U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing & Printing Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Tags on Synthetic Substrates***

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

Department of Energy
Savannah River Nuclear Solutions
Aiken, SC

Single Award

**TERM OF CONTRACT**

The term of this contract is for the period beginning **Date of Award** through **August 31, 2027,** 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 **August 12, 2026** at the U.S. Government Publishing Office.

All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION**

Bidders must email bids (Section 4. - Schedule of Prices pages) to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Program Number, company name, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

**NOTICE TO BIDDERS**

These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Bid submission provisions under "ADDITIONAL EMAILED BID SUBMISSION PROVISIONS" on page 5.

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, contact Malaysia Peele at mpeele@gpo.gov or (202) 512-2458.

## ***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 (Rev. 09-19)).

- **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**.**

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

### 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:

| Attribute | Specified Standard |
|---|---|
| P-7. Type Quality and Uniformity | Average Type Dimension |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System |

Must conform to Federal Specs. UU-T-81 in all respects except for “5. Prep for Delivery”, size and where superseded by Federal Spec A-A-900B and ANSI/ASQC Z 1.4.

**Scotch Tape Test**: Printing must withstand a “*Scotch Tape Test*”. Press a strip of “*Scotch*” tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape.

Average Type Dimension style/theme font point sizes to be consistent throughout the finished product.

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

### EXTENSION OF TERM OF CONTRACT

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

## OPTION TO EXTEND 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 (August 31, 2031)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "*Extension of Term of Contract*" clause. See also "*Economic Price Adjustment*" for authorized pricing adjustment(s).

## ECONOMIC PRICE ADJUSTMENT

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend **Date of Award to August 31, 2027**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers – Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **May 31, 2026**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

## 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.

**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 August 31, 2027**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” 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 requirement 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 activity identified on page 1.

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.

Contractor's billing invoice must be itemized in accordance with the items in the "Section 4 - Schedule of Prices."

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment.

## ***SECTION 2. – SPECIFICATIONS***

**SCOPE**

These specifications cover the production of tags requiring such operations as electronic prepress, printing, construction, packing, and distribution.

**TITLE**

Tags on Synthetic Substrates.

**NUMBER OF ORDERS**

Based on recent activity 22 orders per year.

**QUANTITY**

Based on past performance, approximately 100 to 11,500 tags per order.

**NUMBER OF SIDES**

Print the tag face only, or face and the back.

**TRIM SIZE**

Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

(1) Format "A" will include any tag up to and including 20 square inches.

(2) Format "B" will include any tag over 20 square inches up to and including 30 square inches.

(3) Format "C" will include any tag over 30 square inches up to and including 50 square inches.

**GOVERNMENT TO FURNISH**

Electronic media will be furnished as follows:

Platform: Windows 11

Storage Media: Files to be sent via Email.

Software: Adobe Acrobat Pro (most current version).

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts will not be furnished, embedded, or embedded subsets of the PDF files.

The contractor is cautioned that furnished fonts are property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Pantone Matching System will be used for color identification. The contractor must use the furnished electronic media to produce the unique artwork for each print order.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or in electronic files, must not print on finished product.

## CONTRACTOR TO FURNISH

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

## 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 ordering agency as specified on the print order.

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 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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, if changes are made to the electronic files, the contractor must furnish final production native application files (digital deliverables) and email the contact person on the print order. 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, unless otherwise specified.

## PROOFS

The Print Order will state whether soft proof or no proof is required.

**Soft Proof**: Contractor to e-mail soft proof to the address indicated on print order and carbon copy termcontracts@gpo.gov with the subject line indicating "Soft Proof" along with Program Number 6435-S and the print order number. The "Press Quality" PDF "soft" proof is for content only, and must use 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. Contractor must call the name and phone number listed on the print order to confirm receipt after e-mailing soft proof if a reply email is not received after sending.

The contractor must not print prior to receipt of an "*OK to Print*."

**If No Proof Required on Order**. The contractor will be responsible for performing all necessary proofreading to ensure that the final product is in conformity with the copy submitted.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. The contractor must not print prior to receipt of an "OK to Print."

## AUTHOR'S ALTERATIONS

Author's alterations (refer to page 17 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proof will only be paid for when errors are caused by the Government, and the Government deems it necessary to require revised proof(s) or make author's alterations.

## 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 and list of changes dated February 2020. No JCP Code numbers are listed below, but other requirements from "Government Paper Specification Standards No. 13," including Part 2 on Testing Standards and Definitions, still apply.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color. The stock/paper to be used will be indicated on each print order.

