Program No. 2707S Term: DATE OF AWARD To 8/31/2027														
TITLE: USCG Recruiting Business Cards														
			H&M Development		**IMAGE SQUARE, INC.**		**IMPACT FINISHING**		**PANTHER GRAPHICS**		**REGAL PRESS, INC.**		**PREVIOUS/GPO ESTMATE**	
			Tucker, GA		**Los Angeles, CA**		**Carrollton, TX**		**Rochester, NY**		**Attleboro Falls, MA**		**IMAGE SQUARE**	
			100-26620		**040-44026**		**420-41818**		**310-66798**		**200-74248**		**040-44026**	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	**COMPLETE PRODUCT**													
1	**Printing and packaging per 500 cards**	500	$135.00	$67,500.00	$61.77	$30,885.00	$42.40	$21,200.00	$38.62	$19,310.00	$17.50	$8,750.00	$55.15	$27,575.00
	CONTRACTOR TOTALS			**$67,500.00**		**$30,885.00**		**$21,200.00**		-----------		------------		**$27,575.00**
	DISCOUNT		**3% 20**	**$2,025.00**	(1%, 5)	**$0.00**	(2%, 7)	**$0.00**		-----------		------------	0.00%	**$0.00**
	DISCOUNTED TOTALS			**$65,475.00**		**$30,885.00**		**$21,200.00**		-----------		------------		**$27,575.00**

Reviewed: FB

James Hunt Digitally signed by James Hunt
Date: 2026.09.03 14:03:36 -05'00'

GPO CHARLES SZOPO
Contracting Officer

August 14, 2026

This is Amendment No. 1. The specifications in our invitation for bids on Program 2707-S, scheduled for opening at 11:00 a.m., on August 25, 2026, are amended as follows:

1. The bid opening date remains the same.

2. On page 7 of 14, under "ON-LINE ORDERING," replaced the entire section down to Reports: with:

NOTE: The responsible low bidder will have up to five (5) workdays 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 U.S. Coast Guard recruiters to order business cards.

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

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. 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: individual name, title/position, office name, and at least three contact fields (including telephone, fax, and mobile), toll-free number (optional), and email address.

5. Additionally, the contractor will work with the agency to ensure that each business card has a unique QR code for each card issued with the following requirements:

- QR Code Type: vCard QR Code
- Creation: Real-time QR code generation as the user enters their information online
- vCard Version: 3.0
- Minimum Printed Size: 1" × 1" recommended; avoid going below approximately 0.75" × 0.75"
- Resolution: Vector preferred (SVG, EPS, or PDF); otherwise 300–600 DPI
- Color: Pantone 163 (blue) QR code on a solid white background
- Quiet Zone: Minimum four (4) modules of clear white space on all sides
- Error Correction: Level Q recommended
- Printing: Pantone 163 (blue); no screening or tinting
- Proportion: Maintain exact 1:1 proportions with no distortion
- Testing: Final-size QR code must be tested on both iPhone and Android devices before production

vCard Information
The QR code may contain:
- First and last name
- Company / organization
- Job title
- Phone number — office, mobile, and/or fax
- Email address
- Website
- Street or mailing address
- Department
- Notes or other applicable contact information
- When scanned, the QR code should be recognized by the mobile device as a **vCard/contact record**, allowing the user to add or save the contact information directly to their device.

6. 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. If information is changed, system must generate a new PDF soft proof.

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 his/her name and contact information only; changes are NOT allowed for the layout/design (e.g., logo, colors, typestyle, typesize). Additionally, once the PDF proof has been confirmed/approved, NO changes are allowed.

8. Once the user submits an order for approval, the system must generate an email to the user indicating the order has been sent to the program manager for approval.

9. It must concurrently generate an email 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/on-line order.

10. 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/ order and generate a spreadsheet that contains requestor names, recipient's names, confirmation date, and contractor generated order/job number. The program manager will forward this list to the user to show when and what was ordered.

11. 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.

12. On-line PDF proof must require an electronic confirmation/approval. (The contractor must not produce cards until electronic confirmation is entered into the contractor's on-line ordering system.)

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

since 1861

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

3. On page 8 of 14, under "PRINTING," replace the line, "QR code will contain will link to a web site designated by the agency." with:

See Amendment No. 1. for QR Code requirements and Exhibit A for a visual.

All other specifications remain the same.

Amended bid or acknowledgement of amendment must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or facsimile submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

CHARLES SZOPO
Contracting Officer

GPO CHARLES SZOPO
Contracting Officer

since 1861

August 19, 2026

This is Amendment No. 2. The specifications in our invitation for bids on Program 2707-S, scheduled for opening at 11:00 a.m., on August 25, 2026, are amended as follows:

1. The bid opening date remains the same.

2. On page 1 of 14 after “TERM OF CONTRACT” replace “DATE OF AWARD and ending September 30, 2027” with DATE OF AWARD and ending August 31. 2027”

3. On page 3 of 14, second line: replace “DATE OF AWARD and ending September 30, 2027” with DATE OF AWARD and ending August 31. 2027”.

4. On page 4 of 14, under “ECOMONIC PRICE ADJUSTMENT,” replace “DATE OF AWARD and ending September 30, 2027” with DATE OF AWARD and ending August 31. 2027”.

All other specifications remain the same.

Amended bid or acknowledgement of amendment must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or facsimile submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

CHARLES SZOPO
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing and Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

U.S. Coast Guard Recruiter Business Cards

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

U.S. Coast Guard Recruiting Command

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2027, 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 opened virtually at 11:00 a.m., Eastern Time (ET), on August 25, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@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. **Bids received after the bid opening date and time specified above will not be considered for award.**

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at: https://www.gpo.gov/docs/default-source/contract-pricing/ab2707s484d1330b44a64308413ff08001d133d.pdf.

For information of a technical nature, call Jim Hunt at (214) 767-0451, Ext. 5, or email jhunt@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.

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 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	Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Prior to Production Sample

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** and ending **September 30, 2027**, 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 3 months prior to the beginning of the contract (June 30, 2026), 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.

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. 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 supplier(s)

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.

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.

PREPRODUCTION CONFERENCE: The agency may choose to hold a Preproduction Conference at the contractor's plant or via conference call. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete the fulfillment of the contract. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and preflighting supplied PDF files; (2) internal schedule and workflow; (3) identifying coordination/communication contacts; (4) FTP setup/procedures; and (5) any other special requirements which are specific to this contract.

Representatives from the Government and all points of contact from each phase of production from the primary contractor will be required to attend the meeting.

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** and ending **September 30, 2027**, 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.

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 bid 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 contractor's email provider may have different size limitations for sending email; however, contractors are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Immediately upon completion all on-line orders each month, the contractor shall submit an itemized statement of billing, including shipping costs, for all orders during the month to the ordering agency for verification, approval, and signature. This information must be transmitted to GPO and the Department no later than the five (5) days of the succeeding month. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGE 13.

In addition, the contractor is required to email a copy of the billing documents (and any supplementary billing information) to the (termcontracts@gpo.gov) Attn: Program 2707-S Administrator AND the U.S. Coast Guard as indicated on the Print Order. Failure to do so may result in non-payment.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as on-line ordering, composition, data capture, printing, trimming, packing; and distribution.

TITLE: U.S. Coast Guard Recruiting Business Cards.

FREQUENCY OF ORDERS: Approximately 500 orders per year. There will be approximately 40 orders per month.

NOTE: The number of orders per may may fluctuate to as many as 75 per month during the several months following the fiscal year (October to December). The number monthly orders may also rise during any business card design change or when there is a sudden change in recruiters. These instances cannot be determine.

Print orders will be issued monthly (as necessary) for all on-line orders placed at the end of the ordering month or within five (5) work days after the end of the month, whichever comes first.

QUANTITY: 500 cards per individual name.

NUMBER OF PAGES: Face and back

TRIM SIZE: 3-1/2 x 2.

GOVERNMENT TO FURNISH: Electronic media for the initial set-up of the web order template will be furnished as follows:

Platform: PC

Storage Media: E-mail.

Software: Adobe InDesign and/or Adobe Acrobat, current versions.

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 fonts are presented as outlines. Contractor to furnish ProximaNova family fonts for variable data.

Additional Information: Graphics files will be furnished in native application and/or PDF format.
All graphics and illustrations will be furnished in place within electronic files.
Pantone Matching System used for color identification.

NOTE: Government will furnish initial files. Contractor will create a web order template for approval using provided electronic files.

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.

NOTE: Contractor to provide actual costs for each shipment when issuing monthly payment request.

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.

<u>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</u>.

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. Contractor to create a web order template using provided Government files. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: CWO3 Brandon Ingram at (202) 795-6887 or Brandon.H.Ingram@uscg.mil.

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 up to 10 work days from the date of award to provide a web-based on-line ordering system that meets the Department's requirements.

The contractor must provide a web-based on-line ordering system site that permits authorized U.S. Coast Guard Recruiting personnel to order business cards. The system must provide a method of order tracking by requestor. 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.

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, and E-Mail Address. The web page must have the capability to display the business card after information is entered as an online proof. 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.

Once the user submits an order for approval, submit it to 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 it as a new order.

The contractor may not proceed with production until each order has been approved or disapproved online by the program manager. 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 month, the contractor must generate and submit a report (in MS Excel format) to the ordering agency documenting all orders placed during the previous month. 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. This report must be submitted within five (5) business days of the end of each month. Additionally, report must separate orders by Recruiting Office (RO). The RO locations will be provided upon award. See Exhibit B. Reports must be emailed to: Brandon.H.Ingram@uscg.mil and the contract administrator, jhunt@gpo.gov no later than the fifth day of the reporting month.

PREPRODUCTION SAMPLE: Prior to the commencement of production of the contract production quantity, the contractor must provide One (1) box of 500 business cards plus one (1) individual business card of the same design as prior-to-production samples no later than five (5) days after contract award. Agency will provide information for the card upon award and with each update to business card template. Each prior-to-production sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish. Printing is the predominate function and cannot be contracted. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

The prior-to-production samples must be delivered by the date specified above to:

USCG
Attn: CWO3 Brandon Ingram (202-795-6887)
2703 Martin Luther King Jr. Avenue, SE, CG 7419
Washington, DC 20593-7419.
------------------------------------1 box of 500 business cards as prior-to-production samples.

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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

JCP L62, White, No. 2 Silk cover or equal, Basis Size 20 x 36, Basis Weight 130 lbs., per 500 sheets, equal to JCP L62, White, No. 2

INK: Four process color with close matches to Pantone 152 (red), 163 (blue) and black. Contractor may use four color process builds to represent the Pantone colors.

PRINTING: Prints face and back, head-to-head. The face of the card will feature two (2) elements with metallized foils, matching Pantones 152 (red) and 163 (blue), variable data (name, address, phone# and e-mail address). Back will print a full color image along with a variable QR code in Pantone 163 (blue). See Exhibit A. QR code will contain will link to a web site designated by the agency. Both sides are finished by applying a coat of clear non-yellowing high gloss varnish or aqueous coating. Coating must not contain particles or smear.

At contractor’s option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be water-resistant ink or toner with a minimum of 175-line screen. Output must be at a minimum resolution of 2400 x 2400 dpi or 1200 x 1200 dpi x 8 bit 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. NOTE: Contractor may produce shells featuring any non-printed items, such as the foils. All printing must be performed by the contractor.

FINISHING: Trim four sides.

MARGINS: Face has uncommon bleeds on left and right side, back bleeds all sides. Bleeds are built into the InDesign file for both sides.

PACKING: Individual names will be boxed in units of 500. Place one card on the top of each 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: When ordered, the contractor must furnish one sample card for each individual name to: USCG, Attn: CWO3 Brandon Ingram (202-795-6887), 2703 Martin Luther King Jr. Avenue, SE, CG Stop 7419, Washington, DC 20593-7419.

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. contractor's city to locations nationwide, including Puerto Rico, Guam, Hawaii and Alaska. The contractor must use the most economically traceable method of shipment on each order and provide proof of delivery by means of a signed receipt when requested by the Department. Contractor must ship via traceable means.

Contractor will be reimbursed for all shipping costs by submitting all shipping receipts with billing invoice for payment.

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 and will be resolved by a modification to the print order.

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 Brandon.H.Ingram@uscg.mil and termcontracts@gpo.gov. The subject line of this message shall be "Distribution Notice for Program 2707-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.

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 following schedule begins the workday after the Department approves the card online via the web ordering system for production; the workday after approval will be the first workday of the schedule.

No definite schedule for pickup of material/placement of orders can be predetermined.

After award, contractor MUST provide the Department with a valid e-mail address to submit individual print orders.

Information will be entered by users via online ordering website.

Complete production and shipping must be made within 7 to 10 working days of the final Department approval.

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 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 COMPLIANCE via email at compliance@gpo.gov. Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 notification of rejected orders via the web ordering system. 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 termcontracts@go.gov.

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 termcontracts@gpo.gov. 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.

Bidders shall state the location from which the products will be shipped.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I. 500

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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.

Fractional parts of 500 will be prorated at the per-500 rate.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials (including online proofing and paper) and operations necessary for the complete production of the product listed in accordance with these specifications. NOTE: Delivery costs are reimbursable.

1. Printing and packaging .... per 500 cards ....$__________

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) ____________________________

I 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 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 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:___________
(Initials) (Initials)

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