U.S. GOVERNMENT PUBLISHING OFFICE

GOVERNMENT PRINTING AND PROCUREMENT

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army National Guard Brochures and Inserts

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

Defense Logistics Agency/Army Publishing Directorate
(DLA/APD)

Single Award

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

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on July 21, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

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

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at https://www.gpo.gov/docs/default-source/contract-pricing/1794s.

For information of a technical nature, call Jim Hunt at (214) 767-0451, Ext. 5, or email jhunt@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 functions will be printing. Any contractor who cannot perform the predominant production functions 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 Attributes (page related) – Level III
(b) Finishing Attributes (item related) – Level III

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

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

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	O.K. Proofs/Average Type Dimension/ Electronic Media
P-10. Process Color Match	O.K. Proofs/Electronic Media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 Date of Award through July 31, 2027, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 April 30, 2026, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

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

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 Date of Award through July 31, 2027, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

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

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of forms requiring such operations as electronic prepress, printing, finishing, packing, and distribution.

TITLE: Army National Guard Brochures and Inserts

FREQUENCY OF ORDERS: Approximately 100 to 200 orders per year.

QUANTITY: Approximately 100 to 50,000 copies per item per order.

More than one item may be ordered on a print order, requiring the same schedule. As many as 20 items may be placed on a single print order.

Approximately 90% of the orders will be for more than 5,000 copies per item per order.

The majority of orders requiring more than 5,000 total copies will be for tri-fold forms.

TRIM SIZES:
Trifold and Flat Sheet Forms: 11 x 8-1/2”.
Accordion Fold Forms: 17 x 8-1/2”.
Half Fold Forms: 11 x 17”

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: PC.

Storage Media: Digital File Transfer Protocol (FTP) DoD Safe secure website or via email.

Software: Adobe Acrobat, current version.

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Additional Information: Files will be furnished in PDF format.
All graphics and illustrations will be furnished in place within electronic files.
CMYK will be used for color identification.

The distribution address will be furnished on each print order.

An Army National Guard tracking sheet. See Exhibit A.

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 products in accordance with these specifications.

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

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

PROOFS:
As indicated on the print order, contractor to submit one (1) Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs will be transferred to the agency via the email address provided on the print order.

As indicated on the print order, prior to the commencement of production of the contract production quantity, the contractor must provide one (1) prior-to-production sample. Each prior-to-production sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

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

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

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

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

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

If produced via digital printing –
One (1) set of digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

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.

Contractor must not print prior to the receipt of an "O.K. to Print."

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 No. 2 Coated Text, Gloss-Finish, basis weight 80 lbs. per 500 sheets, basis size 25 x 38", equal to JCP Code A182.

White Coated Cover, Dull-Finish, basis weight 65 lbs. per 500 sheets, basis size 20 x 26", equal to JCP Code L60.

PRINTING: Print head-to-head or head to side (as indicated) in four color process.

The GPO imprint is waived and must not print on the finished product.
All orders must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum of four (4) printing units).

At contractor's option, the product may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 1440 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

MARGINS: Face and back bleed all sides.

BINDING: All items trim four sides.

Tri-Fold Forms: Wrap-around trifold from 11 x 8-1/2" to 3-2/3x 8-1/2", title panel out.

Accordion Fold Forms: Accordion fold from 17 x 8-1/2" to a final folded size of 4 x 8-1/2"; panel width from left to right: 3"; 3"; 3-1/2"; 3-1/2"; 4".

Flat sheet form: 11 x 8-1/2". (see drilling below)

Half Fold Forms: Fold in half from 11 x 17" to a final folded size of 8-1/2 x 11", face out.

Flat Forms (as ordered): Drill three holes on the top 11" dimension, 1/4" in diameter, 4-1/4" center to center, 3/8" from top 11" edge to center of holes.

PACKING: Shrink film wrap each version separately, in units of 25, 50, or 100 as indicated on the print order. Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

On occasion, flat forms may require a piece of chipboard as a divider within the shrink wrap.

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

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers. Pallet instructions for orders requiring pallets will be furnished with the print order.

Strength and Readiness Support Center (SRSC) Order number and SRSC product title must be marked on all packages.

DISTRIBUTION: Deliver f.o.b. destination to: SRSC, Attn: Janice Winchester (501-212-6831) Building 4600, Omaha Ave., Camp J.T. Robinson, North Little Rock, AR 72199. Receiving dock closes at 3:00 p.m. local time.

DELIVERY REQUIREMENTS: To enter the post, the following requirements must be met: an ID check, registration, and insurance. Furthermore, the driver is required to have a clean record (no outstanding warrants, no felonies, and no signs of being a potential threat). Entry may be denied to drivers if warranted. NOTE: Receiving dock closes at 3:00 p.m. local time.