All materials must be UV resistant and extreme weather resistant.

Vinyl will be satin finished unless otherwise stated on the print order.

- White, Printable Vinyl (PVC), 0.10" thick.
- Colored Printable Vinyl (PVC), 0.10" in thickness. Anticipate the following colors to be ordered: Green, Light Blue, Orange, Tan, Red, Yellow, and Black.

NOTE: Some orders will require surface tint to match a specific Pantone color. An additional ink charge (make ready and running) will be allowed for this operation.

## PRINTING

Tags print text and line matter on face only, or face and back. Print up to three (3) ink colors per side. Solid backgrounds or line matter may bleed one or multiple sides after trimming. Match Pantone numbers as indicated on the print order.

At contractor's option, the product may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 1440 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Note: GPO imprint requirement is waived and must not print on final product.

### MARGINS

All margins will be indicated on the furnished electronic file.

### INKS

Inks must be UV and be weather resistant. Ink must not react with the substrate to reduce the durability of the final product. All colors will be specified by Pantone Matching System number and must match Pantone specifications after printing. A UV curing process must not damage or limit the life of the substrate or laminate overlay.

***NOTE: Improperly selected or applied inks can render polyester brittle or extremely prone to tearing, chipping, or breaking. Inks must be selected and applied in such a way as NOT to reduce durability of the substrate or other materials of which the tag is made.***

Fade Resistance: The inks/paints used must not show any appreciable change in color after exposure in an Atlas Fadeometer for 170 standard fading hours or its equivalent.

**CONSTRUCTION**

*Adhesives:* Permanent adhesives must be used. PC3 is recommended because it contains a UV inhibitor and extremely low chloride.

*Laminate Overlay:* After printing, apply clear laminate, 2 mil thick, to the front and back, or use a partial overlay that covers at least seventy-five percent of the tag's surface. The print order should specify exact instructions for positioning the peel-down laminate overlay, ensuring it is trimmed flush. The laminated product must have no distortion of the printed matter and must remain clear and legible.

*Surface:* Satin, semi-gloss, or gloss finish will be indicated on the print order. Surfaces must accept ballpoint pen, felt tip pen, and permanent pen (such as Sharpie) writing.

*Holes, Reinforcements, and Ties:*

Holes – When required, drill one-hole 3/16" to 3/8" in diameter. Size and position to be specified on each print order. Usual position is top center.

Reinforcements – Metal grommets, smooth and unbroken to be applied on both sides or vinyl patches (3 times larger than drilled hole) to be applied on both sides, when ordered. Approximately 18 orders will require metal grommets, 1 order will require vinyl patches and 1 order will not have any reinforcement.

Ties will be one of the following: stainless steel wires (9 gauge or heavier), strings (Number 9 polished cotton, 12" or 18" long, as ordered) and single use/non-reusable type of environmentally tolerant nylon tie of suitable size to fit through hole after grommet is in place. (Nylon tie must be at least 12" long and have a locking strength of not less than 50 lbs.). Approximately 1 order will have no ties of any type.

Orders submitted for wire and string ties include inserting through the tag hole. Nylon ties will be grouped with the tags in the package and will not require insertion through the holes.

*Corners:* When ordered, clipped or rounded corners will be required, as indicated on the print order.

*Numbering:* When numbering is required, the sequence, position, and ink color will be indicated on the print order. Numbering ink will be black or red, ***dense and UV resistant***, as specified in the print order. Numbering will generally occur in two locations.

*Perforations:* When ordered, perforate for separation as indicated in the file. Perforation should be medium or stiff release burst strength as indicated on the print order.

**PACKING**

When ordered, Shrink-film wrap in units of 25, 50 or 100 each. Package quantities required will be indicated on each print order.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

**LABELING AND MARKING**

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

## DEPARTMENTAL RANDOM COPIES (BLUE LABEL)

All orders at 500 or more tags, except for orders requiring numbering, 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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

| Quantity Ordered | Number of Sublots |
|---|---|
| 500 - 3,200 | 50 |
| 3,201 - 10,000 | 80 |
| 10,001 - 35,000 | 125 |
| 35,001 - 50,000 | 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. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the instructions on the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

## 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 the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sub-lots and select a copy from a different general area of each sublot. 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.

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 copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

## DISTRIBUTION

Deliver f.o.b. destination to Savannah River Nuclear Solutions, Savannah River Site, Building 731-N, Aiken, SC 29808. Deliveries must be made between 7:30 a.m. and 3:00 p.m., Monday through Thursday only.

