

Program 3576-S		Basis of Award	020-12006 Better Deal Printing LLC Prescott, AZ		340-45382 Blink Marketing Inc. DBA Blink Signs Massillon, OH		210-14172 Britten Inc. Traverse City, MI		040-31510 Execuprint Santa Clarita, CA		040-44026 Image Square, Inc. Los Angeles, CA	
Term: Date of Award through April 30, 2026 and 4 option year periods			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
Title: OHARNG Banners												
I.	COMPLETE PRODUCT:											
(a)	Scrim Vinyl Banners, trimmed flush, including hemming and grommets...per sq ft	6,370	\$1.18	\$7,516.60	\$1.88	\$11,975.60	\$0.85	\$5,414.50	\$2.00	\$12,740.00	\$0.35	\$2,229.50
(b)	Scrim Vinyl Banners, trimmed flush, no hemming or grommets required...per sq ft	166	\$1.18	\$195.88	\$1.88	\$312.08	\$0.80	\$132.80	\$1.50	\$249.00	\$0.35	\$58.10
(c)	Individual Banner Rolls Packing...per roll	1	N/C	\$0.00	\$15.00	\$15.00	\$2.50	\$2.50	\$26.00	\$26.00	\$10.00	\$10.00
(d)	Grouped Banner Rolls Packing (up to 10 banners per roll, per container)...per roll	49	N/C	\$0.00	\$25.00	\$1,225.00	\$4.00	\$196.00	\$30.00	\$1,470.00	\$66.10	\$3,238.90
CONTRACTORS TOTALS				\$7,712.48		\$13,527.68		\$5,745.80		\$14,485.00		\$5,536.50
DISCOUNT			0.5%	\$0.00	0%	\$0.00	0%	\$0.00	0.25%	\$36.21	0%	\$0.00
DISCOUNTED TOTALS			7 Days	\$7,712.48		\$13,527.68		\$5,745.80	20 Days	\$14,448.79		\$5,536.50
												AWARDED

Prepared by: Tammy Nishimura
Verified by: Linda Price 04/24/2025
Awarded to: Image Square Inc.

Program 3576-S		Basis of Award	240-44285 Independent's Service Company Hannibal, MO		130-69551 Plastimatic Arts Corporation DBA PAC BannerWorks Mishawaka, IN		Project Graphics, Inc. Gainesville, GA	
Term: Date of Award through April 30, 2026 and 4 option year periods Title: OHARNG Banners			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:							
(a)	Scrim Vinyl Banners, trimmed flush, including hemming and grommets...per sq ft	6,370	\$0.95	\$6,051.50	\$1.00	\$6,370.00	\$2.38	\$15,160.60
(b)	Scrim Vinyl Banners, trimmed flush, no hemming or grommets required...per sq ft	166	\$1.10	\$182.60	\$1.00	\$166.00	\$2.08	\$345.28
(c)	Individual Banner Rolls Packing...per roll	1	\$30.00	\$30.00	\$1.00	\$1.00	\$3.85	\$3.85
(d)	Grouped Banner Rolls Packing (up to 10 banners per roll, per container)...per roll	49	\$32.00	\$1,568.00	\$1.00	\$49.00	N/C	\$0.00
CONTRACTORS TOTALS				\$7,832.10		\$6,586.00		\$15,509.73
DISCOUNT			0%	\$0.00	1%	\$65.86	2%	\$0.00
DISCOUNTED TOTALS				\$7,832.10	20 Days	\$6,520.14	15 Days	\$15,509.73

Prepared by: Tammy Nishimura
Verified by: Linda Price 04/24/2025
Awarded to: Image Square Inc.

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

Northeast Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

OHARNG Banners

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

Ohio Army National Guard – NGOH-RRB-MKT

Single Award

TERM OF CONTRACT

The term of this contract is for the period beginning Date of Award through April 30, 2026, plus up to four optional 12-month extension period(s) (May 1, 2026 through April 30, 2027, May 1, 2027 through April 30, 2028, May 1, 2028 through April 30, 2029, May 1, 2029 through April 30, 2030) that may be added in accordance with the “Option to Extend the Term of Contract” clause in Section 1 of this contract. Special attention is directed to the “Economic Price Adjustment” clause in Section 1 of this contract.

