Program:	322-S												
Title:	Park Specific Passes												
Agency:	Department of the Interior - National Park Service												
Term:	October 1, 2026 thru September 30, 2027		Bowman Displays Digital						H&M Development and Management		W.M. Enterprises, Inc.		
Reviewer:	LDG		Imaging		BudgetCard, Inc.		Card Fulfillment Services		dba Decatur Atlanta Printing		dba Graphtech		
		BASIS OF	Munster, IN		Attleboro Falls, MA		North Mankato, MN		Tucker, GA		Harrisburg, PA		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:												
	Park Specific Passes . . . per pass												
(1)	Makerady and/or Setup ----------	102	$25.00	$2,550.00	$40.00	$4,080.00	$0.00	$0.00	$10.00	$1,020.00	$20.00	$2,040.00	
(2)	Running Per 100 Copies ----------	1,979	$48.70	$96,377.30	$35.00	$69,265.00	$65.00	$128,635.00	$17.23	$34,098.17	$54.00	$106,866.00	
	CONTRACTOR TOTALS			$98,927.30		----------		$128,635.00		----------		$108,906.00	
	DISCOUNT		0.00%	$0.00	0.00%		0.00%	$0.00	3.00%		3.00%	$0.00	
	DISCOUNTED TOTALS		0 days	$98,927.30	0 days	----------	0 days	$128,635.00	20 days	----------	10 days	$108,906.00	

					Impact Finishing Inc.				REG Oklahoma Acquisition LLC		(CURRENT CONTRACTOR)		
			Image Square, Inc.		dba ISGC Packaging		The Regal Press, Inc.		SSI Cards		Card Fulfillment Services		
		BASIS OF	Los Angeles, CA		Carrollton, TX		Attleboro Falls, MA		Edmond, OK		North Mankato, MN		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:												
	Park Specific Passes . . . per pass												
(1)	Makerady and/or Setup ----------	102	$40.00	$4,080.00	$25.00	$2,550.00	$30.00	$3,060.00	$25.00	$2,550.00	$25.00	$2,550.00	
(2)	Running Per 100 Copies ----------	1,979	$125.00	$247,375.00	$34.00	$67,286.00	$68.00	$134,572.00	$39.54	$78,249.66	$38.00	$75,202.00	
	CONTRACTOR TOTALS			$251,455.00		$69,836.00		$137,632.00		$80,799.66		$77,752.00	
	DISCOUNT		0.50%	$0.00	2.00%	$0.00	1.00%	$1,376.32	0.00%	$0.00	0.00%	$0.00	
	DISCOUNTED TOTALS		5 days	$251,455.00	7 days	$69,836.00	20 days	$136,255.68	0 days	$80,799.66	0 days	$77,752.00	
					AWARDED								

U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Park Specific Passes

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

Department of the Interior
National Park Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2026, and ending September 30, 2027, 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 opened virtually at 11:00 a.m., Eastern Time (ET), on September 22, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

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

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

For information of a technical nature, contact Lou Belden at lbelden@gpo.gov or (202) 512-1479.

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 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf

GPO QATAP (GPO Publication 310.1) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf

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

Product Quality Levels:

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

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

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

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	O.K. Prior to Production Samples/ Average Type Dimension
P-8. Halftone Match (Single and Double Impression)	O.K. Prior to Production Samples
P-10. Process Color Match	O.K. Prior to Production Samples

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

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 October 1, 2026 through September 30, 2027, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2026, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.
If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

NOTE: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

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

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1) Most recent profit and loss statement
2) Most recent balance sheet
3) Statement of cash flows
4) Current official bank statement
5) Current lines of credit (with amounts available)
6) Letter of commitment from paper supplier(s)
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.

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 Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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 October 1, 2026, through September 30, 2027, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

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

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

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

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.

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.

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. Instructions 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.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of park passes requiring such operations as electronic prepress, digital printing (including four-color process), laminating, bar coding, packing, and distribution.

TITLE: Park Specific Passes.

FREQUENCY OF ORDERS: Approximately 80 to 120 orders per year.

QUANTITY: 25 to 30,000 passes per order.

It is impossible to predetermine the number or frequency of orders or the number of copies per order which will be placed during the term of this contract. However, as a general guideline, based on the past year's performance, it is anticipated that the requirements will break down as follows:

25 – 100 copies	27 orders	1,001 – 5,000 copies	19 orders
101 – 500 copies	30 orders	5,001 – 10,000 copies	9 orders
501 – 1,000 copies	13 orders	Over 10,000 copies	4 orders

NUMBER OF PAGES: Face and back.

