

Program No 2964-S Term 3-1-2023 to 2-29-2024 (up to 4 option years)							
TITLE: BUSINESS CARDS							
				(Contr #1 - E4)		PREVIOUS	
			Business Cards, Inc		Business Cards, Inc.		
		BASIS OF	TN			TN	
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	
I.	BUSINESS CARDS						
1.	MINIMUM ORDER REQUIRED (10 LOTS & 500 CARDS MIN.)						
(a)	Prtg 1 Ink/Powder Color - Face Only - Per Card						
	Lithographic Printing						
(1)	Makeready and/or Setup.....	1,250	5.00	6,250.00	5.00	6,250.00	
(2)	Running Per 100 Copies.....	5,600	0.40	2,240.00	0.40	2,240.00	
	Thermographic Printing						
(3)	Makeready and/or Setup.....	40	10.50	420.00	10.50	420.00	
(4)	Running Per 100 Copies.....	170	0.40	68.00	0.40	68.00	
(b)	Prtg Add'l Ink/Powder Color(s) - Face Only - Per Card						
	Lithographic Printing						
(1)	Makeready and/or Setup.....	1,000	1.00	1,000.00	1.00	1,000.00	
(2)	Running Per 100 Copies.....	2,400	0.50	1,200.00	0.50	1,200.00	
	Thermographic Printing						
(3)	Makeready and/or Setup.....	10	2.00	20.00	2.00	20.00	
(4)	Running Per 100 Copies.....	40	0.50	20.00	0.50	20.00	
(c)	Prtg 1 Ink - 2 Sides - Per Card						
	Lithographic Printing						
(1)	Makeready and/or Setup.....	5	16.00	80.00	16.00	80.00	
(2)	Running Per 100 Copies.....	10	2.00	20.00	2.00	20.00	
(d)	Pre-prtg Base Card w/5-Color or 4-C Process - 1 Side						
	per 100 cards.....	1,700	3.50	5,950.00	3.50	5,950.00	
(e)	Foil Stamping: 1 Foil - Face Only - Per Order						
(1)	Makeready and/or Setup.....	1	18.00	18.00	18.00	18.00	
(2)	Running Per 100 Copies.....	5	2.00	10.00	2.00	10.00	
2.	NO MINIMUM ORDER REQUIRED						
(a)	Prtg 1 Ink/Powder Color(s)- Face side						
	Per color, per side...						
	Lithographic Printing						
(1)	Makeready/and/or Setup.....	8	45.00	360.00	45.00	360.00	
(2)	Running Per 100 Copies.....	40	1.00	40.00	1.00	40.00	
	Thermographic Printing						
(3)	Makeready/and/or Setup.....	1	45.00	45.00	45.00	45.00	
(4)	Running Per 100 Copies.....	5	1.00	5.00	1.00	5.00	
(b)	Printing Addt'l Ink/Powder Color(s), on Face Side						
	Per color, per side...						
	Lithgraphic Printing						
(1)	Makeready/and/or Setup.....	2	25.00	50.00	25.00	50.00	
(2)	Running per 100 copies.....	25	0.50	12.50	0.50	12.50	
	Thermographic Printing						
(3)	Makeready/and/or Setup.....	1	25.00	25.00	25.00	25.00	
(4)	Running per 100 copies.....	5	0.50	2.50	0.50	2.50	
II.	PAPER: Per 100 Cards						
(a)	White Index - 110lb.....	10	0.60	6.00	0.40	4.00	
(b)	While Vellum-Finish Cover - 65lb.....	10	0.60	6.00	0.40	4.00	
(c)	White Vellum-Finish Cover - 80lb.....	10	0.40	4.00	0.30	3.00	
(d)	Bright White Smooth Finish Cover - 80lb.....	60	0.40	24.00	0.60	36.00	
(e)	Bright White Smooth Finish Cover - 100lb.....	150	0.60	90.00	0.90	135.00	
(f)	White Matte-Finish Cover - 100lb.....	6,200	0.70	4,340.00	0.30	1,860.00	
(g)	White coated 2 sided cover, 14 point.....	10	0.70	7.00	0.90	9.00	
III.	ADDITIONAL OPERATIONS:						
(a)	One-Time Charge for Stamping Die... Per Die.....	2	25.00	50.00	25.00	50.00	
(b)	Typesetting 4 to 12 (avg 6) lines per card.....Per Card...	10	NC		NC		
(c)	Inner-Box Packaging of Card Lots... Each Box.....	1,300	0.60	780.00	0.50	650.00	
	CONTRACTOR TOTALS			\$23,143.00		\$20,587.00	
	DISCOUNT						
	DISCOUNTED TOTALS			\$23,143.00		\$20,587.00	
		Page 1 of 2					


