

U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Seal Kits

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

Department of Homeland Security
U.S. Customs and Border Protection

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2026 and ending July 31, 2027, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE CONTRACT TERM” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on June 23, 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 Stacy Bindernagel at sbindernagel@gpo.gov or (202) 512-2103.

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>

SUBCONTRACTING: No subcontracting is allowed.

GPO IMPRINT REQUIREMENT: 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	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(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 August 1, 2026 to July 31, 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 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 April 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. 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.

PREAWARD TEST: The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish (via email) a vector file that is representative of the files to be furnished under these specifications.

All samples must be printed in accordance with the requirements specified herein. Samples must be printed on the required stock as specified under "STOCK."

Preaward test samples will be inspected and tested for conformance of materials and must comply with the specifications stated herein as to construction, kind, and quality of materials.

Contractor is to submit one (1) seal kit consisting of a 12" six-color seal with 4" blue letters, horizontal bar, mounting template, and necessary hardware to each of the following addresses:

- U.S. Customs and Border Protection, 150 Westpark Way, Suite 200, Euless, TX, 76040, Attn: Michelle Oenbrink, (Telephone: (469) 243-8228).
- U.S. Customs and Border Protection, 1300 Pennsylvania Ave, NW, #3.2C, Washington, DC, 20229, Attn: Remon Mankourous, (Telephone: (202) 515-6168).

Contractor MUST notify the GPO the same day as the samples are delivered to the above specified addresses.

Contractor must submit the preaward test samples within 15 workdays of receipt of test materials.

The Government will approve, conditionally approve, or disapprove the samples (in writing) within five (5) workdays of the receipt thereof. 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 therefore.

If the preaward test samples are disapproved by the Government, the Government, at its option, may require the contractor to submit revised samples for evaluation. The contractor shall submit these revised samples within 15 workdays upon notification of the required changes.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

No charges will be allowed for costs incurred for this preaward test.

QUALITY ASSURANCE PLAN: The prospective contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule.

The contractor shall submit their Quality Assurance Plan via email to Stacy Bindernagel at sbindernagel@gpo.gov, and to the U.S. Customs and Border Protection, Attn: Remon Mankourous REMON.MANKOUROUS@cbp.dhs.gov, and Michelle Oenbrink MICHELLE.A.OENBRINK@cbp.dhs.gov.

The proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of the same. The Government reserves the right to waive some or all of these plans. Once submitted, no changes to these plans may be made without written approval from GPO.

The contractor must present a detailed Quality Assurance Plan that will include the following:

- A Quality Assurance Plan supported by a manual with defined objectives and a policy statement in force.
- Name(s) of the contractor's personnel responsible for Quality Assurance.
- Type of color management system and the inspection and testing system in place to ensure that substrates, inks, and processes conform to the requirements, specifications, and conventions of this contract.
- Type of corrective action policy and audits the contractor has in place to prevent recurrence of problems and to correct product deficiency.
- Type of training program the contractor has in place to support the Quality Assurance Plan.

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

NOTE: 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 individual 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 August 1, 2026 through July 31, 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.

WARRANTY: Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) year from the date the check is tendered as final payment. All other provisions remain the same.

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>.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of seal kits consisting of various size seals, letters, and bars, requiring such operations as on-line ordering, electronic prepress, printing, binding, packing, and distribution.

TITLE: Seal Kits.

FREQUENCY OF ORDERS: Approximately 1 to 5 orders per month. (An occasional month may have up to 8 orders issued.)

Orders issued may be for seal kits, seals only, additional letters, horizontal bars, and/or kit templates.

A print order will be submitted following each order placed online. Alternatively, a print order may be submitted to cover all orders placed within a month.

NOTE: Orders will be placed via the contractor's web-based on-line ordering system. (See "ON-LINE ORDERING.")

QUANTITIES: Up to approximately 5 copies per item per order.

Most orders will be for less than 5 copies per item. More than one item may be ordered on the same print order requiring the same schedule. There may be some items that are not ordered every year.

NUMBER OF PAGES: Face only.

