

U.S. Government Publishing Office

Northeast Team

General Terms, Conditions, and Specifications

for the procurement of

UCOR Business Cards

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

Department of Energy – URS/CH2M Oak Ridge LLC (UCOR) – Oak Ridge, TN

Single Award

### **TERM OF CONTRACT**

The term of this contract is for 1 year (base year period of Date of Award through September 30, 2026) and 4 option year periods (October 1, 2026 through September 30, 2027, October 1, 2027 through September 30, 2028, October 1, 2028 through September 30, 2029, and October 1, 2029 through September 30, 2030) that may be added in accordance with the “[Option to Extend the Term of Contract](#)”, and “[Economic Price Adjustment](#)” clauses in [Section 1](#) of this contract.

### **BID OPENING**

Bids shall be opened virtually at 11:00 a.m., prevailing Eastern Time (ET), on **September 26, 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, company name, 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.

### **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 quote opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing Eastern Time 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.

### **NOTICE TO BIDDERS**

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract is available on GPO website at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature, contact Linda Price at (614) 488-4616, ext. 7 or [lprice@gpo.gov](mailto:lprice@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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 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/contract-terms-01-18.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>.
- More GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

### **QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III. This shall include an image reproduced by any means.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Density

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

### **EXTENSION OF TERM OF CONTRACT**

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.

### **OPTION TO EXTEND TERM OF CONTRACT**

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**September 30, 2030**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "[Extension of Term of Contract](#)" clause. See also "[Economic Price Adjustment](#)" for authorized pricing adjustment(s).

### **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 through 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 (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 **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.

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

NOTE: This contract does not have a Paper Price Adjustment clause.

## **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.

## **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.

## **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 through 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.

## **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.

### **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 fastest method of getting paid.

The information and cover sheet template for using the GPO fax gateway method can be found at:

<https://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 the following GPO web address:

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

At the time of invoicing, the contractor must submit a copy of the print order, contractor's invoice, a PDF of each business card, and all mailing and/or delivery receipts via e-mail to [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov).

Contractor's billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

---

## SECTION 2. – SPECIFICATIONS

---

### **SCOPE**

These specifications cover the production of business cards requiring such operations as typesetting, PDF proofs, reproducibles, printing/imaging in full color, UV coating, cutting and trimming to size, packing, and delivery.

### **TITLE**

UCOR Business Cards

### **NUMBER OF ORDERS**

Based on anticipated usage, approximately 27 orders per year, 1 to 15 names per order.

### **QUANTITY**

250 or 500 business cards per individual name.

### **TRIM SIZE**

3-1/2 × 2”

### **NUMBER OF PAGES**

Print face only.

### **NO QUANTITY VARIATION ALLOWED.**

### **GOVERNMENT TO FURNISH**

Variable data will be furnished in an Excel spreadsheet. Static background will be furnished in InDesign CC 2017. Static background may change throughout the term of the contract. See [Exhibit 1](#) for current background.

Print Orders (GPO Form 2511) will be furnished in PDF format. Orders will be submitted to the contractor via e-mail.

Delivery/Shipping Status Report Form.

Print Orders (GPO Form 2511).

Imprint: The requirement for GPO imprint is waived.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number and revision date, carried on copy or film, 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.

### **TYPESETTING**

The contractor will be required to typeset each business card.

Upon award, the contractor will be furnished an InDesign CC file and all fonts required during the term of the contract. These files shall establish the style of the card. If the style changes, new files will be provided. Current style provided in [Exhibit 1](#).

Contractor to maintain the InDesign CC 2017 file and all furnished fonts during the term of the contract. Unless again the successful bidder, the contractor shall return all files to the Government and eliminate all copies of the files from their computers.

Static background consists of UCOR logo, address information, and color blocking at top of card. Variable data consists of approximately 1 to 3 lines in the color blocking area, and 1 to 2 lines above and 2 to 3 lines below the address. Sample business card layout is found under [Exhibit 1](#) hereafter as a visual representation of the layout of the business cards.

## **PROOFS**

Contractor to submit one “Press Quality” PDF “soft” proof 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. The PDF proof shall be expected to reasonably predict accuracy of color to the final printed product and the contractor generated “Color Proofs”.

Contractor to submit proofs to the address indicated on the individual print order with a cc to [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov). Contractor must call the contact listed on the individual print order within 60 minutes of receipt to confirm receipt.

