

TITLE:	BUSINESS CARDS							
TERMS:	DEC. 1, 2017 thru NOV. 30, 2018							
	PROGRAM 539-S							
			THERMO QUICK, INC		TEJASVI INC. / DBA/ PSSI		CURRENT CONTRACTOR	
	DEPT OF ENERY	BASIS OF	Springfield, VA		Fairfax, VA		Envelopes & Printed Products	
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:							
	PER 250 CARDS							
(a)	Face Only: Thermographic printing, in a single ink color, including boxing-----	42	15.00	630.00	24.00	1,008.00	10.00	420.00
(b)	Face Only: Thermographic printing in two ink colors, including boxing-----	308	19.00	5,852.00	26.00	8,008.00	13.00	4,004.00
(c)	Face and Back: Thermographic printing in a single ink color on face, and flat (unraised) printing in a single ink color on back, including boxing-----	10	25.00	250.00	29.00	290.00	N/A	
(d)	Face and Back: Thermographic printing in two ink color on face, and flat (unraised) printing in a single ink color on back, including boxing--	98	27.00	2,646.00	43.00	4,214.00	18.00	1,764.00
	PER 500 CARDS							
(e)	Face Only: Thermographic printing in a single ink color, including boxing-----	14	19.00	266.00	26.00	364.00	13.00	182.00
(f)	Face Only: Thermographic printing in two ink colors, including boxing-----	182	25.00	4,550.00	28.00	5,096.00	15.00	2,730.00
(g)	Face and Back: Thermographic printing in a single ink color on face, and flat (unraised) printing in a single ink color on back, including boxing-----	6	25.00	150.00	35.00	210.00	N/A	
(h)	Face and Back: Thermographic printing in two ink colors on face, and flat (unraised) printing in a single ink color on back, including boxing-----	14	30.00	420.00	45.00	630.00	21.00	294.00
	PER 1,000 CARDS							
(i)	Face Only: Thermographic printing in a single ink color, including boxing-----	14	25.00	350.00	30.00	420.00	18.00	252.00
(j)	Face Only: Thermographic printing in two ink colors, including boxing-----	14	30.00	420.00	32.00	448.00	20.00	280.00
(k)	Face and Back: Thermographic printing in a single ink color on face, and flat (unraised) printing in a single ink color on back, including boxing-----	3	30.00	90.00	38.00	114.00	N/A	
(l)	Face and Back: Thermographic in two ink colors on face, and flat (unraised) printing in a single in color on back, including boxing---	14	32.00	448.00	48.00	672.00	25.00	350.00
II.	PREMIUM PAYMENTS: (SEE % INCREASE).							
	CONTRACTOR SUBTOTALS			\$16,072.00		21,474.00		10,276.00
	ACCELERATED SCHEDULE	10.00%		1,607.20		2,147.40		1,027.60
	PERCENTAGE INCREASE		25.00%	401.80	50.00%	1,073.70	20.00%	205.52
	CONTRACTOR TOTALS PLUS PERCENTAGE INCREASE			16,473.80		22,547.70		10,481.52
	DISCOUNT		0.00%	0.00	2.00%	450.95	0.00%	0.00
	DISCOUNTED TOTALS			\$16,473.80		\$22,096.75		\$10,481.52
	AWARDED							

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Department of Energy

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning December 1, 2017 and ending November 30, 2018, 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.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on November 8, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 150-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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) – <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>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity Copy	O.K. Proofs/Manuscript Copy/ Average Type Dimension in Publication/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 December 1, 2017 to November 30, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending August 31, 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.

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.

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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

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 December 1, 2017 through November 30, 2018, plus for such additional periods 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.

PAYMENT:

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency-billing-and-payment>.

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

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of raised image business cards (thermography), requiring such operations as composition, printing, binding, packing, and distribution.

TITLE: Business Cards.

FREQUENCY OF ORDERS: Approximately 600 to 800 orders per year for approximately 1 name per print order.