QUOTE SUBMISSION

Quotes shall be submitted by 11:00 a.m., prevailing Eastern Time (ET), on **April 23, 2025** at the U.S. Government Publishing Office. Submit quotes via email to **bids@gpo.gov** for this solicitation. No other method of quote submission will be accepted. The company name, program number, and date established for submission of quotes must be specified in the subject line of the email. Quotes after the quote submission date and time specified above will not be considered for award.

NOTICE TO BIDDERS

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Revisions are scattered throughout.

Abstract is available on GPO website at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature call Tammy Nishimura at (614) 488-4616 (no collect calls) or via email at tnishimura@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS

Any contract which results from this Request for Quote 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 for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

- GPO Contract Terms (GPO Publication 310.2) can be found at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.
- GPO QATAP (GPO Publication 310.1) can be found at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.
- Additional 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.
- (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	Average Type Dimension

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

WARRANTY

Contract Clause 15, “Warranty”, of GPO Contract Terms (GPO Pub. 310.2) is amended for the solicitation to the effect that the warranty period is extended from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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.

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 5 years (April 30, 2030) 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” clause for authorized pricing adjustment(s).

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 **Date of Award through April 30, 2026**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index for All Urban Consumers – Commodities Less Food" (Index) published monthly in the CPI detailed report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly indexes for the 12-month interval ending **January 31, 2025**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

NOTE: This contract does not contain the Paper Price Adjustment clause.

ORDERING

Items to be furnished under the contract shall be ordered by the issuance of Print Orders by the Government. Orders may be issued under the contract from **Date of Award through April 30, 2026** plus for such additional period(s) as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order. A Print Order shall be "issued" upon notification by the Government for purposes of the contract, when it is electronically transmitted or otherwise physically furnished to the Contractor in conformance with the schedule.

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 may 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.

PRE-AWARD SURVEY

In order to determine the responsibility of the Prime Contractor or any Subcontractor, the Government reserves the right to conduct an on-site pre-award 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. As part of the financial determination, the Contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper/substrate supplier(s)
7. Letter of commitment from any Subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

REQUIREMENTS

This is a Requirements contract for the items and for the period specified herein. Shipment/Delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the Contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the Contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the Contractor within the time specified in the order, and the rights and obligations of the Contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the Contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the "Ordering" clause of this contract.

ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed quote including, but not limited to, the following:

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.

3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote opening. GPO will use the prevailing Columbus, Ohio time and the exact time that the email is received by GPO's email server as the official time stamp for quote receipt at the specified location.

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

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.

After award, at Government's option, the Contractor to submit a copy of the Print Order, Contractor's invoice, a PDF of the complete product, and all mailing and/or delivery receipts via email to infonortheast@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE

These specifications cover the production of banners requiring such operations as electronic receipt of files, reproducibles, wide format printing in full color (with or without variable data), hemming, grommets, packing, and delivery.

TITLE

OHARNG Banners.

NUMBER ORDERS AND QUANTITIES

Approximately 37 orders per year, 1 to 300 banners per order, most orders will have 1 to 15 banners per order.

Anticipate 388 banners ordered per year:

- Approximately 378 banners will include trimming, hemming, and application of grommets.
- Approximately 10 banners will include trimming only (no hemming, no grommets).

Total banners ordered on a Print Order may have multiple copies of the same static image with variable data or may have a unique static image without variable data. Variable data includes but is not limited to one or more of the following: a school name, a telephone number, an email address, a web address, or similar content.

Examples of a Print Order with 10 banners:

- 10 copies of 1 banner with the same static image, no variable data, all the same size.
- 1 copy of 10 different static images, no variable data, all the same size.
- 1 banner with the same static image and 10 different school names, all the same size.
- Combination of banners:
 - 3 copies of 1 banner, all the same static image, no variable data, 3 feet by 5 feet
 - 3 copies of 1 banner, all the same image, no variable data, 3 feet by 7 feet
 - 4 copies of 1 banner, all the same image, no variable data, 4 feet by 8 feet.

Other combinations of number of copies, static images, variable data, and trim sizes are possible.

