

U.S. GOVERNMENT PUBLISHING OFFICE

Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Business Cards**

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

California Army National Guard

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **May 31, 2024**, 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 at **11:00 AM**, prevailing Pacific Standard Time (PST), on **June 9, 2023**. This will NOT be a public bid opening.

**BID SUBMISSION:** Bidders MUST submit email bids to [bidssanfran@gpo.gov](mailto:bidssanfran@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The 4980-S program number and bid opening date must be specified in the subject line of the emailed bid submission. **Bids received after 11:00AM PST on the bid opening date specified above will not be considered for award.**

**BIDDERS, PLEASE NOTE:** The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**BIDDERS, PLEASE NOTE:** This program was formerly Program 3980-S. These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all portions of these specifications before bidding.

Abstract of contract prices are available for review on page 13.

For information of a technical nature *before* award, contact Jennifer Yarbrough at 707-748-1976 or [jyarbrough@gpo.gov](mailto:jyarbrough@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/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**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 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:

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

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **June 1, 2023** through **May 31, 2024** 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 **February 28, 2023** 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.

**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.

**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 **June 1, 2023** and ending **May 31, 2024**, 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 contractor in conformance with the schedule.

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

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

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

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

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

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

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

**PAYMENT:** Submitting 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. Instructions 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>.

Contractors are expected to submit invoices within 30 days of job shipping/delivery.

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

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

**NOTIFICATION:** The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

## SECTION 2.-SPECIFICATIONS

**SCOPE:** These specifications cover the production of business cards requiring such operations as on-line ordering; composition; 2-sided composition, printing in full color or four-color process, plus satin aqueous coating; packing; and distribution.

**TITLE:** California Army National Guard Business cards.

**FREQUENCY OF ORDERS:** Approximately 200 orders per year.

**QUANTITY:** 1,000 cards per individual name and approximately 5 to 15 names per order with an average of 10 names per order.

**NOTE:** There will be twelve (12) different formats available for face and four (4) different formats available for back of card to choose from.

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

**GOVERNMENT TO FURNISH:** At the start of the contract the Department will provide the contractor with digital art files (Adobe Illustrator) for incorporation into the on-line ordering system (see contractor to furnish). Individual print orders will be furnished for each business card order.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, and revision date, carried on copy or film, must not print on finished product.

A signed *GPO Print Order Form 2511* will be furnished with every 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.

**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 within 24 hours of receipt of the Government furnished material.

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.

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.

**ON-LINE ORDERING:** The contractor must provide a web-based on-line ordering system site that permits authorized California Army National Guard personnel to order business cards with a choice of TWELVE (12) different formats for the face and FOUR (4) different formats for the back. The system must provide a method of order tracking by requestor. 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 (Program Manager) can approve submitted business cards. The program manager will provide a list of authorized users and passwords.

The system must have a user-friendly web page so users can input recruiter's information. The web page must have headers to input information and instructions for each block as follows: Rank and Name, Title, Office Number, Cell Phone, E-Mail, Street Address, City, State, and Zip Code, Facebook handle, Instagram handle, Snapchat account, QR code, and additional information. The web page must have the capability to display the business card after information is entered. The user must be able to change or correct information displayed in the on-line proof prior to submitting to the program manager for approval. The web page must give the user choices for TWELVE (12) different formats for the face and four (4) different formats for the back.

Once the user submits an order for approval, the system must generate an e-mail to the user indicating the order has been sent to the program manager for approval. It must concurrently generate an e-mail to the program manager 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. After the program manager 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 spreadsheet that contains requestor names, recipient's names, confirmation date and number. The program manager will forward this list to the user to show when and what was ordered. The program manager will then issue a completed *GPO Print Order Form 2511* and submit to both GPO and the contractor for production to begin. 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 program manager and a signed *GPO Print Order Form 2511* has been received. 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 all the authorized users.

NOTE: The responsible low bidder 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.

**ON-LINE ORDERING PROCESS:**

1. California Army National Guard authorized personnel will enter business card order information into a password protected web-based on-line ordering system.
2. California Army National Guard Program Manager will approve/disapprove an individual request or total batch of orders entered into web-based on-line ordering system.
3. California Army National Guard Program Manager will issue a completed and signed *GPO Print Order Form 2511* to both GPO and the contractor with every approved individual request or batch of business card orders.
4. Contractor will begin production the workday after receipt of a completed and signed *GPO Print Order Form 2511* as per the contract schedule.

NOTE: All web-based orders must be accompanied by a completed and signed *GPO Print Order Form 2511* and be approved on-line by the Program Manager for performance of work to begin.

**STOCK:** The specifications of all stock 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, and any subsequent amendments thereto.

JCP Code\* L72, Coated Two-Side Cover (C2S), 16 pt.

**PRINTING:** Business cards print face and back, head to head, in full color/four color process. After printing, flood coat face and back with a clear, non-yellowing, satin-finish aqueous coating. The coating must be evenly applied with no trapped foreign particles or air bubbles.

NOTE: There will be twelve (12) different formats available for face and four (4) different formats available for back of card to choose from.

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 wet ink, pigment-based with a minimum of 175 line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

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

**MARGINS:** Full bleeds on all edges of face and back.

**PACKING:** Cards will be boxed in units 1,000. Place one card on the top of the box and then shrink film wrap the box before placing it in a suitable outer shipping container. All shipments that fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner that will guarantee that the product will not be damaged and the package will not open or split when processed through a small package carrier delivery system.