U.S. GOVERNMENT PUBLISHING OFFICE  
Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**Business Cards**

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

**Department of Homeland Security**

Single Award

**From MARCH 1, 2023 to FEBRUARY 29, 2024**

The term of this contract is for one year, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:**

For information of a technical nature call Alan Zada at (707) 748-1970 ext. 6. (No collect calls.)  
To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages 13 through 16.

**SUBMISSION OF QUOTES:** The physical GPO office will NOT be open. Based on this, bidders MUST submit email bids to [bidssanfran@gpo.gov](mailto:bidssanfran@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. Pacific Time on the bid opening date specified above will not be considered for award.

To submit a quote, contractors must execute and submit the 'Schedule of Prices' pages 13 through 17, herein.

**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.

**QUOTES DUE: 11:00 AM (PST) San Francisco, CA on JANUARY 5, 2023.**

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (*GPO Pub 310.2, Effective December 1987, (Rev. 1-18)* – the light blue cover)  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (*GPO Pub. 310.1, Effective May 1979 (Rev. 09-19)* – the dark blue cover) –  
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on that page.

**NOTE:** Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor’s seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

**CONTRACTING METHOD:** This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4.

**ADDITIONAL EMAILED BID 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 bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email 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.

For information regarding the solicitation requirements *prior to* award, email Alan Zada at:  
[azada@gpo.gov](mailto:azada@gpo.gov).

For contract administration *after* award, contact the San Francisco Regional Office Ph. (707) 748-1970 or email: [infosouthwest@gpo.gov](mailto:infosouthwest@gpo.gov).

**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 pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheets
- 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)
- 7) Letter of commitment from any subcontractor

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

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

Product Quality Levels:

(a) Printing 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Reproducible
P-10. Process Color Match	Reproducible

**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 expiration of the current contract term. 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 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 periodic pricing revision.

**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.

**SUBCONTRACTING:** Lithographic offset printing is defined as the predominant function of this contract and may not be subcontracted. Printing of products using thermographic powders may be subcontracted.

**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.

**EXAMINATION, CERTIFICATION OF CONTRACTOR'S VOUCHER:** Vouchers/invoices for the work performed will be sent to the ordering agency for customer's confirmation and certification of the submitted charges. This billing certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's voucher/invoice.

After certification by the ordering agency, a copy of the approved voucher/invoice are to be submitted to the GPO Southwest Region immediately via e-mail to: [infosouthwest@gpo.gov](mailto:infosouthwest@gpo.gov), M/F Program 2964-S. Failure by the contractor to email a certified voucher/invoice to the GPO Southwest Region may result in the contractor not being paid in a timely fashion.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. 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/vendors/how-to-get-paid>.

**ORDERING:** Items to be furnished under this contract may be ordered by the issuance of print orders (GPO Form 2511); or by individual order forms, to be designed and/or approved by the ordering agency and furnished by the contractor.

If individual order forms are used, then, at time intervals mutually convenient to the contractor and the Government, print orders (GPO Form 2511) will be subsequently issued by the Government to summarize the work authorized by issuance of the order forms. The print order (GPO Form 2511) will authorize payment for the summary of the confirmed work performance.

Orders may be issued under the contract from **MARCH 1, 2023 to FEBRUARY 29, 2024**, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirement contract for the items and for the period specified herein. 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 delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from **MARCH 1, 2023 to FEBRUARY 29, 2024**. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" 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 the 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 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 November 30, 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.

**NOTIFICATION:** The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is affected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.



## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications include the production of business cards requiring such operations as copy pickup, typesetting, generation of printing media from furnished digital copy, fabrication of stamping dies, proofs, single-color, multi-color (one to six ink colors) Quality Level 3 lithographic printing, thermographic printing, gold foil stamping, packing and delivery.

**TITLE:** Business cards.

**FREQUENCY OF ORDERS:** Approximately 2 to 5 (average of 4) orders per month\*. Average of 12 lots of cards per order.

\* Bidders to Note: Based upon past performance, as many as 20 orders of 6,000 total cards (500 copies of each of 12 individual cards) per Print Order may be placed by U.S. Customs & Border Patrol (USCBP) *on the same day*.