Banners will be ordered for hanging, trimmed flush, hemming and grommets required, or will be ordered for inserting into retractable banner stands, trimmed flush, no hemming or grommets required. Contractor will print banners only and finish with hems, with or without grommets, or finish trimmed flush. Contractor will not be required to hang banners or insert banners into retractable banner stands.

NUMBER OF PAGES

Print Face Only.

TRIM SIZE

Banners will have finished trim sizes of 1 foot to 5 feet (12" to 60") in width and 2 feet to 16 feet (24" to 192") in length. The individual Print Order will express the trim size in either feet or inches.

When banners are ordered with hemming, the finished trim size is after folding and hemming of 1" margins on all 4 sides.

The most common finished trim sizes requiring hemming, represented in inches, will be:

- 24" x 24", at total of 4 square feet
- 36" x 60", a total of 15 square feet.
- 36" x 144", a total of 36 square feet.
- 48" x 96", a total of 32 square feet.

When banners are ordered without hemming, the finished trim size is after Contractor trims all 4 sides flush.

The most common finished trim sizes without hemming, represented in inches, will be:

- 36" x 60", a total of 15 square feet.
- 31.5" x 83", a total of 18.2 square feet.

Banners will be ordered and paid for in units of "per square foot". Square footage will be calculated by multiplying the width represented in inches by the length represented in inches and dividing the total by 144 and rounding up to the nearest tenth.

Examples:

36 inches x 60 inches banner:

36 inches times 60 inches = 2,160 square inches

2,160 square inches divided by 144 square inches = 15.0 square feet.

31.5 inches x 83 inches banner:

31.5 inches times 83 inches = 2,614.5 square inches

2,614.5 square inches divided by 144 square inches = 18.2 square feet.

GOVERNMENT TO FURNISH

Files created in InDesign, Photoshop, or Illustrator on Windows or Mac platforms and furnished via email in PDF or native format, usually PDF.

Variable data and distribution addresses furnished via email in Microsoft Excel.

All screen and printer fonts will be furnished with files. 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.

ELECTRONIC PREPRESS

Prior to image processing, the Contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be immediately reported to GPO Northeast Region Regional Office Contracting Officer at (614) 488-4616, ext. 0 and to OHARNG contact provided on the individual Print Order.

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.

DIGITAL DELIVERABLES

If the Contractor is requested by the Government to make revisions, the Contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

Upon completion of each order, the Contractor must furnish final production native application files (digital deliverables). The digital deliverables must be an exact representation of the final printed piece and, shall be sent to the Government with the original furnished files via email. The Government will not accept, as digital deliverables, any proprietary file formats other than those supplied, unless specified by the Government.

GPO FORMS

Various GPO forms provided at time of award or with individual Print Order.

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

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 Contractor’s production environment.

PROOFS

PDF proofs required when indicated 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, and color breaks. Proof will not be used for color match. Contractor must call the individual indicated on the print order to confirm receipt.

Contractor must email proofs to the ordering agency contact indicated on the individual print order and copy the Contract Administrator.

The contractor must not print prior to receipt of OK to Print.

SUBSTRATE

White scrim vinyl banner material suitable for indoor and outdoor use. Contractor’s option for 13 to 15 oz. weight. Material to be suitable to withstand sun, wind, rain, snow, and other outdoor weather conditions without fading or otherwise deteriorating for at least one year.

PRINTING

The individual Print Order will specify the number of banners ordered (same static image and trim size), the quantity required for that banner, and will specify if variable data is or is not required. Most orders will have one banner (same static image and trim size) with variable data, usually 1 to 10 different school names, occasionally up to 300 school names.

At Contractor’s option, the product may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 1440 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Print face only in full color. UV resistant ink suitable to withstand sun, wind, rain, snow, and other outdoor weather conditions for one year. After printing, the Contractor must coat the entire banner surface with a finishing glossy clear-coat with UV inhibitor.

MARGINS

Margins will be as indicated on the individual Print Order. Bleeds all 4 sides, provided by Government.

CONSTRUCTION

Banners will be installed at schools and public venues on outdoor fences and on indoor walls (hallways, halls, auditoriums, and gymnasiums) and will be installed inside portable retractable banner stands. Construction must be suitable for display for at least one year. Installation by Contractor is not required. All banners trim flush on 4 sides. Individual Print Order will indicate if hemming or grommets are required.

Hemming

Most banners will require all 4 sides of banner to have 1" sewn hem. Hemming thread is to be white and of suitable material and thickness to sew through 13 to 15 oz. scrim vinyl. Contractor's option to single or double stitch. Banners to be inserted into retractable banner stands will not require stitching.

Grommets

It is anticipated that all banners that require hemming will require metal grommets, silver color. Grommets to be of suitable diameter (1/2" or 3/8") and weight to allow hanging from bolts in walls and to attach to fences with plastic zip-ties.

Grommets to be placed in all 4 corners and at standard intervals across top, bottom, left, and right sides. Intervals at Contractor's option unless otherwise indicated on the individual Print Order. Banners to be inserted into retractable banner stands will not require grommets.

PACKING

Pack in shipping containers supplied by the Contractor. Individual Print Order will indicate packing method.

Individual Banner Rolls

Roll each banner individually, label each roll as indicated on the print order, and insert a single rolled banner into shipping container.

Grouped Banner Rolls

Group and stack up to 10 banners as indicated on the print order. Roll each group (of up to 10 banners), label each group roll as indicated on the print order, and insert one group roll (of up to 10 banners) per shipping container.

LABELING AND MARKING

Each package must be clearly labeled with the GPO Jacket, Purchase Order, and Print Order Numbers, the quantity, and the title of the product.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from GPO website: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION

Deliver F.O.B. Destination to various Ohio addresses as indicated on the individual Print Order. Most orders deliver to one location in Columbus, OH 43235. Some orders may require up to 3 delivery locations in Ohio.

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 electronic files.

Complete production and delivery is required in 6 to 25 workdays. The following is anticipated

<u>No. of Orders</u>	<u>No. of Workdays</u>
7	6 to 10
23	11 to 15
7	16 to 25

Schedule begins the workday after receipt of Print Order and electronic file(s). The Ship/Delivery Date indicated on the individual Print Order is the date products must be received at destination.

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.

Delivery/Shipping Status Information

Contractor must notify the Government on the same day that the product ships via email sent to the address(es) indicated by the ordering agency upon placement of the order, and copy to the Contract Administrator and compliance@gpo.gov.

The subject line of this message shall be: Distribution Notice for Program 3576-S / Print Order Number. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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 invoice for payment.

RETURN OF GOVERNMENT FURNISHED PROPERTY

The Contractor shall retain the electronic files for potential reprints and remove the files when revised file is provided. Unless again the successful Contractor, the Contractor shall email the most current electronic files to the address(es) indicated at the end of the contract term and remove all related electronic files from their systems.

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 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) 6,370
- (b) 166
- (c) 1
- (d) 49

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are F.O.B. Destination to various locations in Ohio.

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) 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.

Banners will be ordered and paid for in units of “per square foot”. Square footage will be calculated by multiplying the width represented in inches by the length represented in inches and dividing the total by 144 and rounding up to the nearest tenth.

3 feet x 5 feet banner:

36 inches times 60 inches = 2,160 square inches

2,160 square inches divided by 144 square inches = 15.0 square feet.

2.7 feet x 6.9 feet banner:

32.5 inches times 83 inches = 2,697.5 square inches

2,697.5 square inches divided by 144 square inches = 18.7 square feet.

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

- (a) Scrim Vinyl Banners, trimmed flush, including hemming and grommets..... per square foot\$ _____
- (b) Scrim Vinyl Banners, trimmed flush, no hemming or grommets required..... per square foot\$ _____
- (c) Individual Banner Rolls Packing per roll\$ _____
- (d) Grouped Banner Rolls Packing (up to 10 banners per roll, per container) ...per roll\$ _____

(Bidder’s Initials)

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SCHEDULE OF PRICES

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 Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "Section 4. – Schedule of Prices," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder: _____
(Contractor's Name) (GPO Contractor 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

Contracting Officer: _____ Date _____ Certified by: _____ Date _____
(Initials) (Initials)

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