**INSPECTION SAMPLES:** The contractor must furnish one sample card for each individual name to: WO1 Barragan, Nicholas, Recruiting and Retention BN, 70 Corporation Yard Rd., Roseville, CA 95678.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

**DISTRIBUTION:** Ship f.o.b. destination to approximately 5 to 15 different addresses within California with an average of 10 destinations per print order of 1,000 cards per destination. The cards will ship to the addresses printed on each business card.

The contractor must use the most expedient traceable method of delivery on each print order and provide proof of delivery by means of a signed receipt when requested by the department. Occasional orders may require the contractor to re-ship all or part of the order to an additional address or addresses due to incorrect addresses provided by the department, refusal of shipments at the original address, and for various other reasons. Upon submission of adequate documentation, the contractor will be reimbursed for additional



shipping costs via a GPO-issued contract modification for each affected print order. Otherwise, all shipping expenses are borne by the contractor.

A copy of the shipping document(s) must accompany the contractor's voucher for payment.

**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 Print Order Form 2511).* A signed print order will be e-mailed to the contractor.

The following schedule begins the workday after receipt of the print order. Workdays are Monday through Friday, exclusive of Federal holidays.

The contractor must make complete production and delivery of all orders within 5 workdays. Rush order of 1-3 names per order will be the exception and will require delivery within 3-workdays from the order being requested.

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

**ERROR CARD PROCESSING:** The program manager will notify the contractor as soon as possible, but no later than 90 days after receipt of an order by the original requester, to reprint error cards that are determined to be rejectable due to typesetting or other discrepancies that are the result of contractor error. The contractor must have the capability to receive telefaxed or e-mail notifications of rejected orders. These cards will be reprinted and shipped at no additional cost to the Government no later than 72 hours from initial notification by the department.

To expedite notification for error card processing, the program manager will forward by use of telefax or e-mail, a GPO Form 907 (Non-Compliance/Change Report) directly to the contractor with an information copy to the San Francisco GPO Regional Printing Procurement Office. When warranted, the department will forward a GPO Form 907 directly to the GPO.

**LOST OR UNDELIVERED CARD PROCESSING:** Upon notification from the program manager, the contractor will initiate a tracer action for each order reported to be lost or undelivered. The contractor will provide a status report to the program manager via e-mail within 24 hours from initial notification. To expedite this process, the department will forward by e-mail, a GPO Form 907 directly to the contractor with an information copy to the Southwest Region Printing Procurement Office.

The contractor will obtain a status report from the traceable delivery source used. If the contractor is unable to determine the status of these cards with the traceable service used within 24 hours after notification, then these cards will be reprinted and shipped at no additional expense to the Government no later than 72 hours from initial notification.

If contractor is able to locate lost or undelivered orders within 24 hours after initial notification, then contractor must make arrangements (with the traceable service used) to ship the order to its destination within 72 hours. It is the contractor's responsibility to recoup any expenses involved with reprinting an order and delivery of the order from the traceable service used.

Note: Accurate and timely tracing of orders is considered an integral part of these contract specifications and the contractor may be held in default for failure to provide this information as specified,

### **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 orders for 12 months 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 during a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (a) 2,000

II. (a) 40

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared 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) 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. Fractional parts of 1,000 will be prorated at the 1,000 rate.

**I. Complete Product:** Prices offered shall include the cost of all required materials (including paper) and operations necessary for the complete production and delivery of the product listed in accordance with these specifications.

(a) Full or four-color process - per 1,000 cards .....\$ \_\_\_\_\_

**III. Additional Operations:**

(a) On-Line Ordering System Creation/Updating - per hour ..... \$\_\_\_\_\_

Charges under “On-Line Ordering System Creation/Updating” will include all operations necessary to meet departmental requirements during initial creation and subsequent updates/changes generated at departmental request. All charges must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (a).

\_\_\_\_\_  
Initials

**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).

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersign agree, if this bid is accepted with \_\_\_\_\_ 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.

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BIDDER 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 completed copy of all applicable pages (pg. 8) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including 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.

Firm \_\_\_\_\_ GPO Contractor’s Code \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_

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

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email)

---

---

**THIS SECTION FOR GPO USE ONLY**

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

---

Program 3980-S terms Date of Award to 11-30-17 +as many as 4 optional 12 month extension periods											
TITLE: Business Cards											
			(Contr #1 - E4)		(Contr #2 - G4)		(Contr #3 - I4)		(Contr #4 - K4)		
			Business Card Services,Inc.		Themcraft		Taylor		Versatile Movers		
			MN		CA		MN		CA		
ITEM NO	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	Complete product:										
(a)	Full or 4 color process .per 1,000 cards.....	150	42.22	6,333.00	56.25	8,437.50	22.80	3,420.00	166.00	24,900.00	
II.	Additional Operations:										
(a)	On-line ordering system creation/updateper hr... update per hour.....	40	125.00	5,000.00	25.00	1,000.00	100.00	4,000.00	NC		
<b>CONTRACTOR TOTALS</b>				<b>\$11,333.00</b>		<b>\$9,437.50</b>		<b>\$7,420.00</b>		<b>\$24,900.00</b>	
<b>DISCOUNT</b>											
<b>DISCOUNTED TOTALS</b>				<b>\$11,333.00</b>		<b>\$9,437.50</b>		<b>\$7,420.00</b>		<b>\$24,900.00</b>	
							<b>AWARDED</b>				