U.S. GOVERNMENT PUBLISHING OFFICE
Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Recruiter Business Cards

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

DLA Document Services, Great Lakes

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning November 1, 2026 and ending October 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 September 30, 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 ***extensively*** revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at: https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing. For information of a technical nature, contact Thomas Ferguson at (312) 353-5783 or email tferguson@gpo.gov

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.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors. The Contract Terms publication noted above can be downloaded at http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors, where one can register as a GPO contractor using the '**GPO Publish'** link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #" Employer Identification Number of Taxpayer Identification Number): "Subject to Backup Withholding" (See IRS Form W-9, available for download at http://www.irs.gov/pub/irs-pdf/fw9.pdf). GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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.

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:

Attribute	Specified Standard / Alternate Standard*
P-7. Type Quality and Uniformity	Approved Proofs (Template) / Setup
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Copies will not be acceptable if they contain background tone, strip-lines, or other printed elements which are not equal to the furnished materials.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing. The predominant production function may NOT be sub-contracted.

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: At the Government's option, immediately after award a postaward conference with contractor representative(s) may be held via telephone conference to discuss the requirements of the contract.

GOVERNMENT IN-PLANT INSPECTIONS: The Government shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, the Contracting Officer may require specific measures in cases where the contractor is found to be noncompliant with contract safeguards.

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

EXTENSION 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

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 **November 1, 2026 and ending October 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 3-month interval ending July 31, 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.

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 **November 1, 2026 and ending October 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

The security and confidentiality of Government legal documents handled and stored by the contractor during the execution of this contract are of critical importance. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor non-responsible if such a deficit cannot be remedied by the contractor in a timely fashion and at no additional expense to the Government.

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. 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 are to be completed by the contractor within the time specified in the order. 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.

When production covered by this contract is required before the dates specified under this contract, and the contractor will not accept the accelerated schedule, the Government may procure this requirement from another source for that accelerated schedule.

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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government’s option, not the contractor’s, unless it is specifically stated otherwise.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, 732 North Capitol St. NW 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.

NOTE: In addition, contractor is required to email delivery receipts and final invoice in PDF format to originator of each GPO Form 2511 print order. All documents should be in one PDF file. Originator's email address will be found at the bottom of each GPO Form 2511 print order. Subject line of the email will be the print order number.

CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH THE SCHEDULE OF PRICES FORMAT.

FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

PROMPT INVOICING: Prompt invoicing is a very important requirement for this contract. Contractor will be required to submit invoice vouchers to GPO FMCE within 5 workdays of confirmation of delivery.

Contractor is required to furnish a copy of each invoice voucher to the agency contact Diane L. Flores, Brandon Ellis, and Jancee Doemel, DLA Document Services, via email to Diane.Flores@dla.mil Brandon.Ellis@DLA.MIL Jancee.Doemel@dla.mil within 5 workdays of submission to GPO FMCE.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production and order placement of business cards through an online ordering portal (for receipt and proofing of orders), requiring such operations as composition, proofs, thermographic and flat printing in one to three colors, trimming, packing, and distribution.

TITLE: Recruiter Business Cards.

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

FREQUENCY OF ORDERS: It is anticipated that approximately 261 total orders will be placed per year in the following formats:

Marines Cards: Approximately 124 orders per year

Navy Cards: Approximately 125 orders per year.

ASVAB/MEPCOM Cards: Approximately 6 orders per year.

USAREC Cards: Approximately 6 orders per year.

It is anticipated that orders will be placed approximately 7 to 10, per week but orders could be placed daily or no orders could be placed in a given week. <u>Multiple orders will frequently be placed on the same day.</u>

NAMES PER ORDER: It is anticipated that each order will contain from 1 to 100 names, with an average of 58 names per order. An occasional order may exceed 100 names, up to a maximum of 200 names. It is anticipated that 1 to 200 total names may be placed on any given day. On occasion, the total number of names per day may exceed 200, up to a maximum of 300.

QUANTITY PER NAME: Most names will require 1,000 cards. Cards ordered per name will be in increments of 250, 500, 1,000 or 2,000. It is anticipated that approximately 50% of orders or will be for quantities of 1,000 cards per name.

QUANTITIES: It is anticipated that the total cards placed per any given day will be 250 to 850,000, with an average of 7 to 10 such order placements per week. Total volume of cards per year is anticipated to be approximately 1,500,000 million cards.