QUANTITY: 250, 500, and 1,000 cards per individual name. NOTE: The majority of print orders will be for 250 cards.

NUMBER OF PAGES: Face only or face and back.

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

FORMATS:

Four (4) separate styles, designated as Format A through D, may be ordered under this contract in any combination, as specified on the print order. Additionally, one (1) of four (4) separate logos "Great Seal", "EIA", "NNSA," or "DOE", may be ordered on any Format. (See Exhibit 1.)

Two logos may be ordered on Format A. Agencies may select Format A and include the organization logo to appear on the right side of the Business Card. (See Exhibit 2.)

For "EIA" business card orders only, seven (7) additional styles, designated as Options 1 through 7, may be ordered under this contract as specified on the print order. (See Exhibit 3.)

GOVERNMENT TO FURNISH: Manuscript copy for the name, title, address, telephone numbers and all other pertinent data will be furnished on an agency provided "Business Card Request" form for each individual card ordered and will be furnished via email. (See Exhibit 5.)

An Adobe Acrobat PDF file (version 5, 6, or 7) will be furnished via email consisting of images for the four separate logos will be furnished at the beginning of the contract, and are to be retained by contractor for use throughout the term of the contract. Logos may need to be reproduced at various sizes.

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 product(s) in accordance with these specifications.

COMPOSITION: Contractor will be required to set type for individual names, addresses, and phone numbers, and incorporate copy with appropriate logos in the style of the selected format(s). Typefaces, sizes, and styles to be used in the contract will be established at the postaward conference, or will be provided immediately after award. Contractor will be required to match fonts on style selection sheet. (See Exhibit 4.)

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 the ordering agency.

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

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

PROOFS: One (1) "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs will be transferred to the agency via email to the address specified on the print order.

The contractor will be responsible for performing all necessary proofreading to insure that proofs are in conformity with the copy submitted.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to 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 - https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf.

White Smooth and Fancy-Finish Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.

PRINTING:

Print face of business cards using the thermographic printing process, in a single ink color or in two ink colors, as ordered. Images will consist of a selected agency logo and type/line matter. On two-color selections, the logo(s) will print in one color with all remaining type/line matter printing in the second color. Ink color(s) on face will be Pantone 280 (blue), 871 (gold), or black, as specified on each print order and/or on the agency provided "Business Card Request" form (See Exhibit 5).

When ordered, print back of business card using flat (unraised) printing in a single ink color, consisting entirely of type/line matter. Ink color on back will be Pantone 280 (blue) ink or black, as specified on each print order and/or on the agency provided "Business Card Request" form.

NOTE: GPO imprint must not print on final product.

BINDING: Trim four sides.

PACKING: Box individual names in units of 250, 500, or 1,000 (as specified on the print order) and affix a copy of the card to the end panel of each box. Insert box(s) into a cushioned shipping bag(s), or, at contractor's option, a shipping container. Individual boxes, shipping bag(s), or container(s) must be of sufficient strength as to ensure against damage to the product during shipment.

LABELING AND MARKING: Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Ship f.o.b. contractor's city.

NOTE: Throughout the term of the contract, shipments will be made to approximately 20 addresses nationwide.

All shipments must be made via an agency-furnished small parcel carrier account, using the next day standard delivery service option. Account information will be provided after award.

Complete address will be furnished with each print order.

NOTE: Priority AM delivery may be requested for accelerated schedules.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 539-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

All expenses incidental to picking up and returning materials and submitting proofs must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for placement of orders can be predetermined.

Furnished material and print order will be furnished via email.

The following schedules begin the workday after notification of availability of print order and furnished materials; the workday after notification will be the first workday of the schedule.

Regular Schedule: Contractor must complete production and distribution within (8) eight workdays after notification of availability of print order and furnished material.

Accelerated Schedule: Approximately 10% of all orders will require an accelerated schedule.

Contractor must complete production and distribution within (3) three workdays after notification of availability of print order and furnished material.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

Proofs will be withheld no more than one (1) workday for rush schedule print orders and two (2) workdays for regular schedule print orders from their receipt at the ordering agency until receipt of change/corrections/"O.K. to print" via email.

