

U.S. GOVERNMENT PUBLISHING OFFICE  
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Selective Service Machinable Forms

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

Selective Service System, Data Management Center  
Great Lakes, IL

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning October 1, 2025, and ending September 30, 2026, 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 September 24, 2025, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

**BIDDERS, PLEASE NOTE:** Minor changes from the previous specs have been made; 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 Thomas Ferguson at (312) 353-5783 or email [tferguson@gpo.gov](mailto:tferguson@gpo.gov)

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO 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 function is printing. Any bidder who cannot perform the predominant production function will be declared non-responsible.

**GPO IMPRINT REQUIREMENTS:** 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 (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.
- (c) Exceptions: Envelope window size and window position and skewness must not vary more than +/- 1/16".  
A Major Defect will be assessed if tolerances are exceeded.

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

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

**Specified Standards:** The specified standards for the attributes requiring them shall be:

### Attribute

### Specified Standard

P-7. Type Quality and Uniformity depending on

Ok'd Priors

P-9. Solid and Screen Tint Color Match

Ok'd Priors / Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from October 1, 2025 to September 30, 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 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 June 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

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, immediately after award. The postaward conference will be held via teleconference. Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**WARRANTY:** The provisions of article 15, "Warranty," of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment.

**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 October 1, 2025 to September 30, 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.

**RIGHTS ON DATA:** Any fonts provided are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from the contractor's archive immediately after completion of the production run.

**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 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/agency/billing-and-payment>.

After payment:

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES" and issued to GPO finance within 10 workdays of completion of each individual print order. Failure to itemize in accordance with the SCHEDULE OF PRICES" or issued to GPO within 10 workdays of order completion may result in delayed payment.

Additionally, contractor is required to email delivery receipts and final invoice in PDF format to the originator of each print order. All documents should be in one PDF file. Originator's email address will be found at the bottom of each print order. Subject line of the email will be the print order number.

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of two different machinable single-sheet forms requiring operations such as: receipt of electronic artwork, prepress operations such as typesetting of minor corrections, PDF proofs, printing of Prior to Production Samples, printing in one color and in 4-color process, packing and delivery. Final product must function on stated equipment. Dimensions are critical.

**TITLE:** Selective Service Machinable Forms.

**FREQUENCY OF ORDERS:** Approximately 2 to 4 total orders per year – 1 to 2 orders for each form.

Although this is an option year contract, all estimates, averages, etc. are based upon one year's production.

**QUANTITY:** No guarantee can be made as to the quantity that will be ordered. It is estimated that quantities will range from 1,000,000 to 1,800,000. However, these are estimates only and actual orders placed may be less than or exceed these counts.

**PAGES:** Face Only

**TRIM SIZE:** 8-1/2 x 11". Margins are critical and must be maintained within 1/32".

### GOVERNMENT TO FURNISH:

Artwork: High Resolution PDF artwork is anticipated. Artwork will be emailed or uploaded to contractor's FTP server. At the Government's option, artwork may be furnished as a hard copy, or by electronically.

Print Order (GPO Form 2511): Print orders will generally be sent via email. At the Government's option, print orders may be furnished as a hard copy, or electronically. Contractor must be able to accept via email.

Receipt of GPO Form 2511 print orders and receipt of artwork must be acknowledged within approximately 2 business hours. Response to agency or GPO questions or concerns must occur within approximately 1 workday.

**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.

**IDENTIFICATION MARKINGS:** Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Thomas Ferguson at 312-353-5783 in sufficient time to comply with the shipping schedule. 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. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility. These required electronic prepress operations to be provided at no additional charge to the Government.

**PROOFS:** PDF proofs will only be required when specifically ordered on the GPO 2511 print order.

Contractor to submit "Press Quality" PDF "soft" proofs (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proofs will be evaluated for text flow, image position, and color breaks. Proofs will not be used for color match.

The contractor must not print prior to receipt of an "OK to Print."

Email proofs to [pmiller@sss.gov](mailto:pmiller@sss.gov) or other agency point of contact as designated. CC all PDF proofs to [tferguson@gpo.gov](mailto:tferguson@gpo.gov) or other GPO contract administrator as designated.

**PRIOR TO PRODUCTION SAMPLES:** Prior to the commencement of production of the contract production quantity on any print order, the contractor shall submit 500 samples which will be tested for usage on the specified equipment and conformance to these specifications. It is anticipated that printed Prior to Production Samples will be required for all orders. Note: No separate additional charge will be allowed for Prior to Production samples.

All samples submitted for testing shall be manufactured at the facilities, using the press, method of production, paper stock, and packaging methods with which the contract production quantities are to be manufactured.

The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

The Government will approve, conditionally approve, or disapprove the samples within three (3) 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.

All items covered by this contract have very similar requirements. Failure of the contractor to deliver acceptable samples on any one print order under this contract will be considered as the contractor's demonstrated inability to produce any of the items ordered under this contract and the contract in whole, rather than just the subject print order, will be thereby subject to termination for default.

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 samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs shall be included in the contract price for the production quantity except that the cost of all prior to production samples shall be charged under the applicable item charges in the



“Schedule of Prices”. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**STOCK:** 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 and any amendments thereto.