**QUANTITY:** 500 to 1,000 (typically 500) copies per card lot.

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

**GOVERNMENT TO FURNISH:** Reproducible copy, manuscript copy, reprint samples, metal alloy stamping dies, digital media on a CD-R(W) or DVD disc.

Submitted digital files will be formatted using such software programs as Adobe Creative Suite InDesign, PageMaker, Illustrator, Adobe Acrobat PDF, Microsoft Word, and Microsoft PowerPoint.

The contractor will be responsible for providing the aforementioned software in the most recently released versions. Contractor must be able to support full Adobe Type I and II font libraries.

GPO Form 952, providing relevant information regarding furnished digital files and digital output requirements.

Identification markings, except GPO imprint, carried on copy or film, must not print on finished product.

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

Software and electronic media:

The contractor will be responsible for providing the most recently previously published versions of the aforementioned software programs. Submitted desktop publishing files may require importing of an occasional small TIFF and/or EPS file.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create/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.

These prepress responsibilities are to be provided at no additional cost to the Government.

The contractor will be required to provide for digital manipulation of images in furnished digital files using digital photo editing software, such as Adobe Photoshop.

**TYPESETTING:** Contract performance will include orders requiring the contractor to typeset card copy using various typesets in different font sizes, as instructed by the ordering agency.

**PROOFS:** A digital content proof may be required when typesetting new copy, as indicated on the print order. Content proofs may be transmitted via fax machine, to the fax number to be provided by the ordering agency on the print order.

An Adobe Acrobat press ready PDF proof may be required when typesetting new copy, as indicated on the print order. PDF proofs may be transmitted via email, to the email address provided by the ordering agency on the print order.

USCBP six-color cards: Printing of USCBP six-color cards will require submittal of one set of color inkjet proofs that are G7 profiled, use pigment-based inks and are produced with a RIP that provides option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments).

Submitted color inkjet proofs must be output at min. 720 x 720 dpi on a GRACoL or SWOP certified proofing media, and must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

The proofs must have all elements in their proper position.

**STOCK:** The specifications of all stock 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, and any subsequent amendments thereto.

Color of stock furnished shall be of a uniform shade and a close match by visual inspection of any furnished color samples when supplied with the print order. The Contracting Officer reserves the right to reject shipments of any order printed on stock the color of which, in his opinion, materially differs from that of the color sample(s).

JCP Code\* K10, Index; White, Basis Size 25.5 X 30.5", Basis Weight 110 lb.

JCP Code\* L20, Vellum-Finish Cover; White, Basis Size 20 X 26", Basis Weight 65 and 80 lb.

JCP Code\* L21, Smooth Cover; White, Basis Size 20 X 26", Basis Weight 80 lb.

JCP Code\* L21, Smooth Cover; White, Basis Size 20 X 26", Basis Weight 100 lb.

JCP Code\* L50, White, Matte-Coated Cover, Basis Size 20 X 26", Basis Weight 100 lb.

JCP Code\* L72, White, Coated Two-Side Cover (C2S), Basis Weight 14 pt.

**PRINTING:** The great majority of cards will print on one side only. Occasionally a card will print the same ink color on both sides.

Ordered cards may print more than one Pantone ink color and/or foil stamping on the face side.

Printing of USCBP six-color business cards:

The U.S. Customs & Border Patrol (USCBP) six-color business card design features a static **five-color** "base" format. With an occasional exception caused by Government reorganization or a design revision, the base format will remain consistent throughout the contract. Based upon past performance, the base format will be common to all cards in any one order, and will typically remain common to all cards in most of USCBP card orders.

The common "base" copy prints in Pantone 187, 307, 370, 2955 and Cool Gray 6. The contractor will first print press sheets of the common "base" copy and establish an inventory of the common "base" card sheets before subsequently printing each individual card holder's unique information with a second lithographic press run. The preprinted five-color "base" card sheets will be completed with each card holder's unique name printing in Pantone 2955 and each card holder's unique title and address printing in Cool Gray 11. The USCBP six-color business cards print one side only.

This concept of producing an inventory of preprinted press sheets to mitigate printing costs will also be applied to any other contract order that features lots of business cards sharing common static four-color (process) "base" copy.