Complete quantities will be furnished with the print orders. In the event multiple SRSCs are included in a print order, contract must pack SRSC orders separate from each other. Do not intermingle different SRSC orders in one package. Multiple SRSC orders may be shipped together as long as each package is properly marked with the SRSC number and quantity.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1794-S, Print Order XXXXX, Jacket Number XXX-XXX." Contractor must complete and e-mail a national guard tracking sheet at the same time the order ships. See Exhibit A. The tracking sheet must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies (if applicable) must be borne by the contractor.

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).

Print order will be emailed to the contractor. Furnished material will be sent via email.
When ordered, PDF soft proofs must be emailed to janice.f.winchester.ctr@mail.mil and cc contract person listed on each print order.

Contractor must call the contract person on each print order (GPO 2511) to confirm receipt of proof.

When ordered, hard copy proofs and/or prior to production samples must be delivered to and picked up from: SRSC, Attn: Janice Winchester (501-212-6831) Bldg. 4600, Omaha Ave., Camp J.T. Robinson, North Little Rock, AR 72199. Inside delivery required.

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

NOTE: All proof and transit time is included in the schedule.

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

- When no proofs are required, contractor must complete production and distribution within 7 workdays of notification of availability of print order and furnished material.

- When PDF soft proofs are required, contractor must complete production and distribution within 9 working days of notification of availability of print order and furnished material, as specified on the print order

- When hard copy proofs or prior to production samples are required, contractor must complete production and distribution within 10 workdays of notification of availability of print order and furnished material.

- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.

- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until corrections/changes/"O.K. to print" is furnished via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

For orders placed with multiple items where the number of copies exceeds 25,000 copies per item the schedule will be extended four (4) additional workdays.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact compliance@gpo.gov or at (800) 865-5193. Personnel receiving email or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

The estimated basis of award figures are specified here. The lettering/numbering configurations should align with the lettering/numbering configurations for the pricing line items in "Section 4. – Schedule of Prices."

I.	(a)	20
	(b)	150
	(c)	2
	(d)	25
	(e)	2

			(1)	(2)	(3)	(4)
II.	1	(a)	2	2	50	100
		(b)	20	20	1,500	16,500
	2	(c)	1	2	10	4
		(d)	20	40	350	750
	3	(e)	1	1	10	12
		(f)	1	1	210	2000
	4	(g)	1	1	1	2
		(h)	1	1	1	200

(Initials)

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item will be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Cost of all paper must be included in II: Printing, Paper, Finishing, Packaging, and Distribution.

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

I. PROOFING: The prices offered must be all-inclusive for output from electronic media and shall include the cost of all materials and operations as applicable.

(a) PDF Proof (any size)--per form.................. $___________

(b) Prior to Production Sample, 11 x 8-1/2" (trifold) .... per form.................. $___________

(c) Prior to Production Sample, 11 x 8-1/2" (flat form) .... per form.................. $___________

(d) Prior to Production Sample, 17 x 8-1/2"... per form.................. $___________

(e) Prior to Production Sample, 11 x 17" .... per form.................. $___________

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(Initials)

II. PRINTING, PAPER, FINISHING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including paper) for the printing, finishing, packing and distribution of the product listed in accordance with these specifications.

	Quantities			
	100 to 499 (1)	500 to 999 (2)	1,000 to 5,000 (3)	Over 5,000 (4)
1. 11 x 8-1/2" tri-fold form on A182				
(a) Make ready .... per form	$________	$________	$________	$________
(b) Running .... per 100 copies	$________	$________	$________	$________
2. 11 x 8-1/2" flat sheet form on L60				
(c) Make ready .... per form	$________	$________	$________	$________
(d) Running .... per 100 copies	$________	$________	$________	$________
3. 17 x 8-1/2" accordion fold form on A182				
(e) Make ready .... per form	$________	$________	$________	$________
(f) Running .... per 100 copies	$________	$________	$________	$________
4. 11 x 17" half fold form on A182				
(g) Make ready .... per form	$________	$________	$________	$________
(h) Running .... per 100 copies	$________	$________	$________	$________

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(Initials)

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

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

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

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

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

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

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

Bidder

____
(Contractor Name) (GPO Contractor's Code)

____
(Street Address)

____
(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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

EXHIBIT A

National Guard / Order Tracking Information					
Date Prepared: Print Order Number: AMC Job ARN Number:					
SRSC Order No. or Bulk List No.	SRSC Product Code/Title	Quantity	Date Shipped	Via	Tracking Number

1794S - EXHIBIT A