

Program 3380-S. Term: Date of Award thru May 31, 2019 (plus up to 4 Option Years)								
Title VARIOUS PRESSURE SENSITIVE ADHESIVE LABELS								
			Image Square, Inc	WBC dba lithexcel		Target Screen		
		BASIS OF	040-44026	300-52436		PREVIOUS		
ITEM#	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND TRIMMING:							
A.	Printing in a single ink color							
(1)	Makeready and setup charge.....	90	0.00	0.00	40.00	3,600.00	33.90	3,051.00
(2)	Running.....per 100.....	2370	0.00	0.00	2.80	6,636.00	2.00	4,740.00
B.	Printing each additional ink color other than the color charged under item 1.							
(1)	Makeready and setup charge.....	1	0.00	0.00	30.00	30.00	31.90	31.90
(2)	Running.....per 100.....	100	0.00	0.00	2.40	240.00	2.00	200.00
II.	ADDITIONAL OPERATIONS:							
A.	Die-cutting							
(1)	Makeready and setup charge.....	5	0.00	0.00	30.00	150.00	17.90	89.50
(2)	Running.....per 100..	150	5.00	750.00	0.10	15.00	2.00	300.00
B.	Making die.....	1	0.00	0.00	200.00	200.00	0.00	0.00
C.	Numbering.....per 100 labels.....	100	1.00	100.00	2.50	250.00	1.90	190.00
D.	Hand Drawings.....per color.....	90	5.00	450.00	100.00	9,000.00	10.00	900.00
III.	STOCK (Price per 100 Sq. In.)							
A.	White or Colored Uncoated Label Paper.....	2710	0.45	1,219.50	1.00	2,710.00	0.12	325.20
B.	White or Colored Coated Label Paper.....	45	0.25	11.25	1.80	81.00	0.12	5.40
C.	White Vinyl/Polyester Plastic Sheeting Fascal 500 or Equal	5050	0.45	2,272.50	3.00	15,150.00	0.12	606.00
D.	Clear or Colored Vinyl or Polyester Plastic Sheeting Fascal 500 or Equal	9930	0.55	5,461.50	4.50	44,685.00	0.15	1,489.50
E.	White or Colored Reflective Sheeting.....	380	1.85	703.00	6.50	2,470.00	0.70	266.00
	CONTRACTOR TOTALS			\$10,967.75		\$85,217.00		\$12,194.50
	DISCOUNT		0.00%	\$0.00	1.00%	\$852.17	1.00%	\$121.95
	DISCOUNTED TOTALS			\$10,967.75		\$84,364.83		\$12,072.55
				AWARDED				
Abstracted by JMG								
Reviewed by RG								

U.S. GOVERNMENT PUBLISHING OFFICE  
Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Various Pressure Sensitive Adhesive Labels**

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

DLA Document Services  
Norfolk, VA

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending May 31, 2019, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 2:00 p.m., prevailing Virginia Beach, VA time, on May29, 2018.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 291 Independence Boulevard, Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Virginia Beach, VA Regional Office, Fax No. (757) 490-7950. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.  
***NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.***

Do NOT fax double sets or extra copies of forms that have not been requested; only fax the pages in SECTION 4 of these specifications, with all of the information completed as requested.

Abstract of previous procurement for 3380-S, contract prices are available at  
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Virginia Beach>

For information of a technical nature, contact Joy Gooden at jgooden@gpo.gov or (757) 490-7942.

## 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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**BIDDERS, PLEASE NOTE:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Quality Level III
- (b) Finishing (item related) Attributes – Quality 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. PDF Proofs/Average type dimension in publication/ Electronic media/Other: supplied art, camera copy
P-8. Halftone Match (Single and Double Impression)	Electronic media/Other: supplied art, camera copy
P-10. Process Color Match	Electronic media/Other: supplied art, camera copy

**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 May 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 February 28, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through May 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 the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance

with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

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

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

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

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

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

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

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Theresa.Nagel@dla.mil; and infovirginiabeach@gpo.gov (or to the address furnished on the Print Order). The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. E-XXXX, Print Order XXXXX". 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.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Virginia Beach GPO. If such orders are placed by the agency, and no Modification is received from the Virginia Beach GPO, the contractor is to notify GPO Virginia Beach immediately. Failure to do so may result in nonpayment.**

**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/finance/index.htm>.

Facsimile transmission should only be used when no samples are required with the contractor's invoice, otherwise payment will be held up while the invoice is returned to the contractor for the required sample(s).

**Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES" – SEE SECTION 4.**

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of pressure sensitive labels and decals requiring such operations as typesetting, hand art (drawing), printing, die-cutting, packing, and delivery.