The ship date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by the small parcel carrier (using agency's shipping account).

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item II.), to 10% of the prices offered for all items.

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

- I. (a) 42
- (b) 308
- (c) 10
- (d) 98
- (e) 14
- (f) 182
- (g) 6
- (h) 14
- (i) 14
- (j) 14
- (k) 3
- (l) 14

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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

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

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared 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 invoices submitted to the GPO shall be based on the most economical method of production.

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

I. COMPLETE PRODUCT: The prices offered must be all-inclusive for the thermographic printing and boxing of business cards, in accordance with these specifications, and shall include the costs of all required materials and operations necessary (including proofs and paper) for the complete production of the product as defined in Section 2. - SPECIFICATIONS.

Per 250 Cards

- (a) Face Only: Thermographic printing in a single ink color, including boxing.....\$_____
- (b) Face Only: Thermographic printing in two ink colors, including boxing.....\$_____
- (c) Face and Back: Thermographic printing in a single ink color on face, and flat (unraised) printing in a single ink color on back, including boxing.....\$_____
- (d) Face and Back: Thermographic printing in two ink colors on face, and flat (unraised) printing in a single ink color on back, including boxing.....\$_____

Per 500 Cards

- (e) Face Only: Thermographic printing in a single ink color, including boxing.....\$_____
- (f) Face Only: Thermographic printing in two ink colors, including boxing.....\$_____
- (g) Face and Back: Thermographic printing in a single ink color on face, and flat (unraised) printing in a single ink color on back, including boxing.....\$_____
- (h) Face and Back: Thermographic printing in two ink colors on face, and flat (unraised) printing in single ink color on back, including boxing.....\$_____

(Initials)

Per 1,000 Cards

- (i) Face Only: Thermographic printing in a single ink color, including boxing.....\$_____
- (j) Face Only: Thermographic printing in two ink colors, including boxing.....\$_____
- (k) Face and Back: Thermographic printing in a single ink color on face, and flat (unraised) printing in a single ink color on back, including boxing.....\$_____
- (l) Face and Back: Thermographic ink two ink colors on face, and flat (unraised) printing in a single ink color on back, including boxing.....\$_____

II. PREMIUM PAYMENTS: Premium payments will apply to all items required to produce the product ordered. This is only authorized for orders placed on the "Accelerated Schedule".

Percentage increase.....%

My production facilities are located within the assumed area of productionyes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government-furnished Material_____
 - a. Number of hours from acceptance of Print Order to pickup of Government Furnished Material_____
 - b. Number of hours from pickup of Government-Furnished Material to delivery at contractor's plant....._____
2. Proposed carrier(s) for delivery of completed product_____
 - a. Number of hours from notification to carrier to pickup of completed product....._____
 - b. Number of hours from pickup of completed product to delivery at destination_____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.—SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

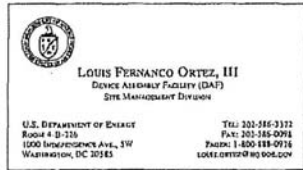
(Person to be contacted)

(Telephone Number)

(Email Address)

EXHIBIT 1: BUSINESS CARD SAMPLES

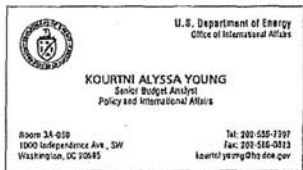
EXHIBIT PAGE



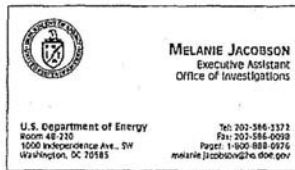
Format A



Format B



Format C



Format D



"GREAT SEAL"



"EIA LOGO"