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

Author’s Alterations (refer to page 17 (Supplemental Specification 16) of [GPO Contract Terms](#)) and revised proofs may be required. Author’s Alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author’s alterations.

The contractor must not print prior to receipt of an “OK to Print”. The contact indicated on the individual print order will provide “OK to Print” by telephone or by e-mail.

NOTE: The contractor will be responsible for performing all necessary proofreading to ensure that the final product is in conformity with the copy submitted.

## **REPRODUCIBLES**

The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor’s production environment.

## **STOCK/PAPER**

The specifications of all stock/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.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s).

The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

White Coated Two-Sides Cover (C2S), 14-point caliper thickness, equal to JCP Code L72.

### **PRINTING**

Print face only in full color. After printing, contractor to apply a clear, non-yellowing UV coating to entire surface of the face side of business cards. No UV coating on back of business cards.

### **MARGINS**

Follow margins as indicated on the electronic file. Current style bleeds top, left, and right as indicated on file. See [Exhibit 1](#). Contractor must have capability to bleed 4 sides.

### **BINDING**

Trim four sides (square cut to 3-1/2 × 2”).

### **LABELING AND MARKING**

Contractor to download the “*Labeling and Marking Specifications*” form ([GPO Form 905](#), R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

### **PACKING**

Box individual names in units of 250 (when 250 cards per name is ordered) or 500 (when 500 cards per name is ordered) and affix a copy of the card to the end panel of each box. DO NOT MIX NAMES IN A BOX. Insert boxes into contractor furnished cushioned shipping bags or shipping container. Individual boxes, shipping bags/containers must be of sufficient strength as to insure against damage to the product in transit.

### **DISTRIBUTION**

Deliver f.o.b. destination to Oak Ridge, TN. Exact address provided on individual print order. Inside delivery is required. Inside delivery is defined as delivery into a government-controlled space as directed. The ship/deliver date indicated on the print order is the date products must be received at Oak Ridge, TN. Deliveries will only be accepted on Federal workdays, Monday through Thursday. Deliveries will not be accepted on any given Friday or Federal holiday.

### **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) to be e-mailed with furnished material. The contractor will be notified by telephone when a print order and furnished material is being e-mailed.

If the print order and material is not received within 1 hour after notification of intent to e-mail, contractor must notify agency and request that the print order and furnished material be e-mailed again.

Complete production and delivery must be made within 5 to 15 workdays as follows:

1. Contractor must e-mail proofs 1 workday after receipt of print order and furnished material.



2. Agency will hold proofs 1 workday and phone/fax/e-mail “Ok to Print” or “Ok to Print with Corrections.”
3. Complete production and delivery 3 to 12 workdays after “OK to Print”

NOTE: When revised faxed proofs are ordered by the government due to errors caused by the government, additional workdays will be allowed in accordance with [GPO Contract Terms](#), Contract Clause 12(b), page 24, Extension of Schedule.

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.

#### **DELIVERY/SHIPPING STATUS INFORMATION**

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) and [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov). Personnel receiving the e-mail will be unable to respond to questions of a technical nature or transfer any inquiries.

#### **RECEIPT FOR DELIVERY**

Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor’s voucher for payment.

---

**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 1 year’s product 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) 74

(b) 5

---

**SECTION 4. – SCHEDULE OF PRICES**

---

Bids offered are f.o.b. delivery at destination to Oak Ridge, TN.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production 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 NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

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

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production, packing, and delivery in accordance with these specifications.

(a) Printing units of 250 cards face only in full color  
(includes UV coating on face) ..... each name ..... \$ \_\_\_\_\_

(b) Printing units of 500 cards face only in full color  
(includes UV coating on face) ..... each name ..... \$ \_\_\_\_\_

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

***Bid Submission – Return this page via email to GPO at [bids@gpo.gov](mailto:bids@gpo.gov)***

**SCHEDULE OF PRICES**

**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 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)

---

---

**THIS SECTION FOR GPO USE ONLY**

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

---

---

***Bid Submission – Return this page via email to GPO at [bids@gpo.gov](mailto:bids@gpo.gov)***


---

**EXHIBIT 1**

---

**SAMPLE BUSINESS CARD**

Not to scale.

<b>Name</b>	
<b>Organizational Title</b>	
first.last@orcc.doe.gov	
P.O. Box 4699	
Oak Ridge, TN 37831	
Office: XXX-XXX-XXXX	<b>UCOR</b> 
Cell: XXX-XXX-XXXX	