**TITLE:** Various Pressure Sensitive Adhesive Labels

**FREQUENCY OF ORDERS:** Approximately 75 orders per year.

**QUANTITY:** Approximately 100 to 30,000 labels per order.

Although this is an option year contract, all estimates, averages, etc. are based upon one year's production.  
"NOTE: More than one product may be ordered on the same print order requiring the same schedule."

**NUMBER OF PAGES:** Face only

**TRIM SIZES:** Various trim sizes up to a maximum of 500 square inches.

**GOVERNMENT TO FURNISH:** Electronic Media, camera copy or previously printed sample to be used as camera copy for type/rules printing, and hand drawn copy as manuscript copy.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A Print Order (GPO Form 2511) will be e-mailed or faxed for each individual order.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint (when requested), form number, and revision date, carried in the electronic files, must not print on the 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.

**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, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.

**COMPOSITION:** Composition requirements will consist of setting type and rules in various format and sizes to match visual in same or close match to type size and style.

**DIES:** Any dies made and paid for by the Government are property of the Federal Government and may be held by the contractor until the end of the contract. At that time the contractor is to return all dies that were made along with the art that was created to make that die to the Government Printing Office.

Only one die making charge will be allowed under II. 2, during the term of this contract, for all orders, die cutting in the same shape and size. (i.e. only one die charge will be allowed for all orders die cutting in a 2" diameter circle).

**RETENTION OF DIGITAL FILES:** The contractor will be required to retain a copy of the pdf file (and related laser visuals or printed samples) for each publication for subsequent reprints until the end of the contract term or until notified by the agency that the publication is no longer needed. Materials must be returned to the agency at the end of the contract term.

**PROOFS:** All orders will require one Press Quality PDF Proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product to be sent Theresa.Nagel@dla.mil. Contractor to call Theresa Nagel at (757) 444-7724 ext 1013 to confirm receipt of email. Proof must show color, the position of the window, and contain all crop marks. Also, include a reminder that the agency can only keep proofs two (2) days. Date of receipt is not considered first day. Proof will not be used for color match.

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

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

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All paper used in each order must be of a uniform shade; and a close match by visual inspection of the JCP and/or attached color sample(s).

The stock to be used will be indicated on each print order.

Stock for labels die-cut in circles or irregular shapes (i.e., arcs, ogilvies, etc.) is to be charged as the rectangular or square size needed to produce the die-cut shape. A 3" diameter circle is die-cut out of a 3 x 3" square piece of stock, or 9 square inches.

White and various colors Uncoated Label, basis size 25 x 38", 55-60 lbs. per 500 sheets.

White and various colors Coated Label, basis size 25 x 38", 55-60 lbs. per 500 sheets.

White, clear transparent, and various colors of flexible vinyl and Polyester plastic sheeting .001" though .004" thick, equal to Fasson's FasCal 500.

White and various colors of reflective sheeting - Type I, Class 4, Reflectivity I, must comply with Federal specifications L-S-300C.

**PRINTING:** All printing must be clear and legible, not plugged or smudged. Contractor is NOT to retype any furnished material unless ordered by the government. Print Orders will reflect what is required to be printed.

**INK:** 1 to 7 colors of ink; and four color process. Ink must contain a minimum of 20% vegetable oil.

Match Pantone number as indicated on the print order.

All orders require contractor to coat the entire surface over the printing with a clear, non-yellowing varnish or equal, unless otherwise specified on the print order.

For labels/decals printing on colored stock, the contractor may surface tint white stock to match the required colors. Surface tint must be of a uniform shade. No additional charge will be allowed to surface tint the stock.

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**NUMBERING:** When ordered, labels will require numbering in one to four places. Numbers are to be from 3/16" to 1/4" in height. Numbers will be in a horizontal position.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic files. Most pages and covers will bleed.

**CONSTRUCTION:**

**ADHESIVE COATING:** Coat back of labels with a permanent or removable type pressure sensitive adhesive, as specified on the print order.

**DIE CUTTING:** The majority of orders will require die-cutting. When ordered, labels/decals will be die-cut into various shapes. Labels/decals will require die-cut of labels/decals only or labels/decals and backing sheet.

**MOUNTING:** Mount labels/decals on a suitable backing sheet in one of the following methods as ordered:

- Slit labels only, not the backing sheet, horizontally and/or vertically as indicated on the individual print order.
- Mount on a same-size backing sheet with any easy removal feature, slit cut or die-cut out on a suitable size backing sheet with or without waste removed.
- Mount on suitable backing sheet and wind specified number of labels per roll, on any suitable core, printed side out, head off the roll first. Perforate between labels as required on the print order.