No overages are allowable. No short shipments or quantity variations per name are allowable. Orders with fewer cards than ordered will be required to re-fulfill per "ORDER REJECTIONS". Any such orders will be determined to be late orders and will appear on the contractor's compliance record as such.

TRIM SIZE: 3-1/2 x 2".

All Cards Versions: Face and back.

GOVERNMENT TO FURNISH: Orders will be placed online through a system provided by the contractor. Agency will enter in all data for each name and approve the proof online.

Electronic page layout files, including department seals/logos, for each template style (see "ELECTRONIC MEDIA") will be furnished by the ordering agency upon award of the contract. Files will be either PDFs or native files created in Adobe Creative Suite applications. Agency currently uses two different template styles but templates may be added, deleted, or modified throughout the duration of the contract.

Upon award, a beginning set of drop down menu items will be provided to the contractor by the agency for certain data fields in the system, such as a list of ranks/titles, and a list of delivery destinations. Other similar data field standardizations (such as various abbreviations) will be developed with the contractor during the initial site development.

GPO Form 2511 Print Order: Will be sent to contractor via email (with courtesy copy sent to GPO at the same time). At the Government's option, print orders may be furnished as a hard copy, a faxed copy, on CD/DVD, or by secure FTP. Contractor must be able to accept via email or any of the other means listed. Contractor must not start production of any job prior to receipt of the signed individual print order.

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.

Contractor must acknowledge receipt of all emailed print orders by replying to originating agency's email within 2 hours.

ONLINE ORDERING:

IMPORTANT NOTE: An order is NOT considered to be officially authorized by the entering of business card information in the contractor's online ordering system. An order is <u>only</u> considered authorized upon submission of a properly formatted GPO Form 2511 Print Order to the contractor. The first workday of production of any order can begin only when all information for all names has been entered in the contractor's online ordering system, the agency administrator has approved the order to print AND the corresponding GPO Form 2511 is sent to the contractor (with courtesy copy to GPO). See "ORDERING" on page 4.

Conference Call After Award: Contractor must be able, within 2 workdays of award, to participate in a site development meeting with agency representatives in order to collect the full information related to site requirements. Online demos or other tools that will allow the development team to establish the site can be included.

Initial Setup: In order for contractor to set up the online ordering system, the agency will provide the template information (sample cards, high resolution artwork or similar). It is anticipated that five (5) design templates will be required – one version for Navy Business Cards, two versions for Marine Corps Business Cards, one version for MEPCOM, and one version for Army. Contractor will be required to set up a fully customizable online ordering site that includes a brand logo area at the top with the wording “DLA Online Business Cards” or similar. Contractor must be able to add and remove fields and adjust menu items to meet the workflow requirements specified by the agency.

First Site Preview: Contractor is required to have the first preview of the online ordering system available no later than 5 workdays from the development conference call. Contractor is required to incorporate any agency feedback received and finalize all programming for the online ordering site no later than 5 workdays from receipt of agency feedback.

Timetable for Fully Functioning Site: Contractor is required to have the online ordering site fully functional and ready for customers to place orders no later than November 5, 2026, unless otherwise authorized by GPO and the agency.

Site Training: Contractor will be required to provide easy-to-follow PDF guides for placing orders on the site, generating reports, etc. These guides must be available at least 5 workdays before the site is fully operational.

Online Ordering System Requirements: The contractor must provide a web-based online ordering system site that permits authorized Government personnel to order business cards. The system must allow approximately 100 different users to enter card data into the pre-formatted templates. The system will require a unique order identifier and password for each order. The number of identifiers needed per year is expected to be approximately 600. Each identifier will be a print order number, in consecutive order, as established by the GPO contract administrator. Once a print order has been authorized “Ok to Print” by the agency administrator, the identifier and password for that order must be unauthorized or otherwise removed from the ordering system such that no one entering an order can ever reuse it.

The web-based system must be secure (password protected) so that only authorized personnel can order business cards and must provide a separate page/site so that only authorized personnel (agency administrator) can approve submitted business cards.