TRIM SIZES:

Seal Diameter: 9", 12", 15", 18", 24", 36", or 48"

Letter Height: 3", 4", 6", 8", 12", or 16"

Horizontal Bar Length: up to 60", and increments of 12" thereafter

GOVERNMENT TO FURNISH: The electronic media for the seals will be furnished at the beginning of the contract. Contractor is to hold for use throughout the contract term. The electronic media will be as follows:

Platform: Macintosh OSX.

Storage Media: Files provided electronically via contractor's SFTP ordering system.

Software: Adobe Illustrator CS2 or later, in vector format.

NOTE: All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

Fonts: All printer and screen fonts will be furnished.

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: Text for lettering will be entered into web portal.

Color identification system used is Pantone Matching System.

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

ATTACHMENTS: The images shown as Attachment 2 are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these attachments.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

ON-LINE ORDERING: Contractor must have a secure, web-based, on-line ordering system for the placement of the individual orders that complements the print order (GPO Form 2511).

Placement of an online order request must result in the immediate generation of an on-line proof that is in a format that allows the proof to be downloaded and emailed for verification prior to final order submission.

NOTE: The actual order will not be considered “issued” until Electronic Confirmation is entered into the contractor’s on-line ordering system and a print order is received. The confirmation information will be included on each print order form.

REPORTS: The contractor must generate and submit a monthly report to the U.S. Customs and Border Protection, Remon Mankourous at REMON.MANKOUROUS@cbp.dhs.gov and Michelle Oenbrink at MICHELLE.A.OENBRINK@cbp.dhs.gov.

The report shall contain the following items:

- The date order(s) were placed;
- Name(s) of person(s) placing the order;
- Print Order Number;
- Billing Address Code (BAC);
- Requisition Number;
- Item(s) Ordered;
- Cost per Item;
- Total Order Cost;
- Shipping Information; and
- Order Due Date.

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 Remon Mankourous at REMON.MANKOUROUS@cbp.dhs.gov and Michelle Oenbrink at MICHELLE.A.OENBRINK@cbp.dhs.gov. Contractor to contact the GPO Representative, Stacy Bindernagel at sbindernagel@gpo.gov or (202) 512-2103 if the schedule is affected.

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.

PROOFS: Print order proofs will consist of an immediate on-line downloadable proof of the Order Request. Ordering agency to send the approved proof with the print order.

STOCK:

Multi-Dimensional Indoor/Outdoor Seals - Cast Polyurethane Resin (high-density polyurethane), 1” thick.

Letters - Cast Aluminum, 3/8” thick. Upper- and lower-case Times New Roman typeface.

Horizontal Bars - Aluminum, 0.060” thick.

PRINTING:

Multi-Dimensional Indoor/Outdoor Seals - Screen print/paint face only in black and silver or in the following Pantone spot colors: Pantone 2955C Blue, Pantone 6C Cool Gray, Pantone 187C Red, Pantone 307C Light Blue, Pantone 0000 White, and Pantone 370C Green.

The outdoor seals shall have an additional layer of clear coating for added protection from the elements.

Where “silver” is indicated as a color, it is defined as unpainted aluminum. In these instances, an anodized coating or clear sealant is required.

Letters – Screen print or paint in one color (black or Pantone 2955C Blue, as specified).

Horizontal Bars – Paint in one color (black or Pantone 2955C Blue, as specified).

For seals, letters, and bars, after screen printing/painting, apply a clear lacquer coating suitable for outdoor use.

Contractor must guarantee against material defects for a period of not less than five (5) years. Final product must be suitable for usage outdoors and be able to withstand UV and extreme heat and cold with no appreciable degradation.

Products must be screen printed/painted using UV inks. Screen printing must be via multi-filament or mono-filament mesh with mechanical or hand-held squeegee. Screen printing/painting must be clear and sharp. There must be no dirt, streaks, ghosting, hickies, bubbles, or blemishes of any type on finished products. Inks/paints must be fade resistant to artificial, fluorescent, and natural lighting, using industrial quality UV inks.

Inkjet printing is NOT acceptable. Four-color process screen builds are NOT allowed. The same Pantone inks MUST be used to print the letters and agency seal.

The GPO imprint is waived and must not appear on finished products.

MARGINS: All printed/painted items shall have colors bleed off the edges of product.

BINDING:

Seals – Rendered in two or more levels for a multi-dimensional appearance. Seals are bonded to a high-density urethane foam substrate.

Letters and Bars – Die-cut letters and bars as necessary. Letters and bars must have smooth edges.

Contractor must furnish all necessary mounting hardware and materials (adhesive, appropriate number of thread posts, and two (2) of each wood and masonry drill bits in appropriate sizes for threaded posts) for mounting to vertical surfaces such as brick and drywall for the seal, letters, and bars.

Templates – Contractor must also furnish a computer-generated template and complete written and visual instructions for installation.

PACKING: Pack seal kits and/or ordered items in containers or crates not to exceed 45 pounds when fully packed. Seal kits and/or ordered items must be packed separately and identified. Cover each individual component of the seal kits and/or ordered items with heavy poundage newsprint or kraft paper (or equal) to prevent scratching of the printed surface and/or damage to the product.

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 shipment or delivery or during storage.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

All containers or crates must be clearly labeled to identify the contents by name and quantity of each kit/item. If different kits/items are packed within the same container/crate, then each seal title must be listed on the outside for easy identification.

DISTRIBUTION:

- On approximately 95% of orders placed, ship f.o.b. destination to addresses within the Contiguous U.S.
- On approximately 5% of orders placed, ship f.o.b. destination to addresses outside the Contiguous U.S. (including Alaska, Hawaii, The Bahamas, Guam, Puerto Rico, and the U.S. Virgin Islands).

Complete addresses will be furnished with the electronic order. (For orders delivering to the Ronald Reagan Building and the International Trade Center, Washington, DC, see Attachment 1 for additional delivery instructions.)

Shipments are to be made by small package carrier using the most economical method. All shipments must be made by traceable means. A signed receipt is required. Shipping costs are not reimbursable and should be included in item pricing.

Shipments will be a combination of inside delivery, street delivery, and loading dock delivery. All facilities should be treated as “controlled entry.” Contractor to provide tracking information via email immediately upon shipping to assure prompt acceptance at delivery address.

Contractor will be responsible for replacement of items that are lost or damaged during shipment.

Upon completion of each order, contractor must notify the ordering agency (Remon Mankourous at REMON.MANKOUROUS@cbp.dhs.gov and Michelle Oenbrink at MICHELLE.A.OENBRINK@cbp.dhs.gov) on the same day the order ships. The subject line of the email shall be “Distribution Notice for Program 236-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.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of an Electronic Confirmation for each electronic order and a print order is received.

No definite schedule for placement of orders can be predetermined.

The following schedule begins the workday after issuance of an Electronic Confirmation and print order; the workday after issuance will be the first workday of the schedule.

Contractor must complete production and distribution within 35 workdays of receipt of an Electronic Confirmation and print order.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. destination must be delivered complete to the destination(s) specified.

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

For compliance reporting purposes, the contractor 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 for a like period of time.

Bidders shall state the location of the plant from which this product(s) will be shipped.

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

- I. 1.
 - (a)
 - 1. 1
 - 2. 1
 - 3. 1
 - 4. 1
 - (b)
 - 1. 2
 - 2. 1
 - 3. 4
 - 4. 5
 - (c)
 - 1. 2
 - 2. 2
 - 3. 1
 - 4. 5
 - (d)
 - 1. 1
 - 2. 1
 - 3. 1
 - 4. 1
 - (e)
 - 1. 1
 - 2. 1
 - 3. 1

4. 1

(f)

1. 1

2. 1

3. 1

4. 1

2.

(a)

1. 4

2. 1

3. 1

4. 1

(b)

1. 1

2. 1

3. 3

4. 4

(c)

1. 1

2. 1

3. 1

4. 1

(d)

1. 16

2. 1

3. 1

4. 1

(e)

1. 1

2. 1

3. 1

4. 1

- (f)
 - 1. 1
 - 2. 1
 - 3. 1
 - 4. 1

- (g)
 - 1. 1
 - 2. 1
 - 3. 2
 - 4. 1

- II. 1. (a) 10
 - (b) 11
 - (c) 1
 - (d) 1
 - (e) 1
 - (f) 1
 - (g) 12
- 2. (a) 1
 - (b) 1
 - (c) 1
- 3. (a) 1
 - (b) 1
 - (c) 1
 - (d) 1
 - (e) 1
 - (f) 1

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 nonresponsive.

