

**BID OPENING:** Bids shall be opened virtually at 11 am Eastern Time (ET), on August 4, 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 jacket 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 will not be considered for award.

For information regarding the solicitation requirements prior to award please email Dalton Everett at [deeverett@gpo.gov](mailto:deeverett@gpo.gov). For contract administration after award, contact Dalton Everett at 202-512-0078.

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

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

**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 (revised 9-19)). <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>.

**PRODUCT:** Brochures

**TITLE:** 2025 CVC Multi-Brochures.

**QUANTITY:** 429,012 Total Brochures, 50 QARCS Copies Plus one (1) Digital Deliverable

**Visitor Guide (English) Brochure:** 180,001

**Visitor Guide International Brochures:** 5 languages, quantities vary.

Visitor Guide Chinese: 25,001

Visitor Guide French: 10,001

Visitor Guide German: 8,001

Visitor Guide Korean: 1,001

Visitor Guide Spanish: 17,001

**Capitol and Congress English Brochure:** 154,001.

**Capitol and Congress International Brochures:** 5 languages, quantities vary.

Capitol and Congress Chinese: 17,001

Capitol and Congress German: 4,001

Capitol and Congress Japanese: 2,001

Capitol and Congress Korean: 1,001

Capitol and Congress Spanish: 10,001

**TRIM SIZE:** 25-040 Visitor Guide (English) Brochure: 7 panels 28 x 9".

**Visitor Guide International Brochures:** 5 languages.

Visitor Guide Chinese: 7 panels 28 x 9"

Visitor Guide French: 8 panels 32 x 9"

Visitor Guide German: 9 panels 36 x 9"

Visitor Guide Korean: 7 panels 28 x 9"

Visitor Guide Spanish: 8 panels 32 x 9"

**Capitol and Congress English Brochure:** 5 panels 20 x 9".

**Capitol and Congress International Brochures:** 5 languages.

Capitol and Congress Chinese: 5 panels 20 x 9"

Capitol and Congress German: 5 panels 20 x 9"

Capitol and Congress Japanese: 5 panels 20 x 9"

Capitol and Congress Korean: 5 panels 20 x 9"

Capitol and Congress Spanish: 5 panels 20 x 9"

**PAGES:** Face and back / Head-to-Head

**GOVERNMENT TO FURNISH:** CDs with InDesign Files, tiffs, eps, psd, jpg

after award. Contractor to provide a UPS or FedEx label.

One (1) Purchase Order

GPO Form 952 Desktop Publishing – Disk Information

GPO Form 892c (R. 12/17) Proofs

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

Foldes Samples (contractor to provide UPS or FedEx Label)

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

**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.

**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 contract administrator.

The contractor shall create or change 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.

#### **PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at [kdethomasis@gpo.gov](mailto:kdethomasis@gpo.gov), [sforster@gpo.gov](mailto:sforster@gpo.gov), [monica.servaites@aoc.gov](mailto:monica.servaites@aoc.gov) and cc: [deeverett@gpo.gov](mailto:deeverett@gpo.gov). Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (5) workdays from receipt at the Department to receipt in the contractor's plant.

#### **AFTER EMAIL PROOFS APPROVAL**

One (1) set(s) of digital color content proofs for all brochures. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) set(s) of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all brochures

At contractor's option, one (1) set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1-bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP

certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing Inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product. Half of draw down must show varnish or coating, as applicable.

Send proofs together with the furnished media (copy, electronic files) to the U.S. Government Publishing Office, Quality Control for Published Products, Stop: CSPS, Room C613, 732 North Capitol Street, NW, Washington, DC 20401. Contractor must fill in the furnished preaddressed label (GPO Form 892) and use on all proof packages. Proofs will be withheld not more than (5) workdays from receipt in GPO until they are made available for pickup by the contractor. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK 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 [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

JCP Code\* A261, White, No. 1 Coated Text, Dull-Finish, Basis Size 25 X 38" 80 lbs.

**NOTE:** Grain short, must align on 9" dimension.

#### **PRINTING:**

All the requirements of these specifications apply equally to all items unless otherwise indicated

Brochures print face and back in CMYK and 2 Pantones colors consisting of illustrations with type/rule matter with some type reversing out to white. Some printing to include crossovers for the folds, bleeds all sides, contractor to adjust bleeds as needed and for trapping and varnish files.

**DIGITAL DELIVERABLES:** The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

**PRESS SHEET INSPECTION: NOTE:** There must be a Press Sheet Inspection before the **BROCHURES** are printed. Final make-ready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers. The control bars must show areas consisting of 1/8" x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000-degree Kelvin illumination. The viewing conditions must conform to ANSI PH2.30-1989.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (5) five workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Procured Printing Section (PPSQ), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

**INK:** 4-Color Process, process, Pantone 463 Brown, Pantone 1807 Red, Pantone 315 Blue, Pantone 131 Yellow, plus Spot Gloss Varnish coating.

**Visitor Guide (English) Brochure** – 4-color process, Pantone 463 Brown, Pantone 1807 Red, and spot gloss varnish coating on all images.

**Visitor Guide International Brochures** – **5 languages** 4-color process plus 2 Pantone colors (Pantone 463 Brown / Pantone 315 Blue), spot gloss varnish coating on all images.

Visitor Guide Chinese

Visitor Guide French

Visitor Guide German

Visitor Guide Korean

Visitor Guide Spanish

**Capitol and Congress English Brochure** – 4-color process plus 2 Pantone colors (Pantone 463 Brown / Pantone 131 Yellow) spot gloss varnish coating on all images.

**Capitol and Congress International Brochures – 5 languages** 4-color process plus 2 Pantone colors (Pantone 463 Brown / Pantone 131 Yellow), spot gloss varnish coating on all images.

Capitol and Congress Chinese

Capitol and Congress German

Capitol and Congress Japanese

Capitol and Congress Korean

Capitol and Congress Spanish

**MARGINS:** Inadequate gripper. Follow electronic files.

**BINDING:** Trim 4-sides and score on folds. Accordion fold to 4 x 9" with title panel facing out. Folding samples provided upon request.

**PACKING / LABELING:**

Shrink wrap in units of 50 copies, insert suitable strength chipboard backing to prevent damage during shipping, face up, and visible through shrink wrap. Pack suitably in shipping containers.

Each Item must be separated by skid or be easily identifiable on the skid and have a different color carton label for easy differentiation of the brochure by title.

**NOTE:** FULL delivery address (including "for redistribution to address") MUST be clearly marked on each proof's label. The carton label must be approved prior to delivery (See PACKING COMMENTS).

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

ALL ITEMS WILL DELIVER TO GPO, CENTRAL RECEIVING  
44 H STREET NW, WASHINGTON DC, 20401

Each Version Should Be Packed Separate and Marked Accordingly.

DEPARTMENT: Architect of the Capitol

JOB TITLE: U.S Capitol Visitor Guide Brochure (6 languages)

REQUISITION: VO240015

JACKET NO.: 432-760

QUANTITY: \_\_\_\_\_

Redistribution (VIA GPO)

Off-site Inspection 4700 Shepherd Pkwy, SW, Wash, DC

Attention: Brandon Blankenship, (202-224-6783)

Brandon\_Blankenship@saa.senate.gov or

Gary Adams (202-224-5770), Gary\_Adams@saa.senate.gov

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

NOTE: FULL delivery address (including "for redistribution to address") MUST be clearly marked on each proof's label. The carton label must be approved prior to delivery (See PACKING COMMENTS).

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

Product Quality Levels:

(a) Printing Attributes -- Level II.

(b) Finishing Attributes -- Level II.

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. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Type Quality and Uniformity

P-9. Solid and Screen Tint Color Match

P-10. Process Color Match

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [kdethomasis@gpo.gov](mailto:kdethomasis@gpo.gov), [sforster@gpo.gov](mailto:sforster@gpo.gov), [monica.servaites@aoc.gov](mailto:monica.servaites@aoc.gov) and cc: [deeverett@gpo.gov](mailto:deeverett@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 432-670, Requisition 5-00031". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver F.O.B. Destination 429,000 Total Brochures (See QUANTITY herein for breakdowns) of 12 different items (Includes Departmental Random "Blue label" Copies) via traceable means to: U.S. Government Publishing Office, 44 H St. NW., Washington, DC 20401, GPO Platform, Attn: Mr. Robinson, Marked for Re-distribution to: Off-site Inspection 4700 Shepherd Pkwy, SW, Washington, DC, Attention: Brandon Blankenship, (202-224-6783) [Brandon\\_Blankenship@saa.senate.gov](mailto:Brandon_Blankenship@saa.senate.gov) or Gary Adams (202-224-5770), [Gary\\_Adams@saa.senate.gov](mailto:Gary_Adams@saa.senate.gov).

Deliver digital deliverables to: U.S. Capitol Visitor Center, SVC-101, attention: Monica Servaites (202-768-2946).

Contractor to send email to [sforster@gpo.gov](mailto:sforster@gpo.gov) and [kdethomasis@gpo.gov](mailto:kdethomasis@gpo.gov) with the tracking information when the shipper has been established. The date, approximate time of arrival, and tracking numbers should be provided at that time.

Deliver 1 copy or each brochure/item via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401. Marked Depository Copies, Item no. 1100-D.

Deliver 1 copy of each brochure /item via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [GPO.gov](http://GPO.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity <u>Ordered</u>	Number of <u>Sublots</u>	
500 -	3,200	50
3,201 -	10,000	80
10,001 -	35,000	125
35,001 and over		200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [GPO.gov](http://GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

**SCHEDULE:** Purchase order and GFM will be available via email/GPO's File Sharing site after award no later than August 7, 2025.

Deliver to arrive at destinations on or before August 29, 2025.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

**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 pre-award 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.

**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, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**JACKET NUMBER:****BID PRICE:****ADDITIONAL/M****Jacket 432-760****\$ \_\_\_\_\_****\$ \_\_\_\_\_**

**NOTE: INDIVIDUAL ADDED RATE TO BE PROVIDED PER THE ITEM QUANTITY AND TRIME SIZE (see herein).**

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discount" of solicitation Provision 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, and Title of Person Authorized to Sign this Bid)

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)\_\_\_\_\_  
(Telephone Number)\_\_\_\_\_  
(Email)

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