part tags. Anticipate the following:

Trim Size Width	Trim Size Height	Est. No. of Orders	Quantity Range	No. of Parts
2-7/8"	5-3/4"	1	250 to 500	1 Part, 15-Mil
3" to 4"	5-1/2" to 6-1/4"	10	250 to 500	1 Part, 10-Mil
		5	250 to 500	1 Part, 15-Mil
		2	1,000 to 1,500	1 Part, 15-Mil
4"	9"	1	250 to 500	2 Parts
		3	1,000 to 1,500	2 Parts
		4	2,000 to 5,000	2 Parts

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: Previously printed sample via Government carrier, or PDF file, or both.

Media: PDF Files sent via e-mail.

Platform and Software: Windows 8. Adobe Acrobat, version 10.0 and higher. Hardware and Software versions may be upgraded during the term of the contract. Files formatted to include text, rules, line art, and screens in final layout form.

All printer and screen fonts will be furnished. The contractor is cautioned that the fonts are the property of the Government and/or its contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

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 Office 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.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned by the same means as was originally furnished.

Delivery/shipping status report form.

Print Orders (GPO Form 2511).

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: Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

PROOFS: When required on the individual Print Order, contractor to submit 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 (including drill hole position), and color breaks. Proof will not be used for color match. E-mail proofs to the e-mail address(es) provided on the individual print order.

Contractor to confirm transmission of proofs within 60 minutes of transmission. Government will hold proofs for 2 workdays and provide telephone or e-mail “*Okay to Print*” or “*Okay to Print with Corrections*”.

Contractor must not print production quantity without “*Okay to Print*” or “*Okay to Print with Corrections*”.

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.

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).

One-Part Tags: White or Colored Matte Polyester or Vinyl (contractor’s option). 10 or 15 mil thickness as specified on the individual Print Order.

Two-Part Tags: Multi-part self-laminating tag, part one to include a 2 mil clear pressure-sensitive polyester sheet with removable backer. Carbon interleave between parts one and two. See “*Construction*” for additional information.

Part One: Colored Writing, basis size 17 x 22”, 20 lbs. per 500 sheets, equal to JCP Code D10.

Part Two: White or Colored Matte Polyester or Vinyl (contractor’s option). 10 mil thickness.

PRINTING: Print line copy on face only or face and back as described on the individual print order. Pantone number(s) will be indicated on the individual print order.

Fade Resistance: The inks used must not show any appreciable change in color after exposure in an Atlas Fadeometer for 170 standard fading hours or its equivalent.

One-Part Tags: Some orders will require contractor to flood coat one or both sides of the tag prior to printing. Print or overprint on the flood coat on one or two sides in single ink color, usually black with up to 2 additional Pantone ink colors. Some orders, as specified on the individual print order, will require reverse printing or require knockout of flood coat with trapping of Pantone color inside knockout (do not overprint), registration is critical.

Two-Part Tags: Multi-part self-laminating tag, part one to include a 2 mil clear pressure-sensitive polyester sheet with removable backer. Carbon interleave between parts one and two. See "Construction" for additional information. Print as indicated on the individual print order.

Part One: Print face only in single ink, anticipate black. Part 1 must align with part two. No flood coating required.

Part Two: Flood coat face and back in single ink, anticipate Pantone 355 Green. Face side will reverse/knockout (do not overprint) to single ink, anticipate Pantone 351 Green, registration is critical. Part 2 must align with part one.

NUMBERING: Numbering on one-part tags and two-part tags as indicated on the individual Print Order. Anticipate numbers to print or overprint in black ink and be 3/16" high. No missing numbers. Anticipate numbering in one location per order. Crash numbering is acceptable on two-part tags.

MARGINS: Margins will be as indicated on the Print Order or furnished file. Bleeds up to 4 sides (including flood coat).

CONSTRUCTION: Tags must be weather resistant and surface must accept hand written information from permanent marker or pen. Construct as described on the individual Print Order.

TRIMMING: All orders trim four sides. As stated on the Print Order the corners to be one of the following: square all corners, round all corners or clip at one end.

DRILL/PUNCH: All orders drill/punch one hole with 3/8" inside diameter. Hole is centered left and right, center of hole located 5/16" from top edge. Hole to be reinforced on both sides with rust resistant metal grommet.

