

Program:	539-S							
Title:	Business Cards							
Agency:	Department of Energy (DOE)							
Term:	December 1, 2025, ending November 30, 2026							
							CURRENT CONTRACTOR	
			RR Donnelley		Thermo Quick		Thermo Quick	
			Timonium, MD		Fredericksburg, VA		Fredericksburg, VA	
		BASIS OF						
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:							
(a)	Thermographic printing in a single ink color, face only							
1.	per 250 cards-----per name	25	35.87	896.75	30.00	750.00	25.00	625.00
2.	per 500 cards-----per name	7	38.87	272.09	39.00	273.00	29.00	203.00
3.	per 1,000 cards-----per name	2	46.00	92.00	49.00	98.00	32.00	64.00
(b)	Thermographic printing in two ink colors, face only							
1.	per 250 cards-----per name	133	43.25	5,752.25	40.00	5,320.00	30.00	3,990.00
2.	per 500 cards-----per name	56	46.25	2,590.00	55.00	3,080.00	34.00	1,904.00
3.	per 1,000 cards-----per name	1	53.50	53.50	65.00	65.00	36.00	36.00
(c)	Add flat printing (unraised) on the back, in a single ink color							
1.	per 250 cards-----per name	13	199.00	2,587.00	20.00	260.00	15.00	195.00
2.	per 500 cards-----per name	4	199.00	796.00	25.00	100.00	15.00	60.00
3.	per 1,000 cards-----per name	1	203.00	203.00	35.00	35.00	15.00	15.00
II.	Premium Payments:							
	Percentage increase	5%						
	CONTRACTOR SUBTOTALS			\$ 13,242.59		\$ 9,981.00		\$ 7,092.00
	ACCELERATED SCHEDULE	5.00%		662.13		499.05		354.60
	PERCENTAGE INCREASE		20.00%	132.43	10.00%	49.91	25.00%	88.65
	SUBTOTAL PLUS ACCELERATED INCREASE			\$ 13,375.02		\$ 10,030.91		\$ 7,180.65
	DISCOUNT			-	2.00%	200.62	2.00%	143.61
	DISCOUNTED TOTALS			\$ 13,375.02		\$ 9,830.29		\$ 7,037.04
					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 (DOE)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning the December 1, 2025, and ending November 30, 2026, 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 opened virtually at 11:00 a.m., Eastern Time (ET), on November 24, 2025, 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.

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 Cecilia Dominguez at (202) 512-0418 or via email at cdominguezcastro@gpo.gov.

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 Pub. 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.p>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.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	O.K. Proofs/Average Type Dimension
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 added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments(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, 2025 to November 30, 2026, 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, 2025, 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 contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor'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)

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 Government's option, this 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 December 1, 2025 through November 30, 2026 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 the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 delivery, the Government may procure this requirement from another source.

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

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued under 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 before 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 invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

All contractor billing invoices must be itemized under 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 such as composition, printing, binding, packing, and distribution.

TITLE: Business Cards.

FREQUENCY OF ORDERS: Approximately 200 to 500 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 Styles 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 Style. (See Exhibit 1.)

Two logos may be ordered on Style A. Agencies may select Style 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: Electronic media will be furnished as follows –

Storage Media: Email.

Software: Adobe Acrobat. All files will be created in current versions or near current versions of the above-mentioned program.

NOTE: All Government 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 embedded.

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: Files will be furnished in PDF format.

An Adobe Acrobat PDF file (current or near current version) will be furnished for the agency seal (on a CD or via email). All printer and screen fonts for the seals will be embedded. **NOTE:** Electronic media for the agency seal will be furnished once at the beginning of the contract and is to be held for re-use throughout the term of the contract.

Sample of previously printed card with the agency seal to be used as a guide only.

Distribution list will be furnished via email with the print order.

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

EXHIBITS: The examples shown as Exhibits 1, 2, and 3 are representative of some of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these Exhibits.

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.

NOTE: Under no circumstances will the information furnished by the Government be used for any purpose other than for producing business cards for the intended recipients under this contract.

COMPOSITION: Contractor will be required to set type for individual names, addresses, titles/positions, addresses, and contact information numbers. 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 and style selected on the business card request form. (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 individual listed on the print order.

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: 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 will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

The Government reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an "O.K. to Print."

The contractor will be responsible for performing all necessary proofreading to ensure 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.

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. 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.

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

White Smooth and Emboss 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 two ink colors, as ordered. Images will consist of a selected agency logo(s) 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 the print order and/or on the agency-provided "Business Card Request" form. (See Exhibit 4.)

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) or black, as specified on the print order and/or on the agency provided "Business Card Request" form.

Contractor to match Pantone color specified on the print order.

NOTE: GPO Imprint is waived and must not print on the finished product.

MARGINS: Margins will be as indicated on the print order or furnished electronic media.

BINDING: Trim four sides.

PACKING: Box individual names in units of 250, 500, or 1,000 cards per box (as specified on the print order). Affix a copy of the card to the end panel of each box for identification.

Pack suitable in shipping container(s) not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability in a manner that guarantees the product will not be damaged and the package will not open or split during the shipping process.