The system must have a user-friendly feel so users can input business card information. For example, the web page must have headers to input information and instructions for each data block such as or similar to: Name; Rank or Title; Address, Unit/Bldg #/Suite #/APO, City, State and Zip Code. The web page must have a Phone Number section that will allow users to input and approximately up to four telephone numbers (including email address) from a list; i.e., Office Phone, Mobile, Fax, 1-800, etc. The web page must have the capability to display the business card after information is entered (soft proof). The user must be able to change or correct information displayed in the online proof prior to submitting to the agency administrator for approval. The system must have parameters that improve consistency in repeated information such as street abbreviations. The system must require those entering card data to verify that they have reviewed and approved the soft proof, an must not allow the user to proceed without entering this verification.

Once the user submits an order for approval, the system must generate an email to the user indicating the order has been sent to the agency administrator for approval. It must concurrently generate an email to the agency administrator indicating that an order is awaiting approval. The program manager must be able to approve/disapprove an individual request or approve/disapprove a total batch/print order. There must be a field that allow the agency administrator to input notes and additional information.

After the agency administrator approves a specific batch of orders, the web-based system must provide a total count of orders approved in that batch/print order and generate a report that contains requestor names, recipient's names, delivery address, confirmation date and print order number.

The web-based system must provide an option for users to submit a previous order from a "history or look-up file" using a name or confirmation number from a previous order. If a change is necessary, the user must be able to make the change to the previous order and then submit as a new order.

The contractor may not proceed with production until each order has been approved or disapproved online by the agency administrator. Once the cards have been printed and shipped, the web-based system must generate an email containing a shipping list of all cards printed on a specific print order (to include name of recipient, date shipped, estimated delivery date and a tracking number) to the program manager.

Process Enhancement: Once per year, the contractor is responsible for establishing a brainstorming session with agency to discuss potential site enhancements. The contractor must bring ideas to the table that may help improve site functionality and user satisfaction.

Upload of Spreadsheets: It is preferred, but not required, that the online ordering site have a process for the upload of card data by spreadsheet. This process must allow the person entering the card data to review and approve soft proofs of all the cards in the same manner as when card names are entered individually. These orders must be integrated into the normal site workflow for authorization for "Ok to Print", generation of reports, etc. If the upload of spreadsheets does not integrate into the normal site workflow, then the agency anticipates that no orders will be placed in this manner.

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

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" (September 2019):
https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

<u>All stock/paper used must be of a uniform shade. All stock/paper used must be suitable for use on thermographic equipment.</u>

Marines Cards: White Linen Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L21.

Navy and MEPCOM Cards: White Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

Army Cards: White Satin Finished Cover, basis size 20 x 26”, 130 lbs. per 500 sheets, equal to JCP Code L10 except for weight and finish.

IMAGING: Contractor must NOT substitute 4-color process for any specified PMS colors.

Marines and MEPCOM Cards: Image face and back. Face: Thermographic (raised lettering) imaging in two colors, PMS Cool Gray 8 and Black (for Marines) and PMS 273 and 297 Blue (for MEPCOM). Image with appropriate seal/logo and approximately 15 fields of data. For Marines cards only, a third color on the face, PMS 200U, prints flat to match the back. Back: Flat imaging in two colors for Marines version, PMS 200U Red and Black, including QR code, with approximately 5 fields of data and black only on back for MEPCOM version. The Pantone 200U bar bleeds off three sides (left, bottom, right) on both sides of the Marines card.

Navy Cards: Image face and back. Face: Thermographic (raised lettering) imaging in Pantone 281 Blue. Image with Navy Seal, Navy Logo and approximately 15 fields of data. Back: Flat imaging in Pantone 281 Blue with approximately 5 fields of data.

Army USAREC Cards: Image face and back in 4-color process. Approximately 5 fields of data (16 versions/templates - 15 versions with bleeds uncommon face and back).

MARGINS: Follow furnished material, minimum margins. Some cards contain bleeds.

BINDING: Trim 4 sides to 3-1/2 x 2”.

INTERNAL PACKING: Box in units of 250, 500 or 1,000 (contractor’s option unless otherwise stated on individual print order) and affix a copy of the card therein to the outside of each box. Do not intermix cards.

EXTERNAL PACKING: Combine all boxes that ship to the same destination in one shipping container. Total weight per container is not to exceed 45 lbs. Quantities of less than a half container full are to be packed in shipping bundles. A print order may contain business cards going to a number of different destinations.

LABELING AND MARKING: Refer to Contract Terms and furnished GPO Form 905. No additional charges will be allowed for labeling- and/or marking-related operations.

