

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Career Service and Retirement Certificates

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

U.S. Government Publishing Office
Publication and Information Sales

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2026 and ending February 28, 2027, 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 December 8, 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.*

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: The predominant production functions of this contract are printing, stamping, embossing, packing, and delivery of certificates. Any bidder who must subcontract any of these operations will be declared non-responsible.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Quality Level II.
- (b) Finishing Attributes (item related) – Quality Level I.

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	Approved Prior to Production Samples/ Average type dimension in publication
P-9. Solid and Screen Tint Color	Approved Prior to Production Samples/ Pantone Matching System book

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 a 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 March 1, 2026 to February 28, 2027, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly indexes from the 12-month interval ending three 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 November 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 prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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

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

These 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.

ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS: 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 March 1, 2026 to February 28, 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 requirement 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 emailed bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting 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 invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Failure to submit invoices as required may result in delay of payment or rejection of invoice.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of certificates requiring such operations as composition, electronic prepress, printing, stamping and embossing, packing, and distribution.

TITLE: Career Service and Retirement Certificates

FREQUENCY OF ORDERS: Up to approximately 10 production orders per year.

There are 11 different versions of the certificates. No more than four (4) versions and no more than two (2) foil colors will be ordered on the same print order.

A separate print order will be issued solely for the composition and proofs of the certificates.

QUANTITY: Approximately 7,000 to 50,000 copies per certificate per production order.

It is anticipated that the agency will order larger quantities per certificate type in the first (base) contract year than in the option years, if exercised.

NUMBER OF PAGES: Face only.

TRIM SIZE: 8 x 10"; 8-1/2 x 11".

NOTE: Each of the 11 different versions may be ordered in either trim size.

GOVERNMENT TO FURNISH:

On the first order (composition order), two (2) hard copy samples (one for each trim size) will be furnished to be used in the composition of the 11 different certificate versions in each trim size. (See "COMPOSITION" for additional information.)

Eleven (11) brass dies with plastic counters (one for each type of certificate) for the stamping/embossing will be furnished at the beginning of the contract. The contractor is to hold for use throughout the term of the contract.

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.

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

COMPOSITION: The contractor will be required to set the type and create a master file for each of the 11 different certificate versions in each trim size (for a total of 22 master files) using the furnished hard copy samples.

Typesetting will consist of text and line matter. Contractor will be required to set type for the different career years or retirement to create the 11 different versions in each trim size (for a total of 22 different versions).

Contractor to match typestyle and type size of the furnished samples. Contractor must match furnished samples for margins and spacing for each trim size.

Contractor to submit PDF soft proofs (as required under “PROOFS”) for each of the 11 different versions in each trim size (for a total of 22 PDF soft proofs). Upon receipt of “O.K. to Print” on PDF proofs, these approved proofs will be the quality standard for all certificates ordered on the production orders.

Upon receipt of proof approval of all certificates, the contractor is to save the master files as PDF files in a zip folder and deliver to the Government (as specified under “DISTRIBUTION”). Contractor is to keep one set of all master files for use throughout the term of the contract.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to sbindernagel@gpo.gov.

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.

PROOFS (Composition Order Only): One (1) press quality PDF soft proof (for content only) for each of the 11 different versions in each trim size 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.

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

The contractor must not print prior to receipt of an “O.K. to Print.”

NOTE: Upon receipt of “O.K. to Print” on PDF proofs, these approved proofs will be the quality standard for all certificates ordered on the production orders.

PAPER SAMPLES: *Paper samples will be required on the first production order and anytime the contractor receives a new lot of stock/paper.*

The contractor is required to submit a minimum of two (2) 8-1/2 x 11” blank sheets of the actual paper to be used in the production of the contract requirements. Each sample must be of the kind and quality required by the specifications.

The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government’s failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper.

Paper samples are to be delivered to: Government Publishing Office, Attn: Berine Morrison, 8660 Cherry Lane, Ste#32, Laurel, MD 20707.