TRIM SIZE: 3-3/8 x 2-3/16"

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: Macintosh OSX; IBM (or compatible) using MS Windows 11

Storage Media: Secure File Transfer Protocol (SFTP) server; Email
Files will be furnished in Postscript, native application, and/or PDF format.

Software: InDesign, Photoshop, Microsoft Publisher, Adobe Acrobat, Illustrator
All files will be created in current or near current versions of the above specified programs.
All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded.
The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: The color identification system used is CMYK.
Files provide for bleeds.
All illustrations are provided in or with the electronic files.

One high-quality digital photo provided, via email, in either jpeg, .tiff, or bitmap format at 300 DPI (approx. 3 MB or less)

Exhibit A – Order Form

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, 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.

Contractor must be able to accept files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server. Appropriate log-on instructions and protocol shall be provided at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

Unless otherwise provided in this contract, the contractor, upon receipt and acceptance of any Government furnished material, assumes the risk of, and shall be responsible for, any loss thereof or damage thereto except to the extent that such material is consumed in the performance of this contract.

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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency representative specified on the print order.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS:

PDF Proof (review of artwork) –
Contractor to submit 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 must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

PDF Proof (review of complete product – to include both static and variable data) –
Contractor to submit 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 must indicate margins. PDF will be evaluated for text flow, image position, and margins. Proof will not be used for color match.

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."

PRIOR TO PRODUCTION SAMPLES: Prior to production samples are required annually on the first print order issued for each park – approximately 80 to 90 different parks**.** (The majority of orders placed will require prior to production samples.)

Prior to the commencement of production of the contract production quantity, the contractor shall submit three (3) printed samples plus the furnished Government material to the ordering agency as specified on the print order.

The samples will be tested for conformance of material. The samples will also be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, “Notice of Compliance With Schedules,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor’s risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13” dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

White Rigid Lightweight Vinyl – approximately 0.03” thick. (Recycled content is encouraged but not required.)

PRINTING: This product must be produced on digital printing equipment that maintains Quality Level 3 standards. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high-quality color matching such as Device Links Technology and/or ICC Profiles.

Print face of pass in four-color process. Face consists of photo, logo, type matter, partial solids, reverse outs, and screen tints. Print back of pass in black ink only. Back consists of type matter and two barcodes. Back of pass to contain one or two signature lines/panels (1-7/8 x 3/8"), as specified. The signature panels must accept ink.

Each pass will have a C128 barcode defined as the serial number which is positioned horizontally across the bottom of the back of the pass. On each pass in a set, the serial number must be individually and sequentially numbered using the following format: CYJXXXX00001.

The first two digits of the serial number, noted in the format as "CY", represent the calendar year the pass will be sold. The "CY" is replaced with the calendar year provided by NPS. The third digit is always "J" designating the type of pass. The next four X's represent the NPS provided alphabetic organization code. The last five digits sequentially increase starting from 00001 – unless otherwise indicated by NPS. Contractor will generate the complete list of serial numbers.

Each pass will have a second C128 barcode which is positioned vertically on the right side of the back of the pass which will be the SKU. On each pass, the SKU is represented in the following format: 022100010.

The first two digits of the SKU, which are static, tell the point of sale system the number of digits to follow. The third and fourth digits noted in the format are static. The last five digits are also static with the last two of the five digits defining the type of pass.

MARGINS: Maintain margins as indicated on print order or furnished electronic file.

BINDING: Trim four sides.

After printing, laminate the entire surface of each card (face and back) with Mylar for a total thickness (after laminating) of 0.034". Lamination shall trim flush. All corners must be rounded.

The laminated product must have no distortion of the printed matter and must remain clear and legible.

PACKING: Pack cards for each park in groups of 500 (or less if quantity is fewer than 500 passes). Pack sequentially so the card with the lowest serial number is first in the pack, and the card with the highest serial number is last in the pack to ensure passes can be issued in consecutive order.

Pack groups of 500 appropriately in shipping containers not to exceed 35 pounds when fully packed.

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 distribution.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15), Labeling and Marking Specifications, which can be located on www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Ship f.o.b. contractor's city to one (1) address per order.

Complete address and quantity will be furnished with each print order.

NOTE: Small package carrier must ship directly to the final destination.

Shipments are to be made by reimbursable small package carrier. All shipments must be made by traceable means. A signed receipt is required.

The contractor will be reimbursed for all shipping costs by submitting the shipping receipts with the billing invoice for payment.

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 322-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Upon completion of the contract, all furnished material (as applicable) must be returned to the ordering agency as specified on the print order.

All expenses incidental to picking up and returning material (as applicable), submitting proofs and prior to production samples, and furnishing sample copies 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 an individual print order (GPO Form 2511).