Occasionally an order for a non-personalized business card (with static four-color process copy common to all cards) will print as many as 250,000 cards. The contractor shall, likewise, be reimbursed for printing of such card lots via Item I.1 (d) in the contract 'Schedule of Prices.'

Printing with thermographic powders: Orders will be placed requiring the contractor to print a business card using thermographic powders, which, when melted, produce copy with a raised or relief effect.

Thermographic orders will typically print on one side only in one or two thermographic colors.

The contractor may subcontract the thermographic printing requirement.

**FOIL STAMPING:** Occasionally cards will require gold foil stamping on the face of the card. The contractor will be required to fabricate the required metal alloy stamping die(s).

The contractor will be required to archive any manufactured dies, to hold in inventory for repeat usage during the term of the contract. The contractor will be allowed a one-time charge to create a required die. The contractor will not be allowed to re-charge for creation of a die once a die has been made.

Any stamping dies made for business cards produced under the terms of this contract will become the property of the ordering agency upon expiration of the contract, and shall be returned to the ordering agency via traceable means at no additional cost to the Government.

**MARGINS:** Follow trim marks indicated by furnished copy. It is assumed that most cards will not bleed and will have an adequate gripper.

**PACKING:** Box each lot of cards in suitably-sized carton unless otherwise instructed.

Pack each individual's business cards separately.

**DISTRIBUTION:** Deliver f.o.b. contractor city, as follows:

- Approx. 90% of the total orders deliver to:

Various USCBP and other Government office addresses throughout the United States, Canada and Puerto Rico.

Note: Those USCBP orders delivering to the Ronald Reagan Bldg. in Washington, D.C. MUST be delivered via FedEx or UPS.

- Approx. 5% of the total orders deliver to:

Various addresses throughout the United States.

Shipping costs: The contractor shall be reimbursed for shipping charges upon submittal of verifying receipt(s) with the contractor's billing voucher.

The contractor must return all material furnished by the Government. Returned materials must be packaged and shipped via traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**DISTRIBUTION NOTICE:** For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to the address furnished on the Print Order. The subject line of this message shall be "Distribution Notice for Jacket xxx-xxx, P.O. xxxxxx and Print Order xxxxxx". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**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).

Pickup addresses: Government furnished materials will be made available for pickup by the contractor at the following addresses.

▪ USCBP orders:

DEWEY HICKS U.S. Customs, Ronald Reagan Bldg., 1300 Pennsylvania Ave, NW Room 3.2-C,  
Washington, D.C. 20229. 202-344-1306.

No definite schedule for pickup of material can be predetermined.

Orders will require complete production and delivery from eight to 30 workdays after notice of availability of Government furnished material.

Proofs, when ordered, will be withheld for not more than one workday. The proof hold time **WILL** be considered part of the required production schedule.

The "ship/deliver date" (and time) indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

All Government Furnished Material must be returned with delivery of the order.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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 under this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

**I.**

	(1)	(2)	(3)	(4)
--	-----	-----	-----	-----

1.

(a)	1,250	5,600	40	170
(b)	1,000	2,400	10	40
(c)	5	10	xxx	xxx
(d)	1,700			
(e)	1	5		

2.

(a)	8	40	1	5
(b)	2	25	1	5

**II.**

(a)	10
(b)	10
(c)	10
(d)	60
(e)	150
(f)	6,200
(g)	10

**III.**

(a)	2
(b)	10
(c)	1,300

## SECTION 4. - SCHEDULE OF PRICES

Quotes due: 11:00 AM / Date: **JANUARY 5, 2023**

Bids offered are f.o.b. contractor's city for all orders.

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.

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 100 will be prorated at the 'Per 100' rate, as applicable.

### I. BUSINESS CARDS:

Complete Product: Prices quoted shall include the cost of all required materials and operations (excepting those listed under Items II and III) necessary for the complete production and distribution of the product listed in accordance with these specifications.

The ink color and stock will be the same for all the cards within a contract Print Order.

