

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Colorado Army National Guard (COARNG)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending March 31, 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.

QUOTES OPENING: Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on April 10, 2018.

QUOTATION SUBMISSION: Submit quotes in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile quotations in response to this solicitation are permitted. Facsimile quotations may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The Program number and quotes opening date must be specified with the quotation. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January, 2018.

The GPO 910 “BID” Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

OFFERORS, 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 offerors 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.

THIS IS A NEW CONTRACT. NO PREVIOUS ABSTRACT IS AVAILABLE.

For information of a technical nature, contact Deb Eichfeld at (303) 236-5292, x7; or email deichfeld@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Quote 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. August 2002)).

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

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

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

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	O.K. On-line Proofs/Average Type Dimension/Electronic Media
P-8. Halftone Match (Single and Double Impression)	Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
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 to March 31, 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 December 31, 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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 March 31, 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 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: Upon completion of each order, the contractor is required to furnish their billing invoice to the ordering agency for examination and certification as to correctness of billing as applicable to the work performed. Contractor to submit billing to the ordering agency as specified on the print order.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt thereof.

After examination and certification by the ordering agency, contractor must submit his invoice to GPO.

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." In addition, the contractor is required to furnish the GPO Denver Office a duplicate set of these documents either by email to InfoDenver@gpo.gov; or by fax to (303) 236-5332, Attn: Procurement Technician.

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000, the billing certification requirement is WAIVED.

SECTION 2 - SPECIFICATIONS

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

TITLE: Colorado Army National Guard (COARNG) Business Cards.

FREQUENCY OF ORDERS: Approximately 100 orders per year.

QUANTITY: 500 to 1,000 cards per individual name and approximately 5 to 10 names per order.

TRIM SIZE: 3-1/2 x 2".

NUMBER OF PAGES: Face and back.

GOVERNMENT TO FURNISH: Four to six images will be made available as electronic media for online ordering as furnished below:

Platform: PC

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

Software: Converted Photoshop images into high quality JPG, 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 printer and screen fonts will be embedded in base artwork.

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: No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. CYMK to be used for color identification.

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

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

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contracting Officer and ordering agency immediately upon discovery.

The contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black, NOT a process build. Contractor will convert all submitted color to four color process. Furnished files must be imaged as necessary to meet the assigned quality level.

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 contractor must provide a web-based on-line ordering system site that permits authorized Colorado Army National Guard (COARNG) 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 be utilized by the agency to input recruiter's contact information. The web page must have reference information and instructions for each input block as follows: Rank and Name, Title, Office Number, Cell Phone, Email, Street Address, City, State, and Zip Code. The web page must have the capability to display each business card as it will appear once printed after contact information is entered. The user must be able to change or correct information displayed in the on-line visual proof prior to submission to the agency manager for approval to print.

Once the user submits an order for approval by the agency manager, the system must generate an email to the original requestor indicating the order has been sent to the manager for approval. The system must concurrently generate an email to the manager indicating that an order is awaiting approval. The manager must be able to approve or disapprove each request, and approve or disapprove a group of contact entries per print order. After the program manager approves a specific group of contact entries with a corresponding print order, the web-based system must provide a total count of contact entries approved in that group with associated print order and generate a spreadsheet that contains requestor names, recipient's names, confirmation date and number of contact names associated with each print order submitted. 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 retrieve 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.

The contractor may not proceed with production until each order has been approved or disapproved online by the manager. 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 print order (information to include name of recipient, date shipped, estimated delivery date and a tracking number) to all the authorized users.

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. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf

All paper used in an order must be of a uniform shade.

Coated One Side Cover (CIS), White, Basis Size 20 X 26", 15 pt., JCP Code* L70.

PRINTING: Business cards print face and back, head to head, four color process or duotone colors. 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.

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

NOTE: The GPO imprint must not print on final product.

MARGINS: Full bleeds on face and back.

FINISHING: Trim four sides.

PACKING: Cards will be boxed in units 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 crush, open or split during delivery.

LABELING AND MARKING: Contractor to download the GPO Form 905, R. 7-15 “Labeling and Marking Specifications” form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Ship f.o.b. destination to approximately 5 to 15 different addresses within Colorado, with an average of 10 destinations per print order of 500 or 1,000 cards per 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 all or part of 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 shipping expenses are borne by the contractor.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1818-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs and paper samples, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Items to be furnished under the contract shall be ordered by the issuance of print orders (form 2511) by the Government. One print order may be issued monthly for that period, and the contractor will voucher/invoice on a monthly basis (see "**PAYMENT**" hereinafter). Multiple items will be placed during this monthly period; the schedule specified pertains to the placement of these individual work orders. Orders may be issued during the contract period 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.

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). A signed print order will be facsimiled or emailed to the contractor at the beginning of each month.

The following schedule begins the workday after receipt of the print order. Workdays are Monday through Friday, exclusive of Federal holidays.

The contractor must make complete production and delivery of all orders within 4 to 5 workdays. The majority of orders will be delivered within 5 days. Rush order of 1-3 names per order will be the exception and will require delivery within 3-workdays from the order being requested.

The ship/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.

ERROR CARD PROCESSING: The program manager will notify the contractor as soon as possible, but no later than 90 days after receipt of an order by the original requester, to reprint 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 faxed or email 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 cards containing errors caused by the contractor, the program manager will forward by use of fax or e-mail a GPO Form 907 (Non-Compliance/Change Report) directly to the contractor with a copy to the Denver GPO Regional Printing Procurement Office. When warranted, the department will forward a GPO Form 907 directly to the GPO.

LOST OR UNDELIVERED CARD PROCESSING: Upon notification from the agency, 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 fax or email within 24 hours from initial notification. To expedite this process, the department will forward by use of fax or email, a GPO Form 907 directly to the contractor with an information copy to the Denver GPO Regional Printing Procurement Office; infodenver@gpo.gov. The contractor must have capability to receive faxed or email 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 within 24 hours after notification, then these cards will be reprinted and shipped at no additional expense to the Government within 72 hours from initial notification.

If contractor is able to locate lost or undelivered orders within 24 hours after initial notification, then the contractor must make arrangements (with the 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 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 offer 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".

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SECTION 4 - SCHEDULE OF PRICES

Offers 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.

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared non-responsive.

An entry of "NC" (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

Quotes submitted with "NB" (No Quote), "NA" (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any quotes 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 quote 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. All orders for same quantity.

Contractor's billing invoice 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 (including online proofing and paper) and operations necessary for the complete production and delivery of the product listed in accordance with these specifications.

(a) Business cards (500 cards), per name \$_____

(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 offeror 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): Offeror hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) 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 quote prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, 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.

Offeror _____
(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)