**PACKING:** Kraft paper wrap or shrink film wrap, as specified, in quantities indicated on the print order. Pack in shipping containers.

All shipping cartons will be affixed with a sample printed copy which will be placed next to the GPO label and will be right reading when viewed on the pallets.

If more than one product is ordered on a single print order, the different printed products shall not be intermixed within shipping containers.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/mailling process.

**CARTON LABELING:** Contractor must reproduce shipping carton label at 100% on white paper from furnished file, fill in appropriate fields and securely attach ONE LABEL TO THE END OF EACH CARTON. ALL shipping containers must contain a copy affixed to the outside end alongside of the GPO label and the image on the envelope must be right reading when viewed on the pallets.

**DISTRIBUTION:** Deliver f.o.b. destination to all destinations in the Eastern Region including FL, GA, SC, NC and VA. All other destinations will be F.O.B. Contractor City, shipped reimbursable.

Upon completion of each order, all artwork made by the contractor must be returned f.o.b. destination with the furnished material.

All expenses incidental to pickup of Government furnished material and furnishing sample copies must be borne by the contractor.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered number of cartons, and quantity per carton;



date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

**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).

Contractor will be required to pick up print order, copy, and furnished material from:

- U.S. Government Printing Office, 291 Independence Blvd. Suite 401, Virginia Beach, VA 23462.
- DLA Document Services, Naval Station, 1641 Morris Street, Norfolk, VA 23511
- DLA Document Services, Norfolk Naval Shipyard, Building 31, C-1000, Portsmouth, VA 23709
- DLA Document Services, Naval Air Station, Bldg. 721 McFarland Street, Jacksonville, FL 32212

No definite schedule for pickup of material/placement of orders can be predetermined. Orders will be scheduled according to the work involved (including hold time for proofs) and the time that can be allowed; however, no job will be required in less than five workdays. The schedule will be indicated on the print order.

The exact delivery date will be indicated on the print order.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and not the date of delivery to a common or other carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

	(1)	(2)
I. A.	90	2370
B.	1	100
II. A.	5	150
B.	1	
C.	100	
D.	90	
II. A.	2710	
B.	45	
C.	5050	
D.	9930	
E.	380	

#### SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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

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

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

All invoices submitted to the GPO shall be based on the most economical method of production.  
Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."  
Cost for all required paper must be charged under Item III. "Stock".

**COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations (including the initial proofs) necessary for the complete production and distribution of the product listed in accordance with these specifications.

Makeready and/or Setup (1)	Running per 100 Copies (2)
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**I. PRINTING, PDF PROOF, AND TRIMMING** (includes coating the entire surface over the printing with a clear, non-yellowing varnish or equal) **Price per label/decals:**

A. Printing one color ..... per label/decals ... \$ \_\_\_\_\_ \$ \_\_\_\_\_

B. Printing each additional color ..... per label/decals ... \$ \_\_\_\_\_ \$ \_\_\_\_\_

#### II. ADDITIONAL OPERATIONS:

A. Die-cutting ..... per label/decals ... \$ \_\_\_\_\_ \$ \_\_\_\_\_

B. Making die ..... \$ \_\_\_\_\_

Die-cutting charges and the MAKING OF DIES will be allowed for irregular shapes, circles, round cornering and slitting ONLY. These requirements will be clearly marked on each Print Order.

C. Numbering ..... per 100 label/decals ... \$ \_\_\_\_\_

D. Hand drawings ..... per color ... \$ \_\_\_\_\_

Hand drawing charges will be allowed when manuscript is the only Government furnished medium. Hand drawing charges will NOT be allowed when a previous order is referenced for reprints.

\_\_\_\_\_  
Initials

**III. STOCK** (per 100 square inches):

- A. White or Colored Uncoated Label Paper ..... \$ \_\_\_\_\_
- B. White or Colored Coated Label Paper ..... \$ \_\_\_\_\_
- C. White Vinyl or Polyester Plastic Sheeting (FasCal 500 or Equal) ..... \$ \_\_\_\_\_
- D. Clear or Colored Vinyl or Polyester Plastic Sheeting (FasCal 500 or Equal) ..... \$ \_\_\_\_\_
- E. White or Colored Reflective Sheeting ..... \$ \_\_\_\_\_

\_\_\_\_\_  
Initials

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**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) \_\_\_\_\_  
(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

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

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

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

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

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

(City – State – Zip Code)

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

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID).

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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

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