1. (Minimum order required.): **Prices to be based upon a minimum order of 10 lots of business cards per order printing a minimum of 500 copies per lot.**

	<b><u>Lithographic Printing</u></b>		<b><u>Thermographic Printing</u></b>	
	<b><u>Makeready and/or Setup</u></b>	<b><u>Running Per 100 Copies</u></b>	<b><u>Makeready and/or Setup</u></b>	<b><u>Running Per 100 Copies</u></b>
	(1)	(2)	(3)	(4)
(a) Printing business card in one ink/pow- der color on face side only.....per card....\$	_____	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
Initials

	<u><b>Lithographic Printing</b></u>		<u><b>Thermographic Printing</b></u>	
	<u>Makeready</u>	<u>Running Per</u>	<u>Makeready</u>	<u>Running Per</u>
	<u>and/or Setup</u>	<u>100 Copies</u>	<u>and/or Setup</u>	<u>100 Copies</u>
	(1)	(2)	(3)	(4)
(b) Printing additional ink/powder color(s) on face side*.....Per color, per card.....\$	_____	\$_____	\$_____	\$_____
(c) Printing of business card in one ink color on both sides.....per card .....	\$_____	\$_____	\$ XXX	\$ XXX
(d) Preprinting “base” cards with common <b>five-color</b> (or occasionally 4/c process) copy on one side only (Cost of paper <b>not</b> included) .....per 100 cards .....	\$_____			

\* The prices quoted for Item I.1.(b) shall include only the costs to print additional ink/powder color(s): They are exclusive of, and are to be charged in addition to, the prices quoted for Item I.1.(a), (c) or (d).

	<u><b>Foil Stamping</b></u>	
	<u>Makeready</u>	<u>Running Per</u>
	<u>and/or Setup</u>	<u>100 Cards</u>
	(1)	(2)
(e) Foil stamping (no embossing required) in one foil (typically gold**) on face side of cards.....per order.....\$	_____	\$_____

\*\* Same foil color, same stamping image for all the cards in the order.

## 2. (No minimum order required.):

	<u><b>Lithographic Printing</b></u>		<u><b>Thermographic Printing</b></u>	
	<u>Makeready</u>	<u>Running Per</u>	<u>Makeready</u>	<u>Running Per</u>
	<u>and/or Setup</u>	<u>100 Copies</u>	<u>and/or Setup</u>	<u>100 Copies</u>
(a) Printing one ink/powder color(s) on face side*, per color, per side .....	\$_____	\$_____	\$_____	\$_____
(b) Printing additional ink/powder color(s) on face side*, per color, per side .....	\$_____	\$_____	\$_____	\$_____

\* The prices quoted for Item I.2.(b) shall include only the costs to print add'l ink/powder color(s): They are exclusive of, and are to be charged in addition to, the prices quoted for Item I.2.(a).

**II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

\_\_\_\_\_  
Initials



Per 100 Cards

- (a) White Index (110 lb.).....\$ \_\_\_\_\_
- (b) White Vellum-Finish Cover (65 lb.).....\$ \_\_\_\_\_
- (c) White Vellum-Finish Cover (80 lb.).....\$ \_\_\_\_\_
- (d) Bright White Smooth Finish Cover (80 lb.) .....\$ \_\_\_\_\_
- (e) Bright White Smooth Finish Cover (100 lb.) .....\$ \_\_\_\_\_
- (f) White Matte-Finish Cover (100 lb.) .....\$ \_\_\_\_\_
- (g) White coated 2-sided cover, 14 point.....\$ \_\_\_\_\_

**III. ADDITIONAL OPERATIONS:**

- (a) One-time charge to make stamping die.....per die .....\$ \_\_\_\_\_
- (b) Typesetting four to 12 (avg. 6) lines per card.....per card.....\$ \_\_\_\_\_
- (c) Inner-box packaging of card lot(s).....each box ....\$ \_\_\_\_\_

\_\_\_\_\_  
Initials

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

**AMENDMENT(S):** Contractor 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 Firm) from the date for receipt of Quotes, 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 Quote acceptance period may result in expiration of the Quote prior to award.

**FIRM’S NAME AND SIGNATURE:** Unless specific written exception is taken, the contractor, by signing and submitting a quote, 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 Quote being declared non-responsive.

Firm \_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Quote) (Date)

\_\_\_\_\_  
(Printed Name) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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Program No 2964-S from: 1-1-2018 to 12-31-18 + 4 option years						
TITLE: BUSINESS CARDS						
			(Contr #1 - E4)		PREVIOUS	
			Business Cards, Inc		Business Cards, Inc.	
			BASIS OF		TN	
			AWARD		UNIT RATE	
ITEM NO	DESCRIPTION		UNIT RATE	COST	UNIT RATE	COST
I.	BUSINESS CARDS					
1.	MINIMUM ORDER REQUIRED (10 LOTS & 250 CARDS MIN.)					
(a)	Prtg 1 Ink/Powder Color - Face Only - Per Card					
	Lithographic Printing					
(1)	Makeready and/or Setup.....	1250	5.00	6,250.00	8.00	10,000.00
(2)	Running Per 100 Copies.....	5,600	0.40	2,240.00	0.40	2,240.00
	Thermographic Printing					
(3)	Makeready and/or Setup.....	40	10.50	420.00	10.50	420.00
(4)	Running Per 100 Copies.....	170	0.40	68.00	0.40	68.00
(b)	Prtg Add'l Ink/Powder Color - Face Only - Per Card					
	Lithographic Printing					
(1)	Makeready and/or Setup.....	1000	1.00	1,000.00	1.00	1,000.00
(2)	Running Per 100 Copies.....	2,400	0.50	1,200.00	0.50	1,200.00
	Thermographic Printing					
(3)	Makeready and/or Setup.....	10	2.00	20.00	2.00	20.00
(4)	Running Per 100 Copies.....	40	0.50	20.00	0.50	20.00
(c)	Prtg 1 Ink - 2 Sides - Per Card					
	Lithographic Printing					
(1)	Makeready and/or Setup.....	5	16.00	80.00	16.00	80.00
(2)	Running Per 100 Copies.....	10	2.00	20.00	2.00	20.00
(d)	Pre-prtg Base Card w/5-Color or 4-C Process - 1 Side					
	per 100 cards.....	1700	3.50	5,950.00	2.40	4,080.00
(e)	Foil Stamping: 1 Foil - Face Only - Per Order					
(1)	Makeready and/or Setup.....	1	18.00	18.00	18.00	18.00
(2)	Running Per 100 Copies.....	5	2.00	10.00	2.00	10.00
2.	NO MINIMUM ORDER REQUIRED					
(a)	Prtg 1 Ink/Powder Color- Face side					
	Per color, per side...					
	Lithographic Printing					
(1)	Makeready/and/or Setup.....	8	45.00	360.00	45.00	360.00
(2)	Running Per 100 Copies.....	40	1.00	40.00	1.00	40.00
	Thermographic Printing					
(3)	Makeready/and/or Setup.....	1	45.00	45.00	45.00	45.00
(4)	Running Per 100 Copies.....	5	1.00	5.00	1.00	5.00
(b)	Printing Addt'l Ink/Powder Colors, on Face Side					
	Per color, per side...					
	Lithgraphic Printing					
(1)	Makeready/and/or Setup.....	2	25.00	50.00	25.00	50.00
(2)	Running per 100 copies.....	25	0.50	12.50	0.50	12.50
	Thermographic Printing					
(3)	Makeready/and/or Setup.....	1	25.00	25.00	25.00	25.00
(4)	Running per 100 copies.....	5	0.50	2.50	0.50	2.50
II.	PAPER: Per 100 Cards					
(a)	White Index - 110#.....	10	0.40	4.00	0.40	4.00
(b)	White Vellum Cover - 65#.....	10	0.40	4.00	0.40	4.00
(c)	White Vellum Cover - 80#.....	10	0.30	3.00	0.30	3.00
(d)	Bright White Smooth Finish Cover					
	(80# Starwhite Vicksburg Tiara White, or equal)	60	0.60	36.00	0.60	36.00
(e)	Bright White Smooth Finish Cover					
	(110# Starwhite Cover Plus Tiara White, or equal)	150	0.90	135.00	0.90	135.00
(f)	White Matte-Finish Cover - 100#.....	6200	0.30	1,860.00	0.30	1,860.00
(g)	White coated 2 sided cover, 14 points.....	10	0.90	9.00		
III.	ADDITIONAL OPERATIONS:					
(a)	One-Time Charge for Stamping Die... Per Die.....	2	25.00	50.00	25.00	50.00
(b)	Typesetting 4 to 12 (avg 6) lines per card.....Per Card....	10	NC		NC	
(c)	Inner-Box Packaging of Card Lots... Each Box.....	1,300	0.50	650.00	0.50	650.00
	CONTRACTOR TOTALS			\$20,587.00		\$22,458.00
	DISCOUNT					
	DISCOUNTED TOTALS			\$20,587.00		\$22,458.00