

Program:	683-S					
Title:	Note Cards, Certificates and Business Cards					
Agency:	Department of Commerce					
Term:	From January 1, 2026 to December 31, 2026					
					CURRENT CONTRACTOR	
				Thermoquick Inc.	Accurate Word, LLC	
				Fredericksburg, VA	White Plains, MD	
		BASIS OF				
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:					
(a)	Note Card:					
	Printing face only in one ink color and foil stamping and embossing, including binding:					
	1. White smooth and embossed cover (130-lb.).....per note card					
	Makeready and/or Setup	8	60.00	\$ 480.00	60.00	\$ 480.00
	Running per 100 copies	43	15.00	\$ 645.00	15.00	\$ 645.00
(b)	Note Card:					
	Thermographic printing face only in one ink color and foil stamping and embossing, including binding:					
	1. White Smooth and Embossed Cover (130-lb.).....per note card					
	Makeready and/or Setup	20	65.00	\$ 1,300.00	65.00	\$ 1,300.00
	Running per 100 copies	20	30.00	\$ 600.00	30.00	\$ 600.00
(c)	Certificate (11 x 8-1/2"):					
	Printing face only in one ink color and foil stamping and embossing, including binding:					
	1. White, Natural White, and Colored Laser-Finish					
	Parchment (24-lb.).....per certificate					
	Makeready and/or Setup	1	177.00	\$ 177.00	177.00	\$ 177.00
	Running per 100 copies	1	60.00	\$ 60.00	60.00	\$ 60.00
	2. White and Colored Vellum-finish Cover (65-lb.).....					
	.....per certificate					
	Makeready and/or Setup	2	177.00	\$ 354.00	177.00	\$ 354.00
	Running per 100 copies	2	60.00	\$ 120.00	60.00	\$ 120.00
(d)	Certificate (14 x 8-1/2"):					
	Printing face only in one ink color and foil stamping and embossing, including binding:					
	1. White, Natural White, and Colored Laser-Finish					
	Parchment (24-lb.).....per certificate					
	Makeready and/or Setup	1	177.00	\$ 177.00	177.00	\$ 177.00
	Running per 100 copies	1	120.00	\$ 120.00	120.00	\$ 120.00
	2. White and Colored Vellum-finish Cover (65-lb.).....					
	.....per certificate					
	Makeready and/or Setup	1	177.00	\$ 177.00	177.00	\$ 177.00
	Running per 100 copies	3	60.00	\$ 180.00	60.00	\$ 180.00

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ITEM NO.	DESCRIPTION	<b>AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>
(e)	<b>Certificate (14 x 11"):</b>					
	Printing face only in one ink color and foil stamping and embossing, including binding:					
	1. White, Natural White, and Colored Laser-Finish					
	Parchment (24-lb.).....per certificate					
	<b>Makeready and/or Setup</b>	1	340.00	\$ 340.00	340.00	\$ 340.00
	<b>Running per 100 copies</b>	1	120.00	\$ 120.00	120.00	\$ 120.00
	2. White and Colored Vellum-finish Cover (65-lb).....					
	.....per certificate					
	<b>Makeready and/or Setup</b>	1	340.00	\$ 340.00	340.00	\$ 340.00
	<b>Running per 100 copies</b>	3	60.00	\$ 180.00	60.00	\$ 180.00
(f)	<b>Certificate (16 x 14"):</b>					
	Printing face only in one ink color and foil stamping and embossing, including binding:					
	1. White, Natural White, and Colored Laser-Finish					
	Parchment (24-lb.).....per certificate					
	<b>Makeready and/or Setup</b>	1	340.00	\$ 340.00	340.00	\$ 340.00
	<b>Running per 100 copies</b>	2	120.00	\$ 240.00	120.00	\$ 240.00
	2. White and Colored Vellum-finish Cover (65-lb).....					
	.....per certificate					
	<b>Makeready and/or Setup</b>	2	200.00	\$ 400.00	200.00	\$ 400.00
	<b>Running per 100 copies</b>	3	80.00	\$ 240.00	80.00	\$ 240.00
(g)	<b>Certificate:</b>					
	Printing certificate in an additional color not charged for under line items I.(c) through (f).....					
	.....per color/per certificate					
	<b>Makeready and/or Setup</b>	1	62.00	\$ 62.00	62.00	\$ 62.00
	<b>Running per 100 copies</b>	3	15.00	\$ 45.00	15.00	\$ 45.00
(h)	<b>Business Cards:</b>					
	Thermographic printing face only in one ink color and engraving gold seal (Commerce Department, Great Seal (Eagle), or Commerce Special Agent), including binding:					
	1. White Smooth-finish Cover (100-lb.).....per card					
	<b>Makeready and/or Setup</b>	354	15.00	\$ 5,310.00	15.00	\$ 5,310.00
	<b>Running per 100 copies</b>	1,168	6.00	\$ 7,008.00	6.00	\$ 7,008.00
	2. Off-White Smooth-finish Cover (100-lb.).....per card					
	<b>Makeready and/or Setup</b>	24	25.00	\$ 600.00	25.00	\$ 600.00
	<b>Running per 100 copies</b>	90	15.00	\$ 1,350.00	15.00	\$ 1,350.00



U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Note Cards, Certificates, and Business Cards*

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

U.S. Department of Commerce

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning the January 1, 2026, and ending December 31, 2026, plus up to four (4) optional 12-month extension periods that may be added by 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 December 3, 2025, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto: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](mailto: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 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 technical information, please contact Cecilia Dominguez at (202) 512-0418 or [cdominguezcastro@gpo.gov](mailto: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.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>

**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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	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 January 1, 2026 to December 31, 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 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 September 30, 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 January 1, 2026 through December 31, 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 note cards, certificates, and business cards requiring such operations as electronic prepress, printing (including thermography), stamping, embossing, engraving, binding, packing, and distribution.

**TITLE:** Note Cards, Certificates, and Business Cards.

**FREQUENCY OF ORDERS:** It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. However, based on past performance, the following breakdown per product is anticipated.

*Note Cards:* Approximately 10 to 30 orders per year.

*Certificates:* Approximately 10 to 30 orders per year.

*Business Cards:* Approximately 100 to 500 orders per year.

NOTE: More than one product may be ordered on the same print order requiring the same schedule.

### QUANTITY:

*Note Cards:* Approximately 100 to 3,000 per order.

*Certificates:* Approximately 25 to 10,000 per order.

*Business Cards:* 250 to 10,000 per order.

NOTE: Up to 20 names may be ordered on a single print order for business cards.

### TRIM SIZE:

*Note Cards:* 6-3/8 x 3-3/4" up to and including 7 x 4-3/4"

*Certificates:* 11 x 8-1/2", 14 x 8-1/2", 14 x 11", and 16 x 14" (orders may be place for portrait or landscape print)

*Business Cards:* 3-1/2 x 2"

**EXHIBITS:** The facsimiles of sample pages shown as Exhibits A through F are representative of the product requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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

Storage Media: Email; Secure File Transfer Protocol (SFTP)

Software: Adobe Acrobat 8 (or later).

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, as applicable.

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 PostScript, native application, and/or PDF format. Illustrations will be scanned in as EPS or TIFF files. Visual will be output at less than 100%. Visual will show illustrations and bleeds. Occasionally, electronic media will be accompanied by a complete set of laser proofs. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

The ordering agency uses a "Secure File Transfer" (SFTP) for all computer users in the Office of the Secretary (OS). This service allows employees with an email address to transfer files securely to any recipient within or outside the ordering agency. The ordering agency will use this SFTP Web client for the transferring of electronic files. The SFTP Web client operates like a typical Web mail application whereas the ordering agency will enter one (1) or more email addresses, and the recipient will receive an email message announcing the availability of files to be downloaded. Included in the email message will be links for each file.

Die(s) for stamping and embossing. The Government will furnish, at the postaward conference, two of each die. Contractor will hold all furnished dies for use throughout the term of this contract. (If the postaward conference is waived, the dies will be available for the contractor to pick up within two (2) weeks from award date.)

Samples of previously printed/stamped/embossed certificates for color match and margins.

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.

**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 have the capability to exchange electronic mail and to exchange large graphic digital files over the Internet through an SFTP site provided by the ordering agency. The Government will not be responsible for the contractor's inability to obtain access to the SFTP. It is the contractor's responsibility to maintain the operation of their internet and e-mail capabilities. Additional time and/or money will not be authorized due to the lack of ability to access the SFTP site, or e-mail.

Contractor shall provide a proof approval form in a fillable PDF format to the ordering agency using SFTP and/or electronic mail.

**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 Kevin Cofer at [KCofer@doc.gov](mailto:KCofer@doc.gov), and Saudia Addison at [SAddison@doc.gov](mailto:SAddison@doc.gov).

The contractor shall validate integrity and predictability of the listed software under "GOVERNMENT TO FURNISH" through preflight operations. Contractor shall preflight the electronic files within three (3) hours of receipt thereof. Contractor is to check for potential problems in the following areas: fonts; missing links; ink colors; print settings; and, external plug-ins. The contractor shall notify GPO immediately if there is damage to the electronic file, file corruption, difficulties in image processing, and errors discovered during the preflight operations. It is estimated that preflight operations shall take no longer than three (3) hours to complete per electronic file.

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:**

When ordered, one (1) set of digital color content proofs of each product ordered on a print order. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product, as applicable.

The U.S. Department of Commerce 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." Author's Alterations (AA's) may be required.

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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

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

*Note Cards:*

White Smooth and Embossed Cover, Smooth-Finish, basis weight: 130 lbs. per 500 sheets, 20 x 26", equal to JCP L21.

*Certificates (requiring printing, stamping/embossing):*

White, Natural White, and Colored Laser-Finish Parchment (Archival Quality), basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP H30.

White and Colored Vellum-Finish Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP L20.

*Business Cards:*

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

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

**PRINTING, STAMPING, EMBOSSING, AND ENGRAVING:** Dies will be supplied by and are the property of the Government. Contractor MUST return all dies to the ordering agency at the end of the term of the contract.

Match Pantone number as specified on the print order.

When required, the foils are to be equal to:

Crown Roll Leaf 370 (Gold), 420 (Silver), 990 (Bronze)  
API Foil 4062 (Gold), 1016 (Silver), 5192 (Bronze)

Stamping must have solid impressions – no picking, pinholes, or filled letters.

The GPO imprint must not print on the final product.

*Note Cards:* Print or thermographic print face only in a single ink color. Printing consists of text matter. Stamp and emboss agency seal in gold foil. Stamped/embossed image area is approximately 3/4" in diameter.

*Certificates:* Print face only in up to four ink colors. Certificates print both portrait and landscape layouts. Stamp and emboss in gold, silver, or bronze foil, as ordered. Stamped/embossed image areas range from 1" to 4" in diameter.

*Business Cards:* Print or thermographic print face only in up to three ink colors. An occasional order may require printing on back of card in one or two ink colors.

Occasionally, orders will be placed for the face of the card to be thermographic printed in two ink colors with knock outs and with bleeds on three or four sides.

Three different seals will be used for printing, embossing, engraving in gold ink, as a standard:

- *Commerce Department Seal* (approximately 5/16" in diameter)
- *Great Seal* (Eagle) (approximately 1/2" in diameter)
- *Commerce Special Agent Seal* (approximately 1/2" in diameter)

When requested, the contractor will thermographic print the seals in black or a color other than black.

An occasional order may be placed requiring engraved lettering.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic media. Note Cards may bleed all four sides. Business Cards may bleed on three or four sides.

**BINDING:** Trim four sides.

**PACKING:**

*Note Cards and Certificates:* When ordered, shrink-film wrap in units of 25, 50, or 100, as specified on print order. Each shrink-wrapped package is to have a piece of chipboard, newsboard, or equal back, approximately 0.020" thick, placed at bottom of each bundle and shrink wrapped with the product.

*Business Cards:* Box individual names in units as specified on the print order. Affix a copy of the appropriate 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 and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processing and handling for delivery.

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

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in 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. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from [GPO.gov](http://GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), 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](http://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:** Deliver f.o.b. destination to approximately four (4) addresses in the Washington, DC area.

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

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 683-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of the product.

Upon completion of each order, the contractor must return all furnished materials (if applicable) and provide two (2) sample copies of the final product to: U.S. Department of Commerce, 1401 Constitution Avenue, NW, Room 2846, Washington, DC 20230.

Within five (5) workdays of submitting billing invoice to GPO for payment, contractor to submit an electronic copy (PDF format) via email to the printing specialist listed on the print order.

Within 10 workdays of completion of the contract, the contractor must return all furnished dies to: U.S. Department of Commerce, 1401 Constitution Avenue, NW, Room 2846, Washington, DC 20230. Failure to return dies to the government will result in charges to the contractor for replacement of the dies. All expenses incidental to picking up and returning of furnished materials (if applicable), submitting proofs 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 the individual print order (GPO Form 2511).

All print orders will be furnished via SFTP. Furnished electronic files will be furnished either by email or SFTP.

When applicable, furnished materials (dies and samples) must be picked up from and returned to: U.S. Department of Commerce, 1401 Constitution Avenue, NW, Room 2846, Washington, DC 20230.

All PDF proofs must be emailed or sent via SFTP to the agency contact specified on the print order.

No definite schedule for pickup of material/placement of orders can be predetermined.

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.

***Regular Schedule:***

*Note Cards and Business Cards:* Contractor must complete production and distribution within two (3) workdays of receipt of the print order and furnished material.

*Certificates:* Contractor must complete production and distribution within five (5) 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 and transit time are included in the schedule.

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

Contractor must complete production and delivery within one (1) workday of notification of the availability of print order and furnished material.

For orders requiring the accelerated schedule, the statement "*Accelerated Schedule Authorized*" MUST be specified on the print order for the contractor to receive the premium payment. If an order placed requiring the accelerated schedule does not have "*Accelerated Schedule Authorized*" specified on the print order, the contractor is to notify both the U.S. Department of Commerce and the GPO immediately for further instruction.

***Proofs:*** One (1) additional workday will be added to the schedule (regular or accelerated) when proofs are ordered.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

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](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the emails or calls 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 for the regular schedule and will be 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 for Accelerated Schedule orders, when authorized, will apply to all items in the "SCHEDULE OF PRICES."

For orders placed with an accelerated schedule, 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 will require an Accelerated Schedule. Premium payments orders 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 III.) to 5% of the total prices offered.

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

	(1)	(2)
I. (a) 1.	8	43
(b) 1.	20	20
(c) 1.	1	1
2.	2	2
(d) 1.	1	1
2.	1	3
(e) 1.	1	1
2.	1	3
(f) 1.	1	2
2.	2	3
(g)	1	3
(h) 1.	354	1,168
2.	24	90
(i) 1.	200	500
2.	200	500
(j)	7	18
(k)	50	125
(l)	10	25
II. (a)	42	
(b)	10	
(b)	20	



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#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), 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 shall include the cost of all required materials and operations necessary for the complete production (including PDF soft proofs and paper) and distribution of the product listed in accordance with these specifications, except for items specified under II. "ADDITIONAL OPERATIONS."

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) <i>Note Card:</i> Printing face only in one ink color and foil stamping and embossing, including binding:		
White smooth and embossed cover (130-lb.) .....per note card.....	\$ _____	\$ _____
(b) <i>Note Card:</i> Thermographic printing face only in one ink color and foil stamping and embossing, including binding:		
White Smooth and Embossed Cover (130-lb.) .....per note card.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(c) <i>Certificate (11 x 8-1/2"):</i> Printing face only in one ink color and foil stamping and embossing, including binding:		
1. White, Natural White, and Colored Laser-Finish Parchment (24-lb.) ..... per certificate.....	\$ _____	\$ _____
2. White and Colored Vellum-Finish Cover (65-lb.) ..... per certificate.....	\$ _____	\$ _____
(d) <i>Certificate (14 x 8-1/2"):</i> Printing face only in one ink color and foil stamping and embossing, including binding:		
1. White, Natural White, and Colored Laser-Finish Parchment (24-lb.) ..... per certificate.....	\$ _____	\$ _____
2. White and Colored Vellum-Finish Cover (65-lb.) ..... per certificate.....	\$ _____	\$ _____
(e) <i>Certificate (14 x 11"):</i> Printing face only in one ink color and foil stamping and embossing, including binding:		
1. White, Natural White, and Colored Laser-Finish Parchment (24-lb.) ..... per certificate.....	\$ _____	\$ _____
2. White and Colored Vellum-Finish Cover (65-lb.) ..... per certificate.....	\$ _____	\$ _____
(f) <i>Certificate (16 x 14"):</i> Printing face only in one ink color and foil stamping and embossing, including binding:		
1. White, Natural White, and Colored Laser-Finish Parchment (24-lb.) ..... per certificate.....	\$ _____	\$ _____
2. White and Colored Vellum-Finish Cover (65-lb.) ..... per certificate.....	\$ _____	\$ _____
(g) <i>Certificate:</i> Printing certificate in an additional color not charged for under line items I.(c) through (f) ..... per color/per certificate.....		
	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(h) <i>Business Cards</i> : Thermographic printing face only in one ink color and engraving gold seal (Commerce Department, Great Seal (Eagle), or Commerce Special Agent), including binding:		
1. White Smooth-Finish Cover (100-lb.) .....per card .. \$	_____	\$ _____
2. Off-White Smooth-Finish Cover (100-lb.) .....per card .. \$	_____	\$ _____
(i) <i>Business Cards</i> : Printing face only in one ink color and Thermographic lettering in one ink color, including binding:		
1. White Smooth-Finish Cover (100-lb.) .....per card .. \$	_____	\$ _____
2. Off-White Smooth-Finish Cover (100-lb.) .....per card .. \$	_____	\$ _____
(j) <i>Business Cards</i> : Printing second side in one ink color .....per card .. \$	_____	\$ _____
(k) <i>Business Cards</i> : Thermographic printing in an additional ink color not charged for under line items I.(h) and (i) .....per color/per side..... \$	_____	\$ _____
(l) <i>Business Cards</i> : Printing in an additional ink color not charged for under line item I.(h), (i), and (j) .....per color/per side. .... \$	_____	\$ _____

## II. ADDITIONAL OPERATIONS:

- (a) Shrink-film wrapping (including chipboard, newsboard, or equal) .....per 25 copies .....\$ \_\_\_\_\_
- (b) Shrink-film wrapping (including chipboard, newsboard, or equal) .....per 50 copies .....\$ \_\_\_\_\_
- (c) Shrink-film wrapping (including chipboard, newsboard, or equal) .....per 100 copies .....\$ \_\_\_\_\_

## III. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Percentage increase, will be added to all orders which require an Accelerated Schedule.

Percentage increase ..... %

\_\_\_\_\_  
(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)

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**THIS SECTION FOR GPO USE ONLY**

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

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**EXHIBIT A**  
**Sample of Business Card and Note Card**



U.S. Department of Commerce  
Office of the Secretary

**Kevin A. Cofer**  
Printing Specialist

Room 2856  
1401 Constitution Ave., N.W.  
Washington, DC 20230

Tel: (202) 482-4013  
Fax: (202) 482-0720  
kcofer@doc.gov



ASSISTANT SECRETARY FOR GLOBAL MARKETS AND  
DIRECTOR GENERAL OF U.S. & FOREIGN COMMERCIAL SERVICE

**EXHIBIT B**  
**Sample of Certificate**

**UNITED STATES  
DEPARTMENT  
OF COMMERCE**



**CERTIFICATE OF RECOGNITION**

Presented to

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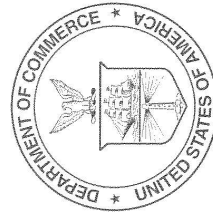
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**EXHIBIT C**  
**Sample of Certificate**

**United States Department of Commerce**

**CERTIFICATE OF TRAINING**

IS HEREBY RECOGNIZED FOR SUCCESSFUL COMPLETION OF



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**EXHIBIT D**  
**Sample of Certificate**



Recognizing

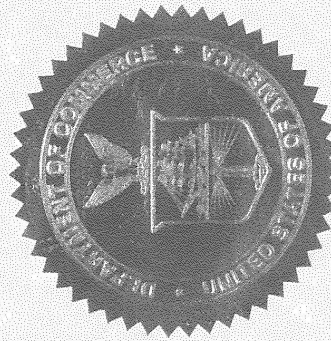
for Thirty Years  
of Service in the  
Government of the  
United States of America

**EXHIBIT E**  
**Sample of Certificate**

UNITED STATES  
DEPARTMENT OF COMMERCE

CERTIFICATE  
OF APPRECIATION

*Presented to*



**EXHIBIT F**  
**Sample of Certificate**

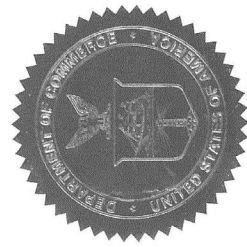
UNITED STATES DEPARTMENT OF COMMERCE



*Certificate of Federal Service*

Presented to:

Upon retirement from the Federal Government on  
  
and in recognition of    years of service  
to the United States of America.



*Secretary of Commerce*