Some orders will string with not less than 12" rust resistant wire, 26-gauge strength, double twisted.

ONE-PART TAG: As stated on the Print Order, may require one or both of the following:

- Self-laminating with release liner, notch at bottom to facilitate destruction.
- Perforate slit or slot (without ink) along the entire dimension from the edge as specified.

TWO-PART SET ASSEMBLY: Trim Size of two part set is 4 x 9". Face side of part 1 to contain a pressure sensitive clear polyester sheet the same size as the tag. Polyester sheet to adhere to top 4 x 1/2" area of tag with balance having a removable backing sheet.

Interleave each tag between parts 1 and 2 with black carbon the same size as the tag. Carbon sheet and part 1 only to be horizontally perforated slit or slot (without ink) across 4" dimension and 1/2" from top edge. Do not perforate part 2.

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

PACKAGING: Pack suitable in contractor furnished containers in compliance with GPO Contract Terms. An occasional order will require contractor to shrink-film wrap in units specified on the individual print order.

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 equal sublots in accordance with the chart below. 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 GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
35,001 and over	200

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 GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution on the Print Order. If multiple addresses stated and Blue Label Copies are not designated, ship to the destination receiving the largest quantity.

A copy of the Print Order and a signed Certificate of Selection of Random Copies, must be included.

DISTRIBUTION: Deliver f.o.b. destination to Oak Ridge, Tennessee 37831, anticipate 1 to 5 delivery locations at the facility as specified (complete address(es)) on the Print Order.

Delivery times are Monday through Thursday between 7:00 a.m. to 1:30 p.m. prevailing Oak Ridge, Tennessee time. Orders will not be accepted on Federal Government holidays or on Fridays.

On the same day that the product ships/delivers, the contractor must notify the ordering agency via e-mail (address provided after award) of the distribution. The subject line of the message shall be "*Distribution Notice for (enter program number), Print Order (enter print order number)*". The notice must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

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) and Government Furnished Property (GFP).

The schedule begins the following workday after receipt of Print Order and GFP, prevailing Oak Ridge, Tennessee time.

Contractor to verify receipt of files within 60 minutes of receipt of materials.

Complete production and delivery must be made within 10 workdays, including Government proof hold time of 2 workdays.

The ship/delivery date indicated on the print order is the date products ordered must be received at Oak Ridge, Tennessee.

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 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.		(1)	(2)
1.	(a)	18	76
	(b)	18	76
	(c)	23	84
2.		8	135
II.	(a)	115	
	(b)	8	
	(c)(1)	2	
	(2)	8	
	(d)	200	
	(e)	330	

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. delivery at destination to Oak Ridge, Tennessee.

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 for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All 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 offered must be all-inclusive in accordance with these specifications and 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, except for Item II. Additional Operations.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
1. One-Part Tags:		
(a) Printing face only in single ink per tag	\$ _____	\$ _____
(b) Printing back in single ink per tag	\$ _____	\$ _____
(c) Printing each additional ink color, (including Flood coating), per color, per side per tag	\$ _____	\$ _____
2. Two-Part Tags in two colors per tag	\$ _____	\$ _____

RETURN THIS PAGE TO COLUMBUS REGIONAL OFFICE

(Initials)

SECTION 4. – SCHEDULE OF PRICES- Continue

II. ADDITIONAL OPERATIONS:

- (a) Numbering per 100 tags \$ _____
- (b) Perforating One-Part Tags..... per 100 tags \$ _____
- (c) Self Laminating One-Part Tags with release liner
with or without notch at bottom:
 - (1) Makeready and/or Setup..... \$ _____
 - (2) Running per 100 tags..... \$ _____
- (d) String with not less than 12” rust resistant wire,
26-gauge strength, double twisted. per 100 tags \$ _____
- (e) Shrink-film wrap per package..... \$ _____

QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in “Section 4. - Schedule of Prices,” initial or sign each in the space provided. See Page 1 for instructions on how and where to submit quotation.

**Discounts are offered for payment as follows:___ percent, _____calendar days.
See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).**

Bidder _____
(Company Name)

(Address, City, and State)

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

(Person to be contacted) (Telephone Number) (Fax Number)

(E-Mail Address(s)) (Contractor Code Number, if known)

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