LABELING AND MARKING: Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers. Label must clearly show GPO program number, jacket number, and print order number.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. contractor's city as indicated on the print order. Addresses are nationwide.

Complete addresses and quantities will be furnished with the print orders.

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

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

Upon completion of each order, the 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 the product. Contractor must be able to provide copies of all shipping receipts upon agency request.

All expenses incidental to picking up and returning furnished materials (if applicable) 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).

Furnished material and print order will be furnished via email.

PDF soft proofs must be emailed to the ordering agency at the email address specified on the print order.

No definite schedule for the placement of orders can be predetermined.

The following schedules begin the workday after receipt of the print order and furnished material; the workday after receipt will be the first workday of the schedule.

Regular Schedule:

- Contractor must complete production and distribution within eight (8) workdays of receipt of the 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 two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email.
- All proof time is included in the 8-workday schedule.

Accelerated Schedule: Approximately 5% of all orders will require an accelerated schedule.

- Contractor must complete production and distribution within three (3) workdays of receipt of the 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 from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email.

- All proof time is included in the 3-workday schedule.

The ship/delivery 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 package 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Offices 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 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 inquires.

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 the accelerated schedule will be paid for at the premium rate under 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 their billing invoice.

It is estimated that 5% of all orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item II.) to 5% of the prices offered for all items.

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

	(1)	(2)	(3)
I. (a)	25	7	2
(b)	133	56	1
(c)	13	4	1

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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.

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, as applicable and must include the cost of all required materials and operations necessary (including PDF soft proofs and paper) for the complete production and distribution as defined in SECTION 2. - SPECIFICATIONS.

	<u>Per 250 Cards</u> (1)	<u>Per 500 Cards</u> (2)	<u>Per 1,000 Cards</u> (3)
(a) Thermographic printing in a single ink color, on face only, including boxing per name	\$ _____	\$ _____	\$ _____
(b) Thermographic printing in two ink colors, on face only, including boxing per name	\$ _____	\$ _____	\$ _____
(c) Flat printing (unraised) in a single ink color, on the back, per name	\$ _____	\$ _____	\$ _____

II. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. The percentage increase will be added to all orders which require the "*Accelerated Schedule.*"

Percentage increase.....%

(Initials)

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 the 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 _____

(Initials)

SHIPMENTS: 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 Solicitations 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 agrees, 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 point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

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

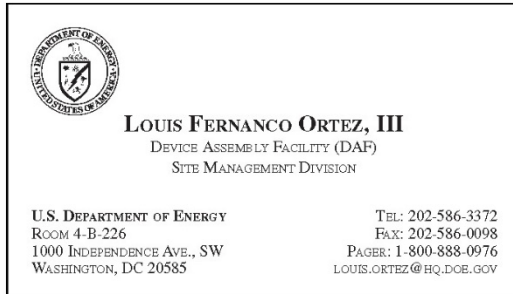
(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

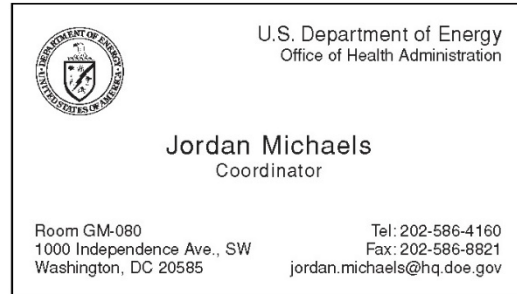
THIS SECTION FOR GPO USE ONLY

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

EXHIBIT 1



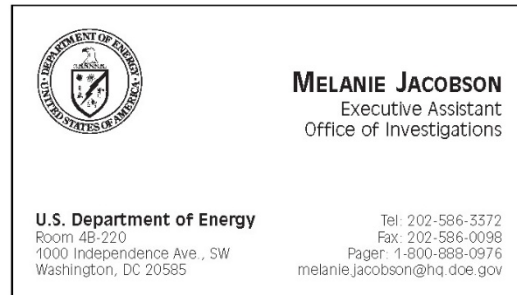
STYLE A



STYLE B



STYLE C



STYLE D

EXHIBIT 2

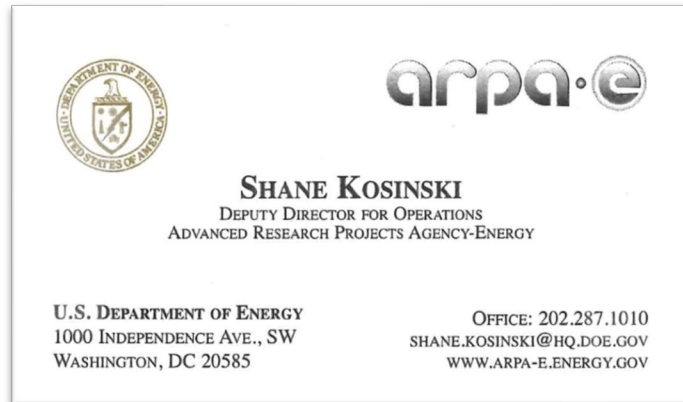


EXHIBIT 3

Options 1-7

Option 1 EIA Logo



U.S. Energy Information
Administration

James Smith
Assistant Administrator
Office of Resource & Technology Management
jsmith@eia.gov
T 202 586 8959 M 704 702 4682 F 202 412 5252
U.S. Department of Energy
1000 Independence Ave., SW, Washington, DC 20585

Option 2 DOE Seal



U.S. Energy Information
Administration

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T 202 586 8959 M 704 702 4682 F 202 412 5252
U.S. Department of Energy
1000 Independence Ave., SW, Washington, DC 20585

Option 3 U.S. Seal



U.S. Energy Information
Administration

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U.S. Department of Energy
1000 Independence Ave., SW, Washington, DC 20585

Option 4 EIA and DOE Top Corners



U.S. Energy Information
Administration



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1000 Independence Ave., SW, Washington, DC 20585

Option 5 EIA and U.S. Seal Top Corners



U.S. Energy Information
Administration



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U.S. Department of Energy
1000 Independence Ave., SW, Washington, DC 20585

Option 6 EIA and DOE Seal Stacked



U.S. Energy Information
Administration



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U.S. Department of Energy
1000 Independence Ave., SW, Washington, DC 20585

Option 7 EIA and U.S. Seal Stacked



U.S. Energy Information
Administration



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U.S. Department of Energy
1000 Independence Ave., SW, Washington, DC 20585

*all Back Options are the same



EXHIBIT 4

<h1 style="margin: 0;">Business Card Request</h1> <p style="margin: 0; font-size: small;">Office of Administration Office of Administrative Management & Support Printing Team</p>	<p>Name: _____</p> <p>Title: _____</p> <p>Office: _____</p> <p>Phone #: _____ Fax #: _____</p> <p>Cell/Pager #: _____</p> <p>E-mail: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>									
<p>DOE Job Control #: _____</p>										
PROCESSING INFORMATION:										
<p>QUANTITY: <input type="checkbox"/> 250 <input type="checkbox"/> 500</p> <p>LOGO: (check one)</p> <p><input type="checkbox"/> DOE <input type="checkbox"/> GREAT SEAL</p> <p><input type="checkbox"/> NNSA</p> <p>LOGO INK COLOR: (check one)</p> <p><input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GOLD</p> <p>TEXT INK COLOR: (check one)</p> <p><input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> GOLD</p> <p style="font-size: x-small;">Note: No more than 2 ink colors allowed per card.</p>										
<p>*Please note that normal delivery is 8 business days pending approval of proofs.</p> <p>Routing Symbol: _____ <input type="checkbox"/> RUSH?</p> <p>Date IN: _____ Date DUE: _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; font-size: small;">DOE Federal Requestor Name</td> <td style="width: 33%; border-bottom: 1px solid black; font-size: small;">Signature</td> <td style="width: 33%; border-bottom: 1px solid black; font-size: small;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: small;">DOE Federal Approving Official</td> <td style="border-bottom: 1px solid black; font-size: small;">Signature</td> <td style="border-bottom: 1px solid black; font-size: small;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: small;">Contact Person Name</td> <td colspan="2" style="border-bottom: 1px solid black; font-size: small;">Telephone Number</td> </tr> </table>	DOE Federal Requestor Name	Signature	Date	DOE Federal Approving Official	Signature	Date	Contact Person Name	Telephone Number		<p style="text-align: right; font-size: small;">(Select style from page 2)</p> <p>STYLE: <u>Select a style from samples</u></p> <p>COMMENTS:</p>
DOE Federal Requestor Name	Signature	Date								
DOE Federal Approving Official	Signature	Date								
Contact Person Name	Telephone Number									

EXHIBIT 4

<h2 style="margin: 0;">EIA Business Card Request</h2>	Name: _____ Title: _____ _____ Office: _____ (Optional) _____ Telephone #: _____ Mobile#: _____ FAX#: _____ Email: _____ Address: _____ U.S. Department of Energy _____ 1000 Independence Ave., SW _____ Washington, DC 20585
DOE Job Control # _____ (Internal use only)	<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold;">PROCESSING INFORMATION:</div>
QUANTITY: _____ (250, 500 or 1000) OPTIONS—See page two: (check one) <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">1 <input type="checkbox"/></div> <div style="text-align: center;">2 <input type="checkbox"/></div> <div style="text-align: center;">3 <input type="checkbox"/></div> <div style="text-align: center;">4 <input type="checkbox"/></div> <div style="text-align: center;">5 <input type="checkbox"/></div> <div style="text-align: center;">6 <input type="checkbox"/></div> <div style="text-align: center;">7 <input type="checkbox"/></div> </div>	*Please note that normal delivery is 8 business days pending approval of proofs <input type="checkbox"/> RUSH? Routing Symbol: _____ <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> EIA Federal Employee Requestor's Name Signature _____ Date _____ </div> <div style="width: 45%;"> Supervisor's Name (for non-supervisory employees only) Signature _____ Date _____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">Contact Name _____</div> <div style="width: 30%;">Telephone number _____</div> <div style="width: 30%;">Email _____</div> </div>