

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Bar Coded Labels

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

Department of State

Single Award

CONTRACT TERM: The term of this contract is for the period beginning **January 1, 2026** and ending **December 31 2026**, 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 **October 17, 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 **David Love** at (202) 512-0104 or email dlove@gpo.gov.

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) 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>

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

SUBCONTRACTING: Subcontracting is not allowed.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level IV.
- (b) Finishing (item related) Attributes – Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

(c) Exceptions:

- 1) The Bar Code must function properly when processed through an Analog and/or Digital Barcode scanning device. An order shall be rejected when its OCR print read rate is below 98% on the first pass through the specified reading equipment.
- 2) Labels must function properly when dispensed from any commercially available automated barcode dispenser.
- 3) ISO 15416/ANSI X3.182 - Guideline for Bar Code Quality, and ANSI/AIM x5-2 USS-39 shall apply to these specifications. The revisions of these standards which are effective as of the date of this contract are those which shall apply.

ANSI Standards may be obtained from the American National Standards Institute, www.ansi.org.

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

Controls on Numbers: Contractor will be provided a start number for each location at the beginning of the contract. It shall be the contractor's responsibility to record, track, sequentially number each label, and ensure that there are no missing or duplicate numbers during the term of the contract (this shall apply to barcode numbers, as well as human readable numbers).

Inspection Responsibility: The contractor is responsible for performance of all inspection requirements deemed necessary to assure that supplies conform to the prescribed requirements.

Supplier Certification: The supplier shall certify with each carton that the labels contained therein are correct in count, numbering, printing, die cutting, and packaging.

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 **January 1, 2026 to December 31 2026**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **September 30, 2025**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

NOTE: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' 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(s)
- 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.

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 Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **January 1, 2026** through **December 31 2026**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and 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.

PAYMENT: Submitting all 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's billing invoice must be itemized in accordance with line items in the "SCHEDULE OF PRICES."

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of pressure sensitive (self-sticking) bar code labels requiring such operations as: thermal transfer printing, construction, die-cutting, packing, product identification, and delivery.

TITLE: Bar Code Labels.

NUMBER OF ORDERS: Approximately 35 to 45 orders per year.

QUANTITY: Approximately 40,000 to 1,500,000 labels per order with an occasional order for up to 3,000,000 labels. Labels are to be delivered on rolls. Quantities ordered must be exact.

Site Locations	Approx. annual requirement by site:
Irving, TX 75039	12,000,000
Newark, DE 19711	12,000,000
Atlanta, GA 30303	2,500,000 or less
Aurora, CO 80014	
Boston, MA 02222	
Buffalo, NY 14203	
Charleston, SC 29405	
Charlotte, NC	
Chicago, IL 60605	
Cincinnati, OH 45202	
Dallas, TX 75242	
Detroit, MI 48226	
El Paso, TX 79901	
Honolulu, HI 96850	
Hot Springs, AR 71913	
Houston, TX 77002	
Kansas City, MO 64133	
Los Angeles, CA 90024	
Miami, FL 33132	
Minneapolis, MN 55401	
New Orleans, LA 70130	
New York, NY 10014	
Orlando, FL	
Philadelphia, PA 19106	
Portsmouth, NH 03801	
Salt Lake City, UT 84138	
San Antonio, TX	
San Diego, CA 92101	
San Francisco, CA 94105	

Site Locations	Approx. annual requirement by site:
San Juan, PR 00940	2,500,000 or less
Seattle, WA 98104	
Somersworth, NH 03878	
Springfield, VA 22153	
St. Albans, VT 05478	
Stamford, CT 06902	
Tucson, AZ 85710	
Washington, DC 20006	
Washington, DC 20006	

TRIM SIZE: 2-5/8 x 3/4"

GOVERNMENT TO FURNISH: Print Order listing addresses and quantities. Start numbers will be provided at the beginning of the term of the contract for each office/location.

Exhibit 1: Barcode

Exhibit 2: Roll Winding

Exhibit 3: Barcode Packaging

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

PRIOR TO PRODUCTION SAMPLES: Prior to Production samples will be required for the first print order only, unless waived by the Government.

The sample requirement for this contract is not less than one (1) test roll, printed with eye readable numbers and bar coded from 123456789 through 123458788.

The test roll will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. Packaging of the prior to production test roll should be representative of what the actual agency orders will look like.

Prior to the commencement of production of the contract production quantity, the contractor shall submit the sample test roll to: Occam Solutions, 30 Centre Road, Unit 10, Somersworth, NH 03878. Attn: Karen Wheeler (603-692-4233).

The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The test roll must be submitted in sufficient time to allow Government testing of the test roll, production and shipment in accordance with the shipping schedule.

The test roll will be inspected and tested and must comply with the specifications in all respects. If machine processing of the final product is indicated in the specification, the samples will be tested and must function satisfactorily on the equipment indicated.

The Government will approve, conditionally approve, or disapprove the test roll 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 therefor.

If the test roll is disapproved by the Government, the Government, at its option, may require the contractor to submit additional test roll(s) for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional test roll(s) 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 test rolls required.

In the event the additional test roll(s) 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 test roll 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 test roll submitted is at the contractor's risk. The test roll(s) will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

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

PROOFS: None required.

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.

White Litho Coated Label Paper, Thermal Transfer with Permanent Adhesive Backing, basis weight: 50 to 60 lbs. per 500 sheets 25 x 38"

PRINTING AND NUMBERING: Each label prints a number and a barcode in black and contains margins (quiet zone). Thermal transfer printing required.

Printing is to be centered horizontally in the label. The bar code height is 1/2" and the length is not to exceed 2". Numbers are 1/8" high in OCR-B type style font. The start/stop code shall be the asterisk character (*) in bar code form, but not printed on the label in (human interpretation) readable form. See Exhibit 1: Barcode.

There may be no missing bar code numbers. Bar codes use the Uniform Symbology Specification – code 39 (new standard) bar code system, for noncontact reading, in accordance with ANSI x3.182 and ANSI/AIM x5-2. The bar code must be positioned in accordance with Federal Standards 123. To insure against duplicate or missing numbers, contractor shall verify and confirm the correct starting number for each order placed with the contact person listed on the print order, via facsimile or electronic mail. Contractor must not print prior to receiving an "OK TO PRINT".

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

DENSITY: Medium density (5.5 characters per inch).

REFLECTIVITY: Shall exceed 80%

READ RATE: First read rate of 95% or better.

VOIDS AND SPOTS: Zero defects.

EDGE ROUGHNESS: Not to exceed 0.5 mils

AGING: No reduction in readability after one week at 150 degrees F and 85% relative humidity.

ABRASION: Withstand 75 cycles based on the Tabor Abrasion test or equivalent (using CS-10 abrasive wheels and 500-gram load). No reduction in scan ability should occur.

Contractor must verify accuracy of the barcoding. The barcoding must be easily readable by an Analog and/or Digital Barcode scanning device. The contractor must maintain the quality and accuracy of the barcodes throughout the entire run.

CONSTRUCTION: Coat the entire back of each label with a permanent type, long life pressure sensitive adhesive and mount centered on a suitable 2-5/8" wide continuous backing sheet with 1/8" space between labels vertically. Die-cut labels to 2-1/2 x 3/4" with rounded corners and with all waste removed; do not penetrate backing sheet. Deliver on rolls of 2,000 labels, wound on a suitable core, having a 3" inside diameter opening; printing to the inside, foot with the low number off the roll first. The label roll shall have no less than a 3-foot unlabeled starting strip carrier (continuous backing strip). The end of the roll shall have no less than a 3-foot unlabeled strip carrier (continuous backing strip).

Wind direction is 6. Total thickness of label, adhesive and backing sheet carrier is approximately 6.00 mils. Label will be dispensed on one of any commercially available dispensers. Label will be used on wood pulp-based paper and shall adhere to paper and remain for a minimum of 5 years. See Exhibit 2: Roll Winding.

Minimum shelf life for rolls or labels is 2 years.

Adhesive must be resistant to ultra-violet radiation, heat, and humidity in storage environment of 0 degrees F to 120 degrees F where relative humidity ranges from 5 to 95 percent may be expected to occur. Seal Strength – Testing with finger at 72 degrees F room temperature after label has cured for 72 hours on paper, will tear fibers of wood pulp paper.

PACKING: See Exhibit 3 - Barcode Packaging.

Shrink-film wrap each roll. Each roll must be labeled with the sequence range of that roll.

Pack 20 rolls per shipping container.

Rolls must be enclosed within box in order (by sequence).

Each roll must be labeled 1 of 20, 2 of 20, 3 of 20, etc. (1 being the lowest sequence, 20 being the highest)

Each box must be labeled 1 of X, 2 of X, 3 of X, etc. (1 being the lowest sequence, X being the highest).

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

NOTE: Each shipping container label must include the number of rolls in the container, the sequence enclosed within the container, Agency Name, Address and how many boxes are included in the shipment to that destination.

DISTRIBUTION: Deliver f.o.b. destination to approximately 38 nationwide addresses. Delivery of 1 up to 38 addresses will be required on each print order. Inside delivery to room/suite number indicated will be required.

All shipments must be done by “traceable means”. No freight services as this is a controlled item and must be traceable at all times.

SECURITY/WARNING: The contractor shall take all necessary precaution to insure against loss of labels or other reproducibles at any time prior to delivery by him/her to a transportation agent or delivery destination. Proper control and handling must be maintained at all times to prevent labels or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

SHIPPING DOCUMENTATION:

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to: karen.wheeler@occamsolutions.com. The subject line of the email shall be “Distribution Notice for Program 136-S, Jacket Number and Print Order”. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and 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 the individual print order (GPO Form 2511).

No definite schedule can be predetermined. Multiple print orders may be placed in a single day.

Print Order may be picked up from: Occam Solutions, 30 Centre Road, Unit 10, Somersworth, NH 03878. Attn: Karen Wheeler (603-692-4233).

NOTE: At contractor’s option print order may be faxed or emailed.

The following schedule begins the workday after notification of the availability of print order; the workday after notification will be the first workday of the schedule

Submit prior to production samples soon as the contractor deems necessary in order to comply with the shipping schedule.

Contractor must complete production and distribution of each order within 30 working days after receipt of “OK TO PRINT”.

The ship/deliver date indicated on the print order is the date products ordered must be delivered.

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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting 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 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)	1	
		(1)	(2)
II.	(a)	40	22,610
III.	(a)	567	

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SECTION 4 – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to approximately 38 nationwide destinations.

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 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 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 invoice must be itemized in accordance with line items in the "SCHEDULE OF PRICES."

I. PRIOR TO PRODUCTION SAMPLES: Price offered shall be all-inclusive for producing prior to production samples in accordance with these specifications and must include the cost of all required materials, operations, and delivery of samples.

(a) Prior to Production Samples per roll\$ _____

II. PRINTING AND CONSTRUCTION: Prices offered shall be all-inclusive for printing and construction in accordance with these specifications and must include the cost of all required materials and operation (reproducibles, printing, construction, die-cutting, and shrink-film wrapping) necessary for the complete production of the product listed as defined in Section 2.-Specifications.

NOTE: Contractor will be allowed only one (1) makeready charge under line item II. (a)(1) per print order placed.

<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Labels</u> (2)
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(a) Label printing in one ink color per order\$ _____ \$ _____

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of all shipping containers, all necessary packing materials, labeling or marking, generating and affixing address labels, in accordance with these specifications.

(a) Packing and sealing shipping containers per container\$ _____

(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. *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's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

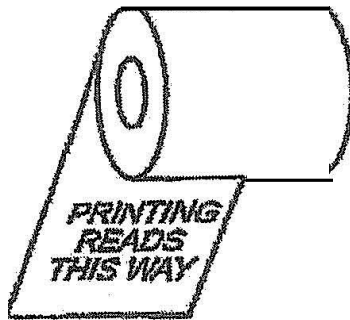
THIS SECTION FOR GPO USE ONLY

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

Exhibit 1



Exhibit 2



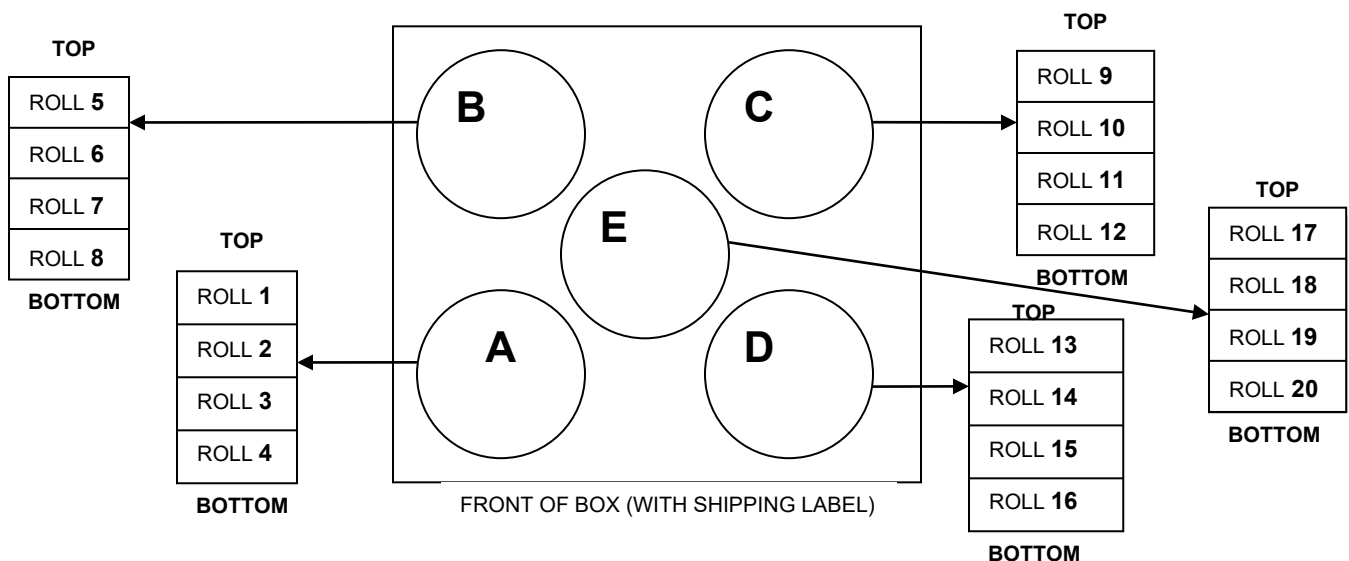
lowest number

Exhibit 3

SHIP FROM:		BOX ____ OF ____	
DEPT: Department of State		SEQUENCE NUMBER:  470000001  470040000	
TITLE: BOSTON AGENCY BARCODE LABELS			
ROLLS: 01 - 20		SHIP TO: BOSTON PASSPORT AGENCY ATTN: ASHLEY KEHOE 10 CAUSEWAY STREET, SUITE 247 BOSTON, MA 02222-1091	
QUANTITY PER CONTAINER: 40,000 LABELS (20 Rolls of 2000)			

LABEL ABOVE SHOULD BE PLACED ON THE OUTSIDE OF EVERY BOX. THE COLUMN TO THE LEFT WILL NOT CHANGE – THE COLUMN TO THE RIGHT WILL. Sequence number should be the 40,000 labels within that particular box. Box 1 of 2 could be 2 of 8, etc. Each sequence is assigned to a passport agency.....that agency should be in the title (this will be clearly marked on the Print Orders). Shipping address will also be clearly marked on the print orders.

Shipping Boxes should be – 12”w x 12”d x 11”h (OR BEST FIT). Boxes should be heavy duty and should travel well. Within the boxes....there should be 5 stacks of 4 Rolls of labels in each.



Each roll must be shrink-wrapped and labeled with sequence of that roll and marked roll 1 of 20, 2 of 20, 3 of 20 etc. Roll 1 for the box example above would be 106922001 – 106924000, etc.