DISTRIBUTION:

Deliver F.O.B. Destination (at contractor’s expense) via traceable means:

Contractor’s price per set of cards must include delivery (via traceable method) to any destination within the continental United States in accordance with the schedule.

Each print order will go to only one delivery destination. It is anticipated that all destinations will be located within the continental United States. It is anticipated that the list of possible delivery addresses will be approximately a total of 100 for this contract.

It is anticipated that deliveries will go to at least 30 different states per year. Some states will have several different delivery addresses. An example of a sample destination list and number of deliveries per state for one year might be:

AL - 10	IA - 10	MI - 10	NJ - 20	OR - 10	UT - 20
AZ - 10	IL - 10	MN - 20	NM - 10	PA - 30	VA - 20
CA - 40	LA - 10	MO -10	NY - 20	IN - 10	WA - 10
CO - 20	MA - 10	NC - 20	OH - 10	TN - 10	WI - 40
FL - 10	MD - 50	NH - 10	OK - 10	TX - 30	WV - 10

Shipping Method: Only traceable ground shipping will be included in this contract, such as through UPS, FedEx or DHL. <u>This contract will contain no customer ordering option for expedited shipping, but the contractor, at their option, may expedite the shipping method for any order as needed in order to meet delivery deadlines during the production process.</u> The choice of shipper is at the contractor's option. The shipper name must be provided to the GPO contract administrator during the Preaward Survey. The GPO contract administrator must be notified if the shipper changes at any time during the contract, and it is required that only one shipper can be used at a time. For example, if the contractor initially chooses FedEx, all shipment must go through FedEx. If in option year 3, the contractor decides to switch to UPS, then GPO must be notified and all deliveries must then go through UPS.

Agency Samples: Not later than 5 workdays after shipment of each order, deliver 2 samples per card per order to DLA Information Operations, Strategic Data Services; ATTN: Jancee Doemel; BLDG 2113 South J Street; Fort McCoy, WI 54656. Each order must be packaged separately. Contractor must not hold multiple orders and send together unless the orders were produced on the same day or within 2 workdays of each other.

Order Tracing: Occasionally, the Government may request the contractor trace a specific order to identify when it was received and who signed for it. This requested information must be provided by the contractor within two workdays following the date of the Government's request. <u>Accurate and timely tracing of orders is considered an important element of these contract specifications and the contractor may be held in default for failure to provide this information as specified.</u>

GPO Samples: Deliver 2 samples per card per order along with a copy of the print order to: U.S. GPO Term Contracts Office, 9302 W 79th PL Schererville, IN 46375, at no additional charge to the Government. Note "Compliance Thomas Ferguson/Program 3518-S" on package. Each order must be packaged separately. Contractor must not hold multiple orders and send together unless the orders were produced on the same day or within 2 workdays of each other.

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. The first workday of the schedule is the workday after receipt of the GPO Form 2511 Print Order and all production files, forms, distribution lists and related materials.

The production schedule shall begin the workday following contractor's receipt of print order and the agency's online approval of an order to print. <u>Contractor is required to acknowledge receipt of materials within 2 hours.</u>

It is anticipated that agency administrator will review all pending orders within 2 workdays of originating order entry and provide the “Ok to Print”.

No additional time will be allowed for multiple print orders placed at the same time or whose schedules overlap. The contractor may be held in default on this contract for failure to adhere to the schedule.

Once the contractor has received the online “Ok to Print” from the agency administrator, order delivery at destination including all samples must be completed within ten (10) workdays. Occasional orders (approximately 5) may require delivery within seven (7) workdays.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email delivery verification information to TermContracts@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.**

EXPEDITED FULFILLMENT OF ORDER REJECTIONS: If any cards are determined to be rejectable due to typesetting or other contractor error, the contractor will be required to reprint and deliver the replacement cards in an expedited manner within 5 workdays after notification to contractor at no additional cost to the Government.

A rejection rate of 5% or greater may be cause for the Government to hold the contractor in default on this contract. Any rejected orders will result in a late delivery determination for the related print order, and will adversely affect the contractor’s overall GPO compliance record.