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 items in the “SCHEDULE OF PRICES.”

I. PRINTING, BINDING, PACKING, AND DISTRIBUTION: The prices offered shall include the cost of all required materials and operations necessary for the online proofing, printing, binding, packing, and distribution of the products listed in accordance with these specifications.

1. Seal Kits (Includes one seal, up to 3 lines of type*, horizontal bar (length based on longest line of text), mounting template, and necessary hardware). (*NOTE: Not including lines of type above bar.)

(a) 9” Seal with 3” letters:

- 1. Black and silver seal with silver letters..... per kit/seal.....\$ _____
- 2. Black and silver seal with black letters per kit/seal.....\$ _____
- 3. Six-color seal with silver letters..... per kit/seal.....\$ _____
- 4. Six-color seal with black or blue letters..... per kit/seal.....\$ _____

(b) 12” Seal with 4” letters:

- 1. Black and silver seal with silver letters..... per kit/seal.....\$ _____
- 2. Black and silver seal with black letters per kit/seal.....\$ _____
- 3. Six-color seal with silver letters..... per kit/seal.....\$ _____
- 4. Six-color seal with black or blue letters..... per kit/seal.....\$ _____

(Initials)

(c) 18" Seal with 6" letters:

- 1. Black and silver seal with silver letters..... per kit/seal.....\$ _____
- 2. Black and silver seal with black letters..... per kit/seal.....\$ _____
- 3. Six-color seal with silver letters..... per kit/seal.....\$ _____
- 4. Six-color seal with black or blue letters..... per kit/seal.....\$ _____

(d) 24" Seal with 8" letters:

- 1. Black and silver seal with silver letters..... per kit/seal.....\$ _____
- 2. Black and silver seal with black letters..... per kit/seal.....\$ _____
- 3. Six-color seal with silver letters..... per kit/seal.....\$ _____
- 4. Six-color seal with black or blue letters..... per kit/seal.....\$ _____

(e) 36" Seal with 12" letters:

- 1. Black and silver seal with silver letters..... per kit/seal.....\$ _____
- 2. Black and silver seal with black letters..... per kit/seal.....\$ _____
- 3. Six-color seal with silver letters..... per kit/seal.....\$ _____
- 4. Six-color seal with black or blue letters..... per kit/seal.....\$ _____

(f) 48" Seal with 16" letters:

- 1. Black and silver seal with silver letters..... per kit/seal.....\$ _____
- 2. Black and silver seal with black letters..... per kit/seal.....\$ _____
- 3. Six-color seal with silver letters..... per kit/seal.....\$ _____
- 4. Six-color seal with black or blue letters..... per kit/seal.....\$ _____

2. Seals Only (Includes one seal and mounting hardware)

(a) 9" Seal:

- 1. Black and silver - Indoor..... per seal.....\$ _____
- 2. Black and silver - Outdoor..... per seal.....\$ _____
- 3. Six-color - Indoor..... per seal.....\$ _____
- 4. Six-color - Outdoor..... per seal.....\$ _____

(b) 12" Seal:

- 1. Black and silver - Indoor..... per seal.....\$ _____
- 2. Black and silver - Outdoor..... per seal.....\$ _____
- 3. Six-color - Indoor..... per seal.....\$ _____
- 4. Six-color - Outdoor..... per seal.....\$ _____

(c) 15" Seal:

- 1. Black and silver - Indoor..... per seal.....\$ _____
- 2. Black and silver - Outdoor..... per seal.....\$ _____
- 3. Six-color - Indoor..... per seal.....\$ _____
- 4. Six-color - Outdoor..... per seal.....\$ _____

(d) 18" Seal:

- 1. Black and silver - Indoor..... per seal.....\$ _____
- 2. Black and Silver – Outdoor per seal.....\$ _____
- 3. Six-color - Indoor..... per seal.....\$ _____
- 4. Six-color - Outdoor..... per seal.....\$ _____

(e) 24" Seal:

- 1. Black and silver - Indoor..... per seal.....\$ _____
- 2. Black and Silver – Outdoor per seal.....\$ _____
- 3. Six-color - Indoor..... per seal.....\$ _____
- 4. Six-color - Outdoor..... per seal.....\$ _____

(f) 36" Seal:

- 1. Black and silver - Indoor..... per seal.....\$ _____
- 2. Black and silver - Outdoor..... per seal.....\$ _____
- 3. Six-color - Indoor..... per seal.....\$ _____
- 4. Six-color - Outdoor..... per seal.....\$ _____

(g) 48" Seal:

- 1. Black and silver - Indoor..... per seal.....\$ _____
- 2. Black and silver - Outdoor..... per seal.....\$ _____
- 3. Six-color - Indoor..... per seal.....\$ _____
- 4. Six-color - Outdoor..... per seal.....\$ _____

II. ADDITIONAL OPERATIONS:

1. Additional Letters (must include cost of template and mounting hardware)

- (a) Silver letters (3")..... per letter.....\$ _____
- (b) Silver letters (4")..... per letter.....\$ _____
- (c) Silver letters (6")..... per letter.....\$ _____
- (d) Silver letters (8")..... per letter.....\$ _____
- (e) Silver letters (12")..... per letter.....\$ _____
- (f) Silver letters (16")..... per letter.....\$ _____
- (g) Painting silver letters black or blue (any size)..... per letter.....\$ _____

2. Horizontal Bars (must include cost of mounting hardware)

- (a) Silver bar - up to 60"..... per bar.....\$ _____
- (b) Silver bar - each additional 12"..... per bar.....\$ _____
- (c) Painting silver bars black or blue (any size)..... per bar.....\$ _____

3. Templates

- (a) Kit (9" seal with 3" letters)..... per template.....\$ _____
- (b) Kit (12" seal with 4" letters)..... per template.....\$ _____
- (c) Kit (18" seal with 6" letters)..... per template.....\$ _____
- (d) Kit (24" seal with 8" letters)..... per template.....\$ _____
- (e) Kit (36" seal with 12" letters)..... per template.....\$ _____
- (f) Kit (48" seal with 16" letters)..... per template.....\$ _____

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

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by 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 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 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)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____

ATTACHMENT 1

REQUIREMENTS FOR FREIGHT DELIVERY TO Ronald Reagan Building and International Trade Center

FedEx, DHL, and UPS are authorized to enter the building. All others must follow the instructions listed below.

Contractor must complete a Freight Delivery Request Form for all deliveries to the Ronald Reagan Building and International Trade Center (RRB/ITC), known also as 1300 Pennsylvania Avenue, NW.

All U.S. Customs and Border Protection (USCBP) delivery requests to the RRB/ITC for these print orders must be coordinated through Remon Mankourous REMON.MANKOUROUS@cbp.dhs.gov or Michelle Oenbrink MICHELLE.A.OENBRINK@cbp.dhs.gov, Printing Specialists.

All deliveries require a minimum of 72 hours' advanced notice, not including weekends or holidays. All requests must be completed and submitted by 2:00 p.m., local time. Requests received after 2:00 p.m., local time, will be processed the next business day.

All deliveries must be received by 3:00 p.m., local time.

Vehicles over 55 feet in length from bumper to bumper and vehicles over 13 feet in height are prohibited from making deliveries to the RRB/ITC Loading Dock.

All deliveries are subject to off-site inspection by the Federal Protective Service (FPS) prior to entering the RRB/ITC. The vehicle and driver will be required to report to the Navy Yard Southeast Federal Center, 3rd and M Street, SE, Washington, DC. The off-site inspection should take approximately 20 minutes. After a successful inspection, the vehicle and driver must report to the RRB/ITC Loading Dock within 30 minutes, otherwise the delivery will be cancelled and must be rescheduled.

For additional assistance or any questions, please contact Remon Mankourous or Michelle Oenbrink REMON.MANKOUROUS@cbp.dhs.gov or MICHELLE.A.OENBRINK@cbp.dhs.gov, Printing Specialists.

ATTACHMENT 2 (page 1 of 2)

Multi-dimensional seals



ATTACHMENT 2 (page 2 of 2)

Examples of Outdoor (top) and Indoor (bottom) seal kits.

