

Program 1003-S
Specifications by FB
Reviewed by RW

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Print Quality and Web Quality PDF's for Fishery Bulletin

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

U.S. Department of Commerce
NOAA/NMFS – Scientific Publications Office

Single Award

QUOTE OPENING: Quotes shall be opened at 2:00 p.m., prevailing Seattle, WA time, on January 11, 2024 at the U.S. Government Publishing Office, Northwest.

CONTRACTING METHOD: This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4. The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2024 and ending January 31, 2025, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

QUOTE SUBMISSION: Offerors must email quotes to bidsnorthwest@gpo.gov for this solicitation. No other method of quote submission will be accepted at this time. The program number and quote opening date must be specified in the subject line of the emailed quote submission. Quotes received after 2:00 PM, prevailing Seattle time on the quote opening date specified above will not be considered for award. This will not be a public quote opening.

ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed quote including, but not limited to, the following –

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The offeror's email provider may have different size limitations for sending email; however, offerors are advised not to exceed GPO's stated limit.

4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote 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 quote receipt at the specified location.

The following web address will allow the contractor to print a copy of the current pricing abstract:

<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

OFFERORS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective offerors should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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 GPO Northwest at 206-764-3726 or infnorthwest@gpo.gov and fbuchko@gpo.gov .

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Quote 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 (revised 9-19)).

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>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

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

Product Quality Levels:

- (a) Finishing Attributes -- Level IV.

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 Proof
P-9. Solid and Screen Tint Color Match	Government furnished material
P-10. Process Color Match	Government furnished material

Compliance with Section 508 of the Rehabilitation Act, 29 U.S.C., 794d for implementing electronic and information technology accessibility for person with disabilities as published in the Federal Register, April 25, 2001, and any amendments thereof. <https://www.section508.gov/>. The contractor must be able to describe how their proposed delivered Electronic Documents will meet Section 508 accessibility standards.

SUBCONTRACTING: The predominant production function is composition.

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 5 years as a result of, and including, any extensions 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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PREAWARD TEST: The contractor being considered for award shall be required to complete the following preaward test, unless waived by the Contracting Officer. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

1. A list of all software and version number that will be used.
2. The prospective contractor who is in line for award must pickup Government Furnished Material and produce a representative order that will include up to 20 pages as described in "Section 2, Specifications".
3. The preaward test must be performed at the same facilities and on the same equipment that will be used to produce the product required for this contract.
4. This test must be delivered before the close of business on the 2nd workday beginning the day after the furnished test material is made available.

5. Disapproval of Preaward Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.
6. Approval of Preaward Test: Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor nonresponsible.

No charges will be allowed for costs incurred in the performance of the preaward test.

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 February 1, 2024 to January 31, 2025, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

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

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

NOTIFICATION: The contractor will be notified of availability or nonavailability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from February 1, 2024 through January 31, 2025, 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.

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 invoicing. 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 billing must be itemized per the schedule of prices.

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.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of commercial print quality PDFs, web quality PDFs, 508 compliance, emailed proofs, requiring such operations as composition, page makeup, and delivery.

TITLE: Print Quality and Web Quality PDF's for Fishery Bulletin

FREQUENCY OF ORDERS: Approximately 3 to 4 orders per year. An average of 4 orders per year.

NUMBER OF PAGES: Approximately 70 to 120 pages per order. An occasional order may have over 120 pages.

PAGE SIZE: 8-1/2 x 11"

GOVERNMENT TO FURNISH: Electronic media available via email. Files provided could include but are not limited to: MS Word, TIFF files, EPS files, PDF files, mathematical equations from LaTeX and other software. Contractor must be able to use files formatted in MS Word 2003, 2007, 2010, 2016 and any MS Word updates. The contractor must have the current versions of all software used in the performance of this contract and up-grade as they become available.

Agency will provide typographic instructions.

Instructions for sizing and formatting each figure.

Print orders.

For samples of current and previous: <https://spo.nmfs.noaa.gov/fb.htm>.

