

U.S. GOVERNMENT PUBLISHING OFFICE

Northeast Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Ohio National Guard,  
Recruiting and Retention Marketing

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** through **December 31, 2026**, plus four optional 12-month extension period(s) that may be added in accordance with the “[OPTION TO EXTEND THE TERM OF CONTRACT](#)” clause in Section 1 of this contract.

**BID OPENING:** Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on **January 13, 2026** 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 ([SECTION 4. - SCHEDULE OF PRICES](#)) to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 11:00 a.m. prevailing eastern time on the bid opening date specified above will not be considered for award.***

**BIDDERS PLEASE NOTE:** Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Specific attention is directed to the following:

- Bid submission provisions under “[ADDITIONAL EMAILED BID SUBMISSION PROVISIONS](#)” on page 4.
- Additional changes scattered throughout.

Abstract available on GPO Web Site at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (No collect calls) or e-mail at [rwoodmancy@gpo.gov](mailto:rwoodmancy@gpo.gov).

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (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.
- (b) Finishing Attributes -- Level III.

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

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

**Specified Standards:** The following list of standards (in order of precedence left to right) shall become the Specified Standards.

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished Digital Files/Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Furnished Digital Files/Approved Proofs
P-10. Process Color Match	Furnished Digital Files/Approved Proofs

**OPTION TO EXTEND THE 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 **five years (December 31, 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).

**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.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** through **December 31, 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 **September 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.

**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.

Prior to award of this contract, the perspective contractor shall submit in writing to GPO a **Web Site Design and Development Plan**, see page 6 “[ON-LINE ORDERING](#)” for details.

**CONFERENCE CALL AFTER AWARD:** Contractor must be able, within 2 workdays of award and receipt of emailed art files, to participate in a web site development meeting with agency representatives in order to collect any additional detailed information related to web site requirements. This may take the form of a video conference call with online demos or any other communication tools that will allow the contractor’s development team to communicate and show case the sample web site functionality.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual “*Print Order*” for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through December 31, 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(s) all the items set forth which are required to be purchased by the Government identified in [SECTION 2. – SPECIFICATIONS](#). The Government shall not be required to purchase from the contractor(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

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

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the “*Ordering*” clause of this contract.

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

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to [BID OPENING](#). GPO will use the prevailing 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.

**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>.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of business cards requiring such operations as providing a secure on-line web-based ordering system, typesetting, proofs, 4-color printing, trimming to size, packing, and delivery.

**TITLE:** Business Cards

**NUMBER OF ORDERS:** Approximately 4 orders per year. Approximately 4 to 34 names per order, average about 15 names per order.

**QUANTITY:** Approximately 500 to 5,000 cards per individual name (set) placed in increments of 500.

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

**NUMBER OF PAGES:** Face and Back.

**NO QUANTITY VARIATION ALLOWED.**

**GOVERNMENT TO FURNISH:**

**Static Data:** Department seal, line art copy and photo images in PDF files will be emailed after award unless other arrangements are agreed upon after opening and during the preaward survey process. During the contract, new and or revised artwork to be email, or through the contractors FTP site, web ordering site or by other means agreed upon during the post award conference. The contractor is cautioned that furnished PDF files for static data is the property of the Government and/or its originator. All furnished files are to be maintained by the contractor during the term of the contract and eliminated from the contractor's archive immediately after completion of the contract, unless contractor is again the successful bidder.

**Variable Data:** User inputted type matter copy entered into contractor furnished online web base site.

**ELECTRONIC PREPRESS:** Immediately upon receipt and 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 person indicated on the Print Order prior to further performance.

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

GPO Form 2511, 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.

**ON-LINE ORDERING:** The contractor must provide a web-based on-line ordering system site that permits only authorized Government personnel to order business cards and allow tracking number(s) to be viewed when shipped. The contractor will have 30 calendar days from the date of award to provide a web-based on-line ordering system that meets the Department's requirements.

The web-based system must be secure (password protected) FTP for authorized agency personnel (user name and a password, and a valid e-mail address) can order business cards and must provide a separate page/site so that only authorized agency program manager can approve submitted business cards. Program manager will work with contractor to update available options for business card design images.

**User Interface:** The system must have a user-friendly web page so users can input business card information. For example, the web page must have headers to input information and instructions for each block as follows: 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 select no more than four telephone numbers (including e-mail 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 image (face and back) after information is entered. Normally, one or two options for face of the business card will be allowed to the user to select from. The back of the business card, user to be able to select from various options, or upload their own design. Current expectation is a minimum of 5 different design options for the back of the card. If the user uploads their own design, this notification will be included in the email to the program manager, and the manager must be able to view the uploaded image.

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.

Once the user submits an order for approval, the system generates an e-mail to the user indicating the order has been sent to the program manager for approval and concurrently generates an e-mail to the program manager indicating that an order is awaiting approval.

**Program Manager Interface:** On the program manger web page, contractor to provide a fillable form to allow program manager enter Print Order number (site should display next Print Order number in sequence and not allow for duplicate Print Order numbers). The Program manager can override the next suggested Print Order number.

The program manager must be able to approve/disapprove an individual request or approve/disapprove a total batch/Print Order. The program manager will verify each of the user(s) information and place a check mark and/or date when verified.

After the program manager approves a specific batch of names to form a Print Order, the web-based system must provide a total count of names and quantity approved in that batch/Print Order. Program Manager by pushing a form button, generates a spreadsheet/report that contains requestor names, recipient's names, confirmation date and number. The program manager will include this spreadsheet/report in an email along with the GPO Print Order when placing the order.

**Web-Based Tracking Number:** Once the cards have been printed and shipped, the web-based system must generate an e-mail 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 and to , see “*Tracking Number*” under “*Distribution*” for more details.

NOTE: An order is not constituted by this submission until a signed GPO Print Order Form (2511) is received by the contractor. This in accordance with the “*Ordering*” clause of the contract.

**TYPESETTING:** Contractor responsible for typesetting in same or similar font as displayed on the on-line ordering web site. If the cards for a name are rejected due to typesetting or other contractor error, the contractor will be required to reprint and deliver the replacement cards within 7 workdays after notification at no additional cost to the government. Contractor will be required to receive and respond to facsimile and/or e-mail notifications of rejected orders.

**PROOFS:** PDF “*Soft Proofs*” to be e-mailed to the address indicated on the Print Order unless otherwise noted.

**Soft 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*”.

**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.

White No. 1 Coated Cover, Silk/Dull Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L61.

**PRINTING:** Print head-to-head, head to side or as indicated on Print Order. At contractor’s option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600



x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Face prints 4-color process continuous tone illustration and flat tones with reverses to white, heavy ink coverage. Common face image per Print Order, “*static image*”. Face image may change from Print Order to Print Order. The Government shall not be liable for contractor printing surplus of common image.

After printing, coat the entire surface of the face with clear UV Coating or at contractor’s option clear non-yellowing gloss varnish or gloss aqueous coating. If stated on the Print Order, a dull coating may be required instead of gloss coating.

Back prints type matter (name and contact information) and line matter logo in black ink, with each set of 500 business cards.

**MARGINS:** Maintain margins as indicated on approved “*Soft*” proofs. Face bleeds four sides.

**BINDING/TRIMMING TO SIZE:** Trim four sides (square cut to 3-1/2 x 2”).

**LABELING AND MARKING:** 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.

**PACKING:** Box individual names in units of 500 (as specified on the individual Print Order) and affix a copy of the back of the card (individual name) to the end panel of each box.

Contractor’s option to insert box(s) 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:** Ship f.o.b. destination from one to multiple addresses per order. Each address to receive a minimum 500 business cards. The individual’s name and address as stated on the business card will be the shipping location. All shipping address are within the state of Ohio. Inside delivery maybe required. Inside delivery is defined as delivery into a government-controlled space as directed.

**Tracking Number:** On the same day that the product ships, the contractor must update web site with tracking number, notify both the ordering agency via e-mail (address provided after award) of the distribution and [tracknortheast@gpo.gov](mailto:tracknortheast@gpo.gov)

- The subject line of the email to read: “*Business Card Distribution Notice for Program 4592-S*” and then list Print Order number(s).
- In the body of the email, state the carrier and tracking number.
- Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

**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 report/spreadsheet generated from Online ordering system.

The following schedule begins the workday of notification of the availability of Print Order and information inputted through the Online ordering system report/spreadsheet; the workday of notification will be the first workday of the schedule.

1. Contractor must submit proofs within 2 workdays after receipt of Print Order and Online report/spreadsheet.
2. Agency will return within 1 or 2 workdays, “*Ok to Print*” or “*Ok to Print with corrections*”.

Complete production and delivery must be made within 5 to 15 workdays after “*Ok to Print*” as indicated on the Print Order. Note: the Ship/Delivery Date indicated on Print Order is the date complete product must be received at destination.



**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.

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.

### **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 orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “*Schedule of Prices*”.

- |    |     |    |
|----|-----|----|
| I. | (a) | 60 |
|    | (b) | 6  |

#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. at destination to various destinations within the state of Ohio.

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 with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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, proofs, packing, and delivery in accordance with these specifications.

(a) 500 Business Cards ..... per individual name..... \$ \_\_\_\_\_

(b) When quantity per individual name  
is over 500 cards..... price per each additional 500 cards ..... \$ \_\_\_\_\_

#### SECTION 4. – SCHEDULE OF PRICES (Continue)

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. 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. See [BID OPENING](#) on page 1 and [ADDITIONAL EMAILED BID SUBMISSION PROVISIONS](#) on page 4 for additional instructions. 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)

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#### THIS SECTION FOR GPO USE ONLY

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

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**Bid Submission - Return Section 4. – Schedule of Prices to GPO [bids@gpo.gov](mailto:bids@gpo.gov)**