All stock used in each copy must be of a uniform shade. Do not mix stocks.

White Uncoated text, Basis Size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.

**REQUIRED EQUIPMENT COMPATIBILITY:**

Stock used must be suitable for use with the specified equipment below.

Furnished items must be suitable for laser imaging, and the moisture content of the forms must be controlled, so that the forms do not curl before or after processing through the Government's laser-imaging equipment.

**REQUIRED:** Forms will be imprinted by the Government on one side on a Canon VarioPrint DP-140 laser printer. Additionally, forms will be processed on a Bell & Howell Forerunner 13 Series inserter.

**PRINTING:** All halftones produced must be a minimum 150-line screen. Digital copy for reproduction must be a minimum of 2400 dpi. See critical ink requirements below.

Item 1- Acknowledgment Letter:

Face only print 4-color process – illustrations, tints/solids with reversing, and type & line matter. No bleeds. It is anticipated that inadequate gripper will be provided for this item.

Item 2 - Privacy Act Form:

Face only prints black – type and line matter with solids and reversing. It is anticipated that adequate gripper will be required.

**INKS:** Inks must be laser-imaging compatible. Usage of Cannon-recommended Oxidative Offset Ink is required.

**MARGINS:** Must be exact (within 1/32" of the standard) from form to form. Follow sample or margins stated on order. Bleeds may be required, but it is anticipated that a mixture of adequate/inadequate gripper will be required.

**BINDING:** Trim 4 sides.

**LABELING AND MARKING:** Label cartons with all order information, such as title, jacket number, program number, print order number.

**PACKING:**

Pack 1,500 per shipping container in a single stack. No internal packaging is allowed; do not band, bag, or shrink wrap sheets. All forms must be facing the same way in the carton.

Cartons must be tight fitting and the same interior size as the form to prevent shifting or edge damage during transport. Use chipboard at the top and bottom of stack. Use only moisture barrier, new, corrugated or solid fiberboard containers with a minimum bursting strength of 275 p.s.i.

Shipments to be on pallets, 48 cartons per pallet, per GPO Contract Terms. Do not double stack pallets.



**GPO “VERIFICATION OF DELIVERY”:** Contractor MUST email delivery verification information to [compliance@gpo.gov](mailto:compliance@gpo.gov) WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of f.o.b. contractor city (at government’s expense), enter the date of shipment. If a contract specifies f.o.b. destination (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. Failure to provide this information for each print order may result in delayed payment of invoices.

**DEPARTMENTAL RANDOM COPIES (BLUE LABELS):** All orders must be divided into [per chart below] 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [GPO.gov](http://GPO.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered - Number of Sublots

500 to 3,200 - 50

3,201 to 10,000 - 80

10,001 to 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) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [GPO.gov](http://GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list. A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

#### **DISTRIBUTION:**

F.o.b. Destination (delivery charges must be included as part of the contractor’s bid prices).

Deliver Priors to:

Selective Service System, Data Management Center, 2834 Green Bay Road, Building 3400, Suite 222, Great Lakes, IL 60088-5522, Attn: Pamela Miller, 847- 688-7910. (Corner of Green Bay Road [IL 131] and Buckley Road [IL 137])

Delivery of ordered forms must be made at the contractor’s expense to the same building at the above address.

The loading dock is open between 8 a.m. and 2 p.m. Contractor must contact customer Pamela Miller at 847-688-7910 at least 24 hours prior to delivery to make final arrangements.

**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 dates can be predetermined for placement of orders.

All furnished material will be made available Monday through Friday, exclusive of Federal Holidays, before 3:30 pm local prevailing time.

The following schedule begins the workday after receipt of print order and furnished materials. (that is, the workday after receipt is the first workday of the schedule).

(1) Contractor must email PDF proofs, if ordered, within three (3) workdays of order placement.

- (2) Ordering agency will hold PDF proofs not more than two (2) workdays.
- (3) Contractor must deliver printed Prior to Production Samples, within five (5) workdays of approved PDF proofs or within six (6) workdays of availability receipt of furnished material. (if no PDF proofs are ordered).
- (4) Agency will hold Prior to Production Samples three (3) workdays.
- (5) Complete production and delivery must be made by the contractor within fifteen (15) workdays after notification of an "OK to Print" or "OK to Print with Corrections".

**SECTION 3 - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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.

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

I.	(1)	(2)
(A)	1	1600
(B)	1	1500

#### SECTION 4 - SCHEDULE OF PRICES

Bids offered are F.O.B. Destination.

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) 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.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

**CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.**

All billing 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.

**I. COMPLETE PRODUCT:** Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. Bid prices must include, but are not limited to: PDF proofs, Prior to Production samples, paper, printing, packing, delivery, etc.

Only one makeready charge will be allowed per order/letter/form, regardless of the number of copies ordered run.

	<b><u>MAKEREADY</u></b> <b>(1)</b>	<b><u>RUNNING</u></b> <b><u>PER 1,000 COPIES</u></b> <b>(2)</b>
(A) Item 1 - Acknowledgement Letter.....	\$ _____	\$ _____
(B) Item 2 - Privacy Act Form .....	\$ _____	\$ _____

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**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)

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**THIS SECTION FOR GPO USE ONLY**

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

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