

Program: 595-S (R-1)											
Title: Business Cards											
Agency: Maryland Army National Guard											
Term: Beginning Date of Award and ending 06.30.19											
				BETTER DEAL PRtg., LLC.		IMAGE SQUARE, INC.		TAJASVI, INC. DBA PSSi		TAYLOR/CORP GRAPH INTL	
				Prescott, AZ		Santa Monica, CA		Fairfax, VA		North Mankato, MN	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I. INITIAL PDF PROOF AND PRIOR TO PRODUCTION SAMPLES:											NEW
per order	1	20.00	20.00	75.00	75.00	60.00	60.00	54.65	54.65	TERM
II. COMPLETE PRODUCT:											CONTRACT
	Per name.....per box of 500 cards	350	28.00	9,800.00	17.99	6,296.50	45.00	15,750.00	29.65	10,377.50	
CONTRACTOR TOTALS				\$9,820.00		\$6,371.50		\$15,810.00		\$10,432.15	
DISCOUNT				0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
DISCOUNTED TOTALS				\$9,820.00		\$6,371.50		\$15,810.00		\$10,432.15	
AWARDED											

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Maryland Army National Guard

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending June 30, 2019, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on July 11, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE:

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

These specifications have been revised from the original solicitation; therefore, all bidders are cautioned to familiarize themselves with all provisions of the specifications before bidding. Special attention is directed to the PRINTING specifications on Page 8 of 14, which differs significantly from the previous solicitation.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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 Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

SUBCONTRACTING: The predominant production function of this contract is printing. Bidders who must subcontract the predominant production function will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level III.
- (b) Finishing Attributes (item related) – Level III.

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

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

Specified Standards: The specified standards for the attributes requiring them shall be –

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Confirmation/ O.K. Prior to Production Sample/ O.K. Proofs/Average Type Dimension/Electronic Media
P-9. Process Color Match	O.K. Prior to Production Sample/O.K. Proofs

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to June 30, 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 March 31, 2018, 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.

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 Date of Award through June 30, 2019, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

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

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as electronic prepress, creation and maintenance of an on-line ordering system, composition, printing, binding, packing, and distribution.

TITLE: Business Cards.

FREQUENCY OF ORDERS: Approximately 40 to 100 orders per year.

NOTE: After award, a separate print order will be placed for the proofs and prior to production samples. A print order will be issued for each on-line ordered placed.

QUANTITY: 500 cards per name per order for approximately 1 to 10 names per order.

NUMBER OF PAGES: Face and back.

TRIM SIZE: 3-1/2 x 2”.

GOVERNMENT TO FURNISH: Upon award, the ordering agency will furnish an Adobe Acrobat (PDF) file(s) (via email) for the templates, card static information, and the departmental logo. The ordering agency will furnish an Adobe Photoshop file(s) (via email) for the three different designs for the face of the card. All files will be in current or near current versions. These files are to be held for reuse throughout the term of the contract.

For each card ordered, copy for individual names, titles/positions, addresses, and contact information will be furnished via the contractor’s on-line ordering system.

A sample business card.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on the finished product.

EXHIBIT: The facsimiles of sample pages shown as EXHIBITS A and B are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

Under no circumstances will the information furnished by the Government be used for any purpose other than for producing business cards for the intended recipients under this contract.

ON-LINE ORDERING: The contractor must provide a web-based on-line ordering system site that is fully functional at time of award. The contractor must be able to accept online orders within 30 *calendar* days of contract award. The on-line ordering system must have the following capabilities:

1. Contractor’s web-site must contain an individual template for three (3) different options for business cards, as specified in this contract. The system must be secure (password protected) so that only authorized personnel can place orders and must provide a separate page/site so that only authorized personnel (Program Manager) can approve submitted requests for business cards. (After award, ordering agency will provide a list of authorized users and passwords.)

NOTE: There will be three (3) options for the face of the card. Back of all cards will print the same.

2. Contractor's ordering system must provide a fillable form specifically designed to accept data and place an order request as a one-step process. Form must have, at a minimum, fields for the following: Rank and name, title, street/city/state address, office phone number, cell phone number, and email address.
3. Placement of an order request must result in the immediate generation of an email to the user indicating that the order has been sent to the Program Manager for approval. Concurrently, the system must generate an email to the Program Manager indicating that an order is awaiting approval.
4. The Program Manager must be able to approve/disapprove an individual order or a batch of orders. After the Program Manager approves a batch of orders, the system must provide a total count of orders approved and generate a spreadsheet that contains the requestor names, recipient's names, confirmation number and date. The Program Manager will forward the spreadsheet to the user to show when and what was ordered.
5. The system must provide an option for users to submit a previous order from a "history" or "look up" file using a name or confirmation number from a previous order. If a change is necessary, the user must be able to make the change to the previous order and then submit as a new order.
6. Placement of an order request must result in the immediate generation of an Adobe Acrobat PDF proof either emailed to the user placing the order or accessible for downloading by the person placing the order. Proof must show card with the artwork, departmental logo, and individuals' pertinent information.
7. For each PDF proof generated, the proof must contain a statement to the effect that the person placing the order request may make changes to the variable information (rank, name, and contact information, etc.) only; changes are NOT allowed for the layout/design (e.g., logo, colors, tpestyle, typesize). Additionally, once the PDF proof has been confirmed/approved, NO changes are allowed.
8. On-line order must require an electronic confirmation/approval by the Program Manager. (The contractor must not produce cards until electronic confirmation is entered into the contractor's on-line ordering system.)
9. Once the business cards have been shipped, the system must generate an email containing the shipping list of all cards printed on a specific print order (to include recipients' names, date shipped, estimated delivery date, and tracking numbers) to all authorized users.