On the first production order, paper samples must be delivered within three (3) workdays of receipt of the print order. Throughout the term of the contract, when the contractor receives a new lot of paper, paper samples must be delivered within three (3) workdays of receipt of the next production print order received.

PRIOR TO PRODUCTION SAMPLES (*When ordered*): Prior to the commencement of the contract production quantity, the contractor shall submit not less than two (2) samples of each certificate ordered on a print order. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, program, and print order numbers.

All samples shall be printed, bound, stamped, and embossed, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be produced on the stock/paper required as specified herein.

Contractor shall submit samples to: Government Publishing Office, Attn: Berine Morrison, 8660 Cherry Lane, Suite #32, Laurel, MD 20707. (Email: bmorrison@gpo.gov; Telephone: (202) 491-5074)

When ordered, the prior to production samples must be submitted in sufficient time to allow Government inspection of the samples, production, and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within two (2) 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 samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

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

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

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of samples, shall be charged in accordance with the applicable line items in the “SCHEDULE OF PRICES.”

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

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

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

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

White Smooth and Embossed Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21. *NOTE: Contractor MUST use Finch Opaque Vanilla (80-lb.). (No substitutions are allowed.)*

PRINTING: Certificates print face only in black ink only. Printing consists of text/rule matter and screened area. The screened area is in the center of the seal on all certificate types except for the retirement certificate. The retirement certificate does not have a screen area in the center of the seal.

NOTE: The GPO imprint requirement is waived and must not print on the final product.

MARGINS: Margins will be as indicated in the furnished electronic files. *Margins and trim sizes are critical; therefore, the approved margins in the master files must be maintained.*

BINDING: Trim four sides.

STAMPING AND EMBOSSING: Contractor is to use the furnished dies to stamp and emboss the seal on the certificates as specified in the below chart:

5-, 10-, and 15-year certificates are bronze embossed	Kurz Luxor 349
20- and 25-year certificates are silver embossed	Kurz Alufin
30-, 35-, 40-, 45-, 50-year are gold embossed	Kurz Luxor 468
Retirement certificates are gold embossed	Kurz Luxor 415

The foils used must be as specified in the above chart for both the manufacturer and number. No substitutions will be accepted.

The certificates for the 5, 10, and 15 years of service have a bronze (copper) seal. The certificates for 20 and 25 years of service have a silver seal. The certificates for 30, 35, 40, 45, and 50 years of service have a gold seal. The retirement certificates have a gold seal without the screened area in the center.

The approximate stamping/embossing area is 3-3/8" in diameter.

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

PACKING:

Production Orders – Unless otherwise specified, certificates for 5 to 30 years of service shrink-film wrap in units of 25 certificates. Unless otherwise specified, certificates for 35 to 50 years of service and retirement certificates shrink-film wrap in units of 10.

Contractor to label all shrink-wrapped packages identifying the Stock Number (to be provided after award).

Pack suitable (shrink-wrapped packages of each certificate type ordered on a print order) in shipping containers not to exceed 45 pounds when fully packed. Containers must be clearly marked as to contents. Different certificate types ordered on the same print order must not be intermixed within a shipping container.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner that will guarantee that the product will not be damaged and the package will not open nor split during delivery or shipment.

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

If more than one (1) shipping container per shipment, containers are to be marked as to the number of containers in the shipment (e.g., 1 of 3, 2 of 3, 3 of 3).

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 at 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 located at gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: Government Publishing Office, Laurel Publications Distribution Center, Attn: Receiving - SALES-006-000-01592-1, 8660 Cherry Lane, Suite #32, Laurel, MD 20707-4950. (Email: laurelpdc2@gpo.gov; Telephone: (202) 512-2010, x33401). Deliveries are to be made Monday through Friday, except for Federal holidays.

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 Services, 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 at 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:

Production Orders – Deliver f.o.b. destination to: Government Publishing Office, Attn: Receiving - SALES-006-000-0####-#, 8660 Cherry Lane, Suite #32, Laurel, MD 20707-4950. (Email: laurelpdc2@gpo.gov; Telephone: (202) 512-1401). Please note stock number will replace the ## in the label using the proper GPO Form 905.

Deliveries are to be made Monday through Friday between 7:00 am and 3:00 pm Eastern Time (ET), except for Federal holidays. Delivery must be made by traceable means.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the agency representative indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 878-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of the product. The contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, furnished material (as applicable, *excluding* furnished dies) must be returned to: Government Publishing Office, Quality Control for Published Products, Attn: John Carey, Mail Stop CSPS, Room C-613, 732 North Capitol Street NW, Washington, DC 20401.

Upon completion of contract, all furnished dies must be returned to: Government Publishing Office, Quality Control for Published Products, Attn: John Carey, Mail Stop CSPS, Room C-613, 732 North Capitol Street, NW, Washington, DC 20401. The container shall be marked "PROGRAM 878-S DIES FOR STORAGE" and shall include the GPO jacket and purchase order number.

All expenses incidental to picking up and returning material (as applicable), submitting paper samples and prior to production samples, and furnishing sample copies must be borne by the contractor.

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

Print orders will be furnished via email.

Hard copy samples and furnished dies must be picked up from and returned to: Government Publishing Office, Quality Control for Published Products, Attn: John Carey, Mail Stop CSPS, Room C-613, 732 North Capitol Street NW, Washington, DC 20401.

PDF soft proofs are to be emailed to: bmorrison@gpo.gov and qcphp@gpo.gov. The email is to include the program and print order number. (Contractor must include a phone number, contact name, and email address.)

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

The following schedules begin 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.

Composition Order –

- Contractor must complete production and distribution within 10 workdays of notification of availability of print order and furnished material.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until corrections/changes/"O.K. to Print" are provided via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit times are included in the 10-workday schedule.

Production Orders (for up to an aggregate total of 200,000 certificates) –

- Contractor must complete production and distribution within 20 workdays of notification of availability of print order and furnished material.
- On the first production order, paper samples must be delivered within three (3) workdays of receipt of the print order. Throughout the term of the contract, when the contractor receives a new lot of paper, paper samples must be delivered within three (3) workdays of receipt of the next production print order received.
- All transit time is included in the 20-workday schedule.
- If prior to production samples are ordered, an additional seven (7) workdays will be added to the schedule. Prior to production samples must be submitted in sufficient time to allow Government inspection of the samples, production and shipment in accordance with the shipping schedule.
- The Government will approve, conditionally approve, or disapprove the samples within (2) workdays of receipt thereof. NOTE: The two (2) workdays for Government review is included in the seven (7) workdays. All transit time is included in the additional seven (7) workdays.

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 destination 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 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.

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

I.	(a)	22
	(b)	22
	(c)	8

		(1)	(2)
II.	(a)	4	157
	(b)	4	170

III.	(a)	12,000
	(b)	2,700

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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 1,000 will be prorated at the per-1,000 rate.

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES." Failure to submit invoices as required may result in delay of payment or rejection of invoice.

I. PREPRESS OPERATIONS:

NOTE: Price submitted for line item I. (a) must include the cost of saving master PDF files to a zip folder.

(a) Typesettingper certificate/per trim size\$ _____

(b) PDF soft proof...per certificate/per trim size\$ _____

(c) Prior to production samples..... per certificate/per order\$ _____

(Initials)

II. PRINTING, BINDING, STAMPING, EMBOSSING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations (including paper and paper samples) necessary for the complete printing, binding, stamping, embossing, packing, and distribution of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Certificates (8 x 10") per certificate.....	\$ _____	\$ _____
(b) Certificates (8-1/2 x 11")..... per certificate.....	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Shrink-film wrapping in units of 25 per package\$ _____
- (b) Shrink-film wrapping in units of 10 per package\$ _____

(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 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 point(s), in exact accordance with specifications. *Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

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

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

(Email Address) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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