Print order and furnished material will be furnished electronically via Secure File Transfer Protocol (SFTP) server or email.

Delivery address for prior to production samples (when required) to be provided with each print order and will vary from order to order.

Email PDF proofs to the ordering agency representative specified on the print order. NOTE: Email must be marked with the program number, print order number, and name of park. Furnished electronic media (as applicable) must be returned with proofs.

No definite schedule for placement of orders can be predetermined. However, the majority of the orders will be placed from September through December. Additional orders may be placed throughout the year.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Contractor must complete production and distribution within 28 workdays.

- No specific date is set for submission of proof (review of artwork). Proof must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

- PDF proof (review of artwork) will be withheld no more than three (3) workdays from receipt by the agency until notification of corrections, changes, and/or proof approval is provided via email.

- No specific date is set for submission of proof (review of complete product). Proof must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.

- PDF proof (review of complete product) will be withheld no more than three (3) workdays from receipt by the agency until notification of corrections, changes, and/or proof approval is provided via email. NOTE: The first workday after receipt of proof at the agency is day one of the hold time.

- When required, contractor to submit prior to production samples within five (5) workdays of receipt of proof approval on proof (review of complete product).

- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.

- All proof, prior to production samples, and transit time are included in the 28-workday schedule.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels 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 must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov or via telephone at (202) 512-0520. Personnel receiving the email or call 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 under this contract for a like period of time.

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

	(1)	(2)
I.	102	1,979

SECTION 4. - SCHEDULE OF PRICES

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

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

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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

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

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

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

Fractional parts of 100 will be prorated at the per-100 rate.

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

I. COMPLETE PRODUCT: Prices offered must be all-inclusive and shall include the cost of all required materials and operations necessary (including proofs, prior to production samples, and stock) 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)
Park Specific Passes..... per pass.....	$_____	$ _____

_____
(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the 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. *Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one (1) copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor's 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 Address) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

2026 National Park Service
Park-Specific Pass Order Form

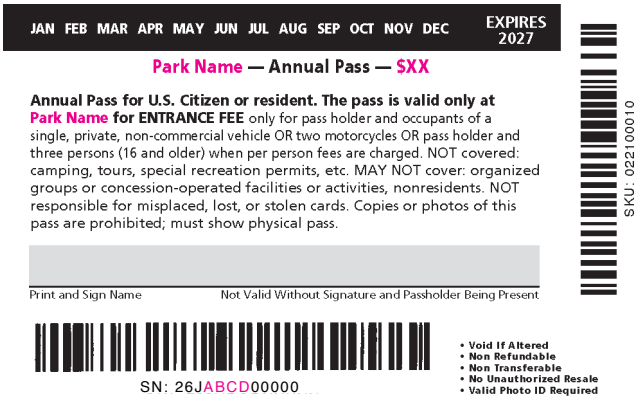
This form provides the contract printer with specific information about your park-specific annual pass. Please fill in the numbered items.

One time setup fee is $25.00 and $38.00 per 100 cards.

A 22.7% increase to total costs less reimbursable freight (including 8% GPO surcharge and 14.7% Economic Price Adjustment) and a $7.50 base charge will be included by GPO. Minimum order is 25 cards.

Prices valid through September 30, 2026.

Pass Back



Pass Front



1. **Number of cards:**

2. **NPS Account to be billed: (Verify WBS is for current fiscal year)**

Cost Center	Work Breakdown Structure (WBS)
XXXXXXXXXX	X0.X0000000X.00.0

Pass Back

3. **Expiration Year:**
   (If sold in 2026 the expiration year would be 2027.)

4. **Park Name**:

5. **Pass Price** (two digits only):

6. **Park four-letter alpha code (e.g. DINO):**
   (Do not use numbers)

7. **Starting serial number:** (provide only the last 5 digits, e.g. 01501 or 20001). If left blank, the starting number will be 00001.

Pass Front

8. **Park Name:** 1st line (e.g. Dinosaur)

9. **Park Name:** 2nd line
   (e.g. National Monument)

10. **Calendar year the pass will be sold:**

11. **Photo Credit:** (Optional - Can be either the location of the photo or the photographer's name)

Parks must submit an image for the front of the pass. Please ensure that the photo is a high quality image (300 DPI) as a .jpg, .tiff or bitmap.

12. **Contact Name, phone no., email:**

13. **Physical Shipping Address:**
    (No PO Boxes)

14. **FedEx Account Information:** (9 char.) Note: If FedEx account information is not provided, vendor will bill shipping costs.

FedEx Priority Overnight FedEx Express Saver

Additional notes:

Email completed order form and pass image to: **waso_interagency_pass@nps.gov**