The contractor shall be required to provide the shipping tracking number to the ordering agency at the time of shipment. This may be done by email to the ordering agency contact specified on the print order.

For each order placed, contractor must notify the ordering agency on the same day that the product delivers via e-mail sent to the ordering agency contact specified on the print order AND termcontracts@gpo.gov. The subject line of this message shall be "Distribution Notice for Program 6435-S, Print Order XXXXX, Jacket Number XXXXX". The notice must provide all applicable tracking numbers, delivery method, and title. Contractor must be able to provide copies of all delivery receipts upon agency request.

**5 sample copies** (note: orders requiring numbering will not have numbers printed on these samples), and physical furnished materials if any, must be returned labeled as "furnished materials/Sample copies" concurrently with the bulk shipment and delivered to the same location. This material must be packaged separately.

All expenses incidental to picking up and returning materials (if applicable), and submitting samples, must be borne by the contractor.

**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 shipping containers, and quantity per shipping container; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing invoice 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 Form 2511).

Print order and furnished material, will be submitted via e mail.

When proofs are required, email proofs to agency contact listed on the print order. Contractor must call the contact to confirm receipt of proof if a reply confirmation email was not received. Proofs will be held no longer than 2 work days. Weekends, and/or Federal Holidays are not proof approval dates.

No definite schedule for placement of orders can be predetermined at this time.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must complete production and delivery within 20 workdays after notification of the availability of print order and furnished material.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting via e-mail to mpeele@gpo.gov or by calling (202) 512-2458.

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

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

| | (1) | (2) | (3) |
|---|---|---|---|
| I. 1. (a) | 3 | 1 | 1 |
| (b) | 37 | 1 | 1 |
| 2. (a) | 4 | 12 | 1 |
| (b) | 32 | 151 | 3 |
| 3. (a) | 2 | 9 | 1 |
| (b) | 12 | 100 | 1 |

| | (1) | (2) | (3) |
|---|---|---|---|
| II. (a) | 27 | 26 | 1 |
| (b) | 2 | 136 | 1 |
| (c) | 67 | 16 | 3 |

| | |
|---|---|
| III. (a) | 225 |
| (b) | 670 |
| (c) (1) | 31 |
| (2) | 52 |
| (3) | 140 |
| (d) | 202 |
| (e) (1) | 1 |
| (2) | 90 |
| (3) | 1 |
| (4) | 1 |
| (f) (1) | 1 |
| (2) | 1 |
| (g) (1) | 1 |
| (2) | 1 |

## ***SECTION 4. – SCHEDULE OF PRICES***

Bids offered are f.o.b. destination to Aiken, SC.

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), 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 billing invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

(1) Format "A" will include any tag up to and including 20 square inches.
(2) Format "B" will include any tag over 20 square inches up to and including 30 square inches.
(3) Format "C" will include any tag over 30 square inches up to and including 50 square inches.

**I. PRINTING, PACKING, AND DISTRIBUTION:** The prices offered must be all-inclusive for the product listed and shall include the costs of all required materials and operations (except stock/paper) necessary for the printing, packing, and distribution of the product as defined in Section 2. - Specifications.

| | Format A (1) | Format B (2) | Format C (3) |
|---|---|---|---|
| 1. Print face only in a single ink color: | | | |
| (a) Makeready and/or Setup .......................... per tag ..... | $_________ | $_________ | $_________ |
| (b) Running.......................................... per 100 tags ..... | $_________ | $_________ | $_________ |
| 2. Print face and back in a single ink color: | | | |
| (a) Makeready and/or Setup .......................... per tag ..... | $_________ | $_________ | $_________ |
| (b) Running.......................................... per 100 tags ..... | $_________ | $_________ | $_________ |

## SECTION 4. - SCHEDULE OF PRICES

**I. PRINTING, PACKING, AND DISTRIBUTION (Continue):**

| | | Format A (1) | Format B (2) | Format C (3) |
|---|---|---|---|---|
| 3. Print each side in additional ink color: | | | | |
| (a) Makeready and/or Setup | per color/per side | $_________ | $_________ | $_________ |
| (b) Running | per 100 tags | $_________ | $_________ | $_________ |

**II. STOCK/PAPER:** Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of tags furnished in the applicable "Format" group. The cost for any required stock/paper required for makeready or running spoilage must be included in the prices offered.

| | | Format