U.S. GOVERNMENT PUBLISHING OFFICE

Southcentral Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Kansas Army National Guard

(KSARNG)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning on date of award and ending November 30, 2023, plus up to four (4) optional 12-month extension periods 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 1:00 pm., prevailing Dallas, TX, time on December 14, 2022.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to Bidssouthcentral@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The program number and bid opening date must be specified in the subject line of the emailed bid submission. To submit a bid, contractor must return a completed "SCHEDULE OF PRICES" which is included at the end of this specification. ***Bids received after 1:00 PM on the bid opening date specified above will not be considered for award.***

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 Deborah Buckey at (214) 767-0451, Ext. 4, or email dbuckey@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotes will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 09-19)).

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-rev-09-19.pdf.

SUBCONTRACTING: Subcontracting is not allowed.

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 –

Attribute	Specified Standard
P-7. Type Quality and Uniformity	O.K. On-line Proofs/ Average Type Dimension/Electronic Media
P-10. Process Color Match	O.K. On-line Proofs/ Electronic Media

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

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

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 through November 30, 2023, 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 August 31, 2022, 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 contractor or subcontractors, 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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

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 a monthly print order for jobs placed with the contractor. ***A bi-monthly print order will be issued to indicate the total number of electronic orders placed and total number of cards produced per electronic order for the previous two weeks.*** 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 on-line electronic orders and bi-monthly print orders by the Government. Orders may be issued under the contract from date of award through November 30, 2023, plus for such additional period(s) as the contract is extended. All on-line orders and 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 on-line order or 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. ***A "print order" (GPO Form 2511), to be used for billing purposes, will be issued bi-monthly to cover all electronic orders placed the previous two weeks.***

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 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 the following web address:
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/how-to-work-with-us/agency/billing-and-payment.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as on-line ordering; printing in four color process and black, plus satin aqueous coating; packing; and distribution.

TITLE: Kansas Army National Guard (KSARNG) Business cards.

FREQUENCY OF ORDERS: Approximately 25 orders per year. Bi-monthly print orders will be issued for all on-line orders placed during the *previous* two weeks.

QUANTITY: 250, 500 or 1,000 cards per individual name with approximately 1 to 20 names per order.

TRIM SIZE: 3-1/2 x 2”.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: PC

Storage Media: Digital File Transfer Protocol (FTP) or via email.

Software: Adobe Acrobat, current version.

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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.

Additional Information: Graphics files will be furnished in PDF format.
All graphics and illustrations will be furnished in place within electronic files.
CMYK will be used for color identification.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

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

Contractor must provide the Department with the contractor’s secure FTP site address, a user name and a password, and a valid e-mail address.

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.

ELECTRONIC PREPRESS FOR ARTWORK/STATIC INFORMATION: 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: James Hubbard, at (785) 646-3689 or james.c.hubbard.mil@mail.mil.

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 which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

ON-LINE ORDERING: NOTE: The responsible low bidder will have 30 calendar days from the date of award to provide a web-based on-line ordering system that meets the Department's requirements.

The on-line ordering system must have the following capabilities:

1. The contractor must provide a web-based on-line ordering system site that permits authorized Kansas Army National Guard (KSARNG) personnel to order business cards.

2. The system must provide a method of order tracking by requestor.

3. The web-based system must be secure (password protected) so that only authorized personnel can order business cards and must provide a separate page/site so that only authorized personnel (Program Manager) can approve submitted business cards. The program manager will provide a list of authorized users and passwords after award.

4. The system must have a user-friendly web page so users can input recruiter's information. The web page must have headers to input information and instructions for each block as follows: Rank and Name, Title, Office Number, Cell Phone, E-Mail, Street Address, City, State, and Zip Code. The web page must have the capability to display the business card after information is entered. The user must be able to change or correct information displayed in the on-line proof prior to submitting to the program manager for approval.

5. Once the user submits an order for approval, the system must generate an e-mail to the user indicating the order has been sent to the program manager for approval. It must concurrently generate an e-mail to the program manager indicating that an order is awaiting approval. The program manager must be able to approve/disapprove an individual request or approve/disapprove a total batch/print order. After the program manager approves a specific batch of orders, the web-based system must provide a total count of orders approved in that batch/print order and generate a spreadsheet that contains requestor names, recipient's names, confirmation date and number. The program manager will forward this list to the user to show when and what was ordered. The web-based 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. The contractor may not proceed with production until each order has been approved online by the program manager.

7. Once the cards have been printed and shipped, the web-based system must generate an e-mail containing a shipping list of all cards printed on a specific print order (to include name of recipient, date shipped, estimated delivery date and a tracking number) to the program manager and the recipient.

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

REPORTS: Every two weeks (bi-monthly), the contractor must generate and submit a report to the ordering agency documenting all orders placed during the *previous* two weeks. The report must include, but is not limited to: date each on-line order was placed; names ordered; total number of orders placed; confirmation code; and, a copy of all billing information for each on-line order. Reports must be emailed to: james.c.hubbard.mil@mail.mil.

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. 13" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

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

White Coated One Side Cover (CIS), basis weight 15 pt., equal to JCP Code L70.

PRINTING: Print face (graphics side) in four color process; print back (information side) in black only. After printing, flood coat face only with a clear, non-yellowing, satin-finish aqueous coating. The coating must be evenly applied with no trapped foreign particles or air bubbles.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175 line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

MARGINS: Face bleeds all sides; backside, adequate gripper. Margins will be as indicated on the print order or furnished electronic media.

FINISHING: Trim four sides.

PACKING: Cards will be boxed in units in units as ordered (250, 500, or 1,000). Place one card on the top of the box and then shrink film wrap the box before placing it in a suitable outer shipping container. All shipments that fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner that will guarantee that the product will not be damaged and the package will not open or split when processed through a small package carrier delivery system.

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.

INSPECTION SAMPLES: The contractor must furnish one sample card for each individual name to: SFC James Hubbard (785) 646-3689, Recruiting and Retention BN, S-8, Marketing NCOIC, Building 688, Forbes Field, Topeka, KS 66619.

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.

DISTRIBUTION: Deliver f.o.b. destination to approximately 1 to 20 different addresses within the state of Kansas with an average of 10 destinations per print order of 250, 500 or 1,000 cards per destination, one name to one destination. The cards will ship to the addresses printed on each business card.

The contractor must use the most expedient traceable method of delivery on each print order and provide proof of delivery by means of a signed receipt when requested by the Department. Occasional orders may require the contractor to re-ship the order to an additional address or addresses due to incorrect addresses provided by the Department, refusal of shipments at the original address, and for various other reasons. Upon submission of adequate documentation, the

contractor will be reimbursed for additional shipping costs via a GPO-issued contract modification for each affected print order. Otherwise, all delivery expenses are borne by the contractor.

A copy of the delivery receipts must accompany the contractor's billing invoice for payment.

Contractor must notify the ordering agency on the same day that the product delivers via email to james.c.hubbard.mil@mail.mil and infosouthcentral@gpo.gov. The subject line of this message shall be "Distribution Notice for Program 2705-S, Jacket XXX-XXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all furnished materials, if applicable, must be returned to the Department at address listed in INSPECTION SAMPLES.

All expenses incidental to maintaining the on-line ordering system, submitting on-line proofs, 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.

For the online orders:

The bi-monthly print orders will be furnished via email. Contractor to provide valid email address after award.

Furnished copy for names and all pertinent contact information will be furnished via the contractor's on-line ordering system.

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.

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

- Typically, electronic proof confirmation will be given within one (1) workday from receipt of PDF soft proof at the ordering agency (for example, if PDF soft proof is furnished on a Monday, the ordering agency will provide confirmation/approval by close of business Tuesday.) *An occasional order may require more than one (1) workday before proof confirmation is given.*

- Contractor must complete production and distribution within 10 workdays of notification of order approval by the Department.

The delivery date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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 is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact Southcentral Regional office via email at infosouthcentral@gpo.gov. Personnel receiving email or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

NOTE: Accurate and timely tracing of orders is considered an integral part of these contract specifications and the contractor may be held in default for failure to provide this information as specified.

ERROR CARD PROCESSING: The program manager will notify the contractor as soon as possible, but no later than 90 calendar days after receipt of an order by the original requestor, to reprint error cards that are determined to be rejectable due to typesetting or other discrepancies that are the result of contractor error. The contractor must have the capability to receive e-mail notifications of rejected orders. These cards will be reprinted and shipped at no additional cost to the Government no later than 72 hours from initial notification by the Department.

To expedite notification for error card processing, the program manager will email a GPO Form 907 (Non-Compliance/Change Report) directly to the contractor with an information copy to GPO, Southcentral Region. When warranted, the Department will forward a GPO Form 907 directly to the GPO.

LOST OR UNDELIVERED CARD PROCESSING: Upon notification from the program manager, the contractor will initiate a tracer action for each order reported to be lost or undelivered. The contractor will provide a status report to the program manager via e-mail within 24 hours of initial notification. To expedite this process, the Department will e-mail a GPO Form 907 directly to the contractor with an information copy to the Southcentral Region. The contractor must have capability to receive e-mail notifications of lost or undelivered orders.

The contractor will obtain a status report from the traceable delivery source used. If the contractor is unable to determine the status of these cards with the traceable service used within 24 hours of notification, then these cards will be reprinted and shipped at no additional expense to the Government no later than 72 hours of initial notification.

If contractor is able to locate lost or undelivered orders within 24 hours after initial notification, then contractor must make arrangements (with the traceable service used) to ship the order to its destination within 72 hours. It is the contractor's responsibility to recoup any expenses involved with reprinting an order and delivery of the order from the traceable service used.

NOTE: Accurate and timely tracing of orders is considered an integral part of these contract specifications and the contractor may be held in default for failure to provide this information as specified.

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. (a) 45
(b) 45
(c) 40

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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) 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.

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

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

(a) Per box of 250 cards .....$_____

(b) Per box of 500 cards .....$_____

(c) Per box of 1,000 cards .....$_____

_____
(Initials)

SHIPMENTS: 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'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) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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