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.

Copies of the Fishery Bulletin (copies of four issues of the journals) within the past year should be kept for the possibility of immediate revisions and possible errata.

Contractor must provide fonts. Fonts include but are not limited to Delta Jaeger Fonts (Delta Jaeger Lite; Delta Jaeger Lite Italic; Delta Jaeger Book; Delta Jaeger Book Italic; Delta Jaeger Medium; Delta Jaeger Medium Italic; Delta Jaeger Bold; Delta Jaeger Bold Italic).

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

The contractor shall create or alter any necessary trapping, bleeds, color space, set proper screen angles and screen frequency as necessary to produce commercial print quality PDF's. Furnished files must be imaged as necessary to meet the specified agency requirements.

Prior to making revisions, the contractor shall duplicate the furnished files and make all changes to the duplicate.

Furnished files must meet the specified agency requirements, including current standards for 508 compliance.

COMPOSITION: The entirety of each category of composition text, tabular, and display, must be identical throughout the product(s) ordered under these specifications. the characters; "or equal" will include any digital method.

The technical nature of the publications being set under this contract requires the use of a number of mathematical and scientific signs and symbols that must be set as a part of the regular text. It is of the utmost importance that all symbols, accents, superiors and inferiors be correctly spaced and positioned. All type set under these specifications must be free from error and in conformity with the copy submitted. Unnecessarily wide spacing between words, lines, or paragraphs, or excessive leading or spacing out, resulting in unnecessary extra pages, will not be acceptable.

Special Requirements:

1. Bold and medium face, italic, and bold face italic may be required for each of the type fonts used.
2. Greek alphabets in proper size and weight, both caps and lower case.
3. Superior or inferior numerals, letters, mathematical and scientific signs and symbols.
4. Parts-per-thousand symbol(s) are in all sizes of type.
5. All mathematical symbols, including italic X's and Y's with macron (bar X) and circumflex (X hat).
6. Accented letters for setting portions of text, tables and literature cited in French, German, Scandinavian languages, Portuguese, and Spanish.
7. Symbols for male and female.
8. British pounds symbol and Japanese yen symbol.
9. Contractor must be able to use Equation Editors, MathType functions, use or convert embedded equations in LaTeX software, and have technical skills and knowledge to set equations using standard mathematical notation and composition principles. Equations must be 508 compliant. Agency to provide 508-compliant description for equations in the margins, which the contractor will need to integrate into the 508 compliant file.

Contractor must not use photo mode when creating mathematical symbols and tables. Copy and paste is not acceptable.

No alternate typefaces will be allowed; however, manufacturers' generic equivalents will be accepted; each offeror shall list in the quote the name of the generic equivalent typeface(s) and composing machine to be used.

In addition, the successful offeror must be able to provide the ordering agency with listing of typefaces and sizes.

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The GPO reserves the right to require samples of any generic equivalent typefaces offered if it is deemed necessary in order to determine the suitability of the offered typefaces.

The contractor must be able to change labels, adjust shading, reduce color intensity, and add symbols where necessary in figures.

PROOFS: Contractor to submit two sets of "Press Quality" PDF "soft" proofs. One set of proofs will have the word "REVIEW" ghosted in light gray across each page. The second set of proofs will be a straight set without anything ghosted on top of each page. Proofs must be 508 compliant.

Email proofs to kathryn.dennis@noaa.gov. Contact Kathryn Dennis (808)725-5381 to verify receipt of proofs. Contractor must not proceed prior to receipt of agency approval.

See schedule for when proofs are due. Changes can include text, photos, and figures. All revisions must be emailed back to the agency. Revisions may occur after the final PDFs are sent to the agency. The revisions to the final set of PDFs must be within one work day. All proofs must be 1200 dpi or finer.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted. All proofs must be numbered sequentially, and have a one-inch clear margin on all sides. Proofs must be uniform in size. The contractor's firm name must not appear on any proofs.

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.

AUTHOR'S ALTERATIONS: Author's alterations consist of all marks made by the editor on the proofs.

Text editing consists of all marks made on the copy that are at variance with the submitted data. This does not include corrections made by the contractor because of transmission errors or changes/additions made by the contractor to embedded coding for compatibility purposes.

Author's alterations do not include corrections marked by the editor due to the failure of the contractor to follow copy literally.

Page Makeup: Makeup as ordered for regular work consists of assembling all elements on a page into the specified page format.

PORTABLE DOCUMENT FORMAT, PDF CREATION: The contractor must create PDFs from the final files (proofs) OK'ed for PDF production by the agency. Contractor must create one PDF per article and one PDF for front and back covers. The PDF files must be an exact representation of the OK final files (proofs). Files must be 508 compliant.

Print ready PDF's must be a minimum of 1200 dpi.

All Government furnished copy that requires conversion to gray-scale, must be converted prior to distilling to a PDF.

All Government furnished copy that requires conversion to CMYK color-space, must be converted prior to distilling to a PDF.

The agency will provide standards that all PDF's created under this contract must meet. In the event the agency submits low resolution or unusable files to be distilled, the contractor must alert the agency of the pending problem prior to performing.

COMPUTER TIMEWORK: Will consist of repairs and/or corrections required by the ordering agency that do not fit the scope of the contract. Timework will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform GPO of the approximate time required for repairs or corrections.**

DISTRIBUTION: Deliver final files via email to: kathryn.dennis@noaa.gov
Contractor must contact Kathryn Dennis (808)725-5381 to verify receipt of final files for Fishery Bulletin.

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).

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

The numbers under the column heading WDs after receipt of files represent the number of workdays allowed to complete what was sent to the typesetter.

* * * * *

Fishery Bulletin Schedule:

WDs after receipt of files

Agency receives typeset copy (proofs) from contractor	2
Contractor revises proofs after receiving marked proofs	2
Contractor delivers all final pdfs.	1

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SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest quote by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work 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 the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices."

- I. a) 1. 1008
 b) 1. 160
 c) 1. 160
 2. 8
 3. 12

- II. a) 380
 b) 380

- III. a) 2

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION:

Quotes 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.

Offeror must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

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

Quotes submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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 vouchers 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 or per each rate.

I. COMPOSITION: Prices quoted shall include the cost of all required materials and operations necessary for the complete production of the final reproduction proofs in accordance with these specifications. Must be 508 compliant.

- a) **From Government furnished manuscript.**
 - 1) Typeset per 1,000 characters. \$_____.
- b) **Author's alterations; this cost will be used after the proofs have been returned by the agency marked up with changes.**
 - 1) Typeset per 1,000 characters. \$_____.
- c) **Photos and Illustrations sized correctly.**
 - 1) Line Art; per illustration. \$_____.
 - 2) Grayscale photos and illustrations; per illustration. \$_____.
 - 3) Color photos and illustrations; per illustration. \$_____.

 (Initials)

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II. PDF CREATION: Prices quoted shall include the cost of all required materials and operations necessary for the commercial print quality PDF, per page, in accordance with these specifications. Contractor must create one PDF per article and one PDF for front and back. Must be 508 compliant.

- a) **Cost must include commercial print quality PDF creation.**
Cost per commercial print ready PDF page. \$ _____.
- b) **Cost must include web quality PDF creation.**
Cost per web quality PDF page. \$ _____.

III. ADDITIONAL OPERATIONS:

- a) **Computer Timework** that does not fit the scope of the contract, cost per hour. \$ _____.

(Initials)

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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): Offeror hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this
quote is accepted within _____ calendar days (60 calendar days unless a different period
is inserted by the offeror) from the date for receipt of quotes, 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 quote acceptance period may result in expiration of the quote
prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the
offeror, by signing and submitting a quote, 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
quotes.

Failure to sign the signature block below may result in the quote being declared non-responsive.

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

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email)

FOR GPO USE ONLY

Contracting Officer Review _____ Date _____ Certifier _____ Date _____