Revised See Sample

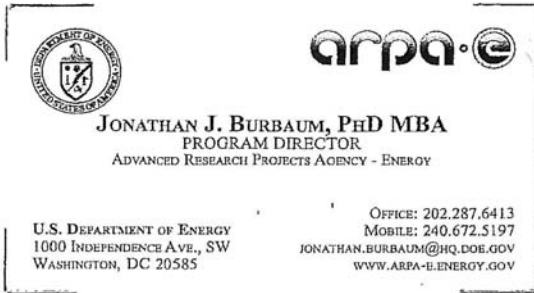


"NNSA LOGO"



"DOE SEAL"

EXHIBIT 2: BUSINESS CARD SAMPLES

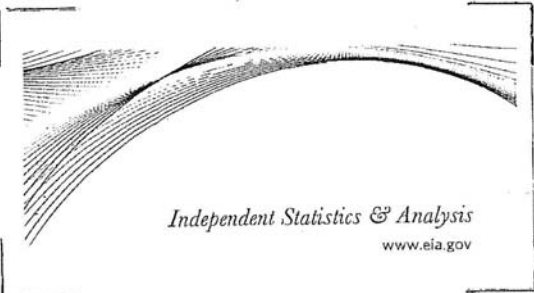


DoE Seal Gold Thermographic
ARPA-E logo Black Thermographic
Text Black Thermographic



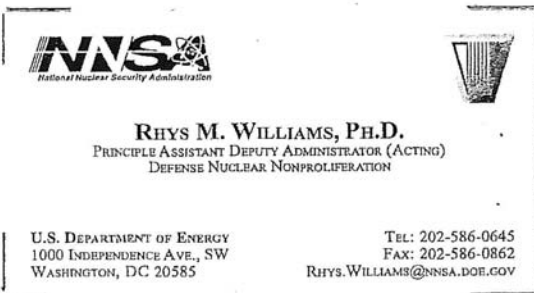
Face

Logos Gold Thermographic
Text Blue Thermographic



Back

All Blue Flat



Logos Gold, Blue or Black Thermo
Text Gold, Blue or Black Thermo


Sample

EXHIBIT 3: EIA BUSINESS CARD SAMPLES

Front: Logos) prints 871 Gold Thermographic
 Text prints 280 Blue Thermographic
 Back: Prints 280 Blue Flat.


Options 1-7

Option 1 EIA Logo




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Option 2 DOE Seal





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Option 3 U.S. Seal



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Option 4 EIA and DOE Top Corners



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Option 5 EIA and U.S. Seal Top Corners






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Option 6 EIA and DOE Seal Stacked

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Option 7 EIA and U.S. Seal Stacked

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*all Back Options are the same




Independent Statistics & Analysis
 www.eia.gov

EXHIBIT 4: STYLE SELECTION SHEET

Style

A




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EXHIBIT 5: BUSINESS CARD REQUEST FORM

SAMPLE OF "BUSINESS CARD REQUEST" FORM

EXHIBIT PAGE

<h2 style="margin: 0;">Business Card Request</h2> <p style="font-size: small; margin: 0;">Office of Administration Office of Administrative Management & Support Printing Team</p>		Name: _____ Title: _____ _____	
DOE Job Control #: _____		Office: _____ _____	
PROCESSING INFORMATION:			
QUANTITY: _____ (250, 500 or 1000)		Phone #: _____ Fax #: _____	
LOGO: (check one) <input type="checkbox"/> DOE <input type="checkbox"/> GREAT SEAL <input type="checkbox"/> NNSA <input type="checkbox"/> EIA		Cell/Pager #: _____	
LOGO INK COLOR: (check one) <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GOLD		E-mail: _____	
TEXT INK COLOR: (check one) <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GOLD		Address: _____ _____ _____	
Note: No more than 2 ink colors allowed per card.			
*Please note that normal delivery is 8 business days pending approval of proofs.		(Select style from page 2) STYLE: _____	
Routing Symbol: _____ <input type="checkbox"/> RUSH?		COMMENTS: 	
Date IN: _____ Date DUE: _____			
_____ Requestor Name	_____ Signature		_____ Date
_____ Approving Official	_____ Signature		_____ Date
_____ Contact Person Name	_____ Telephone Number		