NOTE: The actual order will not be considered "placed" until an electronic confirmation is entered into the contractor's on-line ordering system.

COMPOSITION: Contractor will be required to set type for individual names, rank, titles/positions, addresses, and contact information in conjunction with the contractor's on-line ordering system, as specified herein.

Ordering agency to furnish a sample business card after award. Contractor must match tpestyle/size of furnished sample.

ELECTRONIC PREPRESS (Agency Artwork/Logo): 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 the ordering agency as specified on the 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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

PROOFS:

First Order Only –

One (1) Adobe Acrobat (most current version) 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.

NOTE: Contractor must furnish a PDF soft proof for each of the three (3) business card styles. Agency will furnish name and contact information to be used for the proofs.

Balance of Orders (Actual Card Production) –

Proof will consist of an immediate on-line PDF proof of the business card for each name ordered on the order request, as follows:

One (1) Adobe Acrobat (most current version) 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.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to the receipt of an "O.K. to Print."

PRIOR TO PRODUCTION SAMPLES (First Order Only): Upon approval of PDF soft proof, the contractor shall submit not less than five (5) samples for one name for each of the three business card styles (total of 15 samples). The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO purchase order, jacket, program, and print order numbers.

All sample cards shall be printed and bound, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the paper required, as specified herein.

NOTE: Ordering agency will furnish name and contact information (to be used for the samples) on the print order.

Contractor must submit samples to: Maryland Army National Guard, Attn: Mark Roarke, 13720 Omaha Beach Circle, Reisterston, MD 21136.

Contractor must submit samples within three (3) workdays of receipt of "O.K. to Print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within one (1) workday of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the 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 shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

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

Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

All paper used for each order must be of a uniform shade.

White Coated One-side Cover (C1S), 15 pt., equal to JCP Code L70.

PRINTING: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be 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.

Print face in four-color process (full ink coverage) and back in black ink only. Printing consists of text and line matter, artwork, and departmental logo.

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

NOTE: Stockpiling is at the contractor's risk. Government will NOT be responsible for purchasing any pre-printed "shells" at the end of the contract.

MARGINS: Margins will be as indicated on the print order or furnished media. Card bleeds on all four sides on the face.

BINDING: Trim four sides.

PACKING: Box individual names in units of 500 cards. Affix a copy of each card to the end panel of each box for identification and shrink-film wrap each box.

Insert box(es) into cushioned shipping bags or shipping containers, at contractor's option.

If more than one name is ordered on the same print order, the boxes may be packed together if destined for the same address.

Individual boxes, cushioned shipping bags, and/or shipping containers must be of sufficient strength and durability as to ensure against damage to the product during shipping and must ensure the package will not open nor split during shipping.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. contractor's city (reimbursable) to various addresses within Maryland. Shipments will be to the addresses printed on the cards.

Contractor must ship by the most economical means to the Government. Unless otherwise specified, contractor is not to ship using overnight express carriers. All shipping is reimbursable via traceable small package carrier. Contractor will be reimbursed for all shipping costs upon submittal of appropriate shipping receipts with billing invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 595-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product.

Upon completion of each order, the contractor must furnish copies of all shipping receipts to the ordering agency as specified on the print order.

Upon completion of the contract, all furnished copy for individual name(s) and contact information must be deleted from the contractor's system.

All expenses incidental to maintaining the on-line ordering system (including providing PDF proofs), submitting proofs and prior to production samples, and furnishing samples must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) or prior to the Electronic Confirmation being entered into the contractor's on-line ordering system, as applicable.

On the first order only, the print order and furnished electronic file for card templates, card static information, artwork, and the departmental logo will be furnished via email.

On the balance of orders, the print orders (for card production) and furnished copy for names, titles/positions, addresses, and contact information will be furnished via the contractor's on-line ordering system.

On the first order only, contractor to email PDF soft proof to the email address specified on the print order. For balance of orders (actual card production), the PDF soft proofs shall be automatically generated by the contractor's on-line ordering system. (See "ON-LINE ORDERING.")

No definite schedule for placement of orders can be predetermined.

Schedule for First Order Only:

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

- Contractor to submit required proofs within two (2) workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until the contractor is notified of changes/corrections/"O.K. to Print" via email.
- Contractor to submit prior to production samples within three (3) workday of receipt of "O.K. to print" on the PDF soft proofs.
- The Government will approve, conditionally approve, or disapprove the samples within one (1) workday of the receipt thereof.

Schedule for Balance of Orders (Actual Card Production):

The following schedule begins the workday after issuance of a confirmed electronic order; the workday after issuance will be the first workday of the schedule.

- Contractor's on-line ordering system shall generate an immediate PDF soft proof to the person placing the order request.
- Electronic proof confirmation will be given the same workday as receipt of PDF soft proof at the ordering agency.
- Contractor must complete production and distribution within three (3) workdays of receipt of an electronic confirmation.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 (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

II. 350

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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 non-responsive.

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 non-responsive.

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

All invoices submitted to the GPO shall be based on the most economical method of production.

I. INITIAL PDF PROOF AND PRIOR TO PRODUCTION SAMPLES:

Per order.....\$_____

II. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the printing, binding, boxing of business cards, and packing, and shall include the cost of on-line orders, composition, generation of on-line PDF proofs, and paper stock, for the complete production and distribution of the product listed in accordance with these specifications.

Per name per box of 500 cards.....\$_____

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

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

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

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

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____

EXHIBIT A
FACE OF CARD (3 STYLES)



**EXHIBIT B
BACK OF CARD**

MARYLAND ARMY NATIONAL GUARD
SFC MARK ROARK
RECRUITING AND RETENTION NCO

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443-204-9896 cell
410-702-9730 fax
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