Processing of Rejected Orders: Notification of all agency rejected orders will be emailed to the contractor and must include a courtesy copy to the GPO contract administrator. Within one (1) workday of receipt of this notification, the contractor is required to respond via email with a verification of receipt of the notification and to confirm the exact delivery date of the reprinted order, which must correspond to the required expedited delivery date of 5 workdays. Contractor is required to email the tracking information of the re-fulfilled order to the agency and GPO contract administrator on the same day the re-fulfilled order is shipped. Contractor is required to email the final delivery confirmation receipt to the GPO contract administrator upon delivery for the GPO compliance system date adjustment.

RETURN OF GOVERNMENT FURNISHED MATERIALS: It is not anticipated that GFM will be required to be returned to the agency. However, should the return of GFM to the agency be required, upon completion of each order, all furnished materials must be returned to the agency primary point of contact or to other address as stipulated on the 2511 print order or as otherwise specified by the agency. Returned GFM shall be marked with program number, print order number and jacket number.

All expenses incidental to pickup of proofs, and return of materials/proofs and furnishing sample copies must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

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

The following item designation corresponds to the one listed in the "Schedule of Prices".

I.	(a)(1)	206
	(2)	491
	(3)	837
	(4)	136
	(b)(1)	135
	(2)	154
	(3)	1,360
	(4)	116
	(c)(1)	2
	(2)	2
	(3)	2
	(4)	2
	(d)(1)	2
	(2)	2
	(3)	2
	(4)	2
II.	(a)	2
	(b)	2
	(c)	2

SECTION 4. – SCHEDULE OF PRICES

Bids offered are FOB Destination.

SUBMISSION OF OFFERS AND EVALUATION: 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.

Bids submitted with NB (No Bid) or blank spaces for an item 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.

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 orders which are outside the scope of the contract. Any changes made to an order MUST be confirmed in writing by the Contracting Officer, GPO. If such orders are placed by the agency, and no Modification is received from GPO, the contractor is to notify GPO immediately. Failure to do so may result in nonpayment.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE 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 offered shall include the cost of all required materials and operations necessary for the complete production and delivery of the product listed in accordance with these specifications, except for Item II. Additional Operations.

(a) Marines Cards: Thermographic and flat image on face and flat image on back in 3 colors (3/2), bleeds on both sides, on 80# White Linen

(1) per 250 cards..$__________

(2) per 500 cards..$__________

(3) per 1,000 cards..$__________

(4) per 2,000 cards..$__________

____
(Initials)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

(b) Navy Cards: Thermographic image on face and flat image on back in single ink color (1/1), no bleeds, on 110# White Index

(1) per 250 cards ....$__________

(2) per 500 cards ....$__________

(3) per 1,000 cards ....$__________

(4) per 2,000 cards ....$__________

(c) ASVAB/MEPCOM Cards: Thermographic image on face and flat image on back in 2 colors on front (PMS 273/297) and 1 color black on back (2/1), no bleeds, on 110# White Index

(1) per 250 cards ....$__________

(2) per 500 cards ....$__________

(3) per 1,000 cards ....$__________

(4) per 2,000 cards ....$__________

(d) Army USAREC Cards: Full color on face and back, includes cost for shipping each set of cards to an individual address. 16 versions/templates. 15 versions with bleeds uncommon face and back, 1 version with bleed on face only, on 130# White Satin Finish Cover.

(1) per 250 cards ....$__________

(2) per 500 cards ....$__________

(3) per 1,000 cards ....$__________

(4) per 2,000 cards ....$__________

____
(Initials)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

II. ADDITIONAL OPERATIONS: Prices offered shall include the cost of all required materials and operations necessary for the following operations.

(a) One-time site setup fee...$__________

(b) Add a new card template after initial development ..per template...............$__________

(c) System timework (to modify site after initial setup) per hour ....$__________

(d) Rounded corners…….per 500 cards……………………………………..….$___________

BIDDERS NOTE: Indicate below the shipper to be used to fulfill deliveries for this contract:

____

____

CONTRACTORS NAME AND SIGNATURE: Fill out and return one copy of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. See Page 1.

Contractor ____

____
(City – State – Zip)

By ____
(Signature and title of person authorized to sign this bid) (Date)

____
(Person to be Contacted) (Telephone Number)

____
(Email Address) (Contractor's Code No.)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

SHIPMENT(S): Shipments will be made from: City ___________________________, State __________

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 State & 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)

****
THIS SECTION FOR GPO USE ONLY
Certified by:__________ Date:___________ Contracting Officer:__________ Date:___________
(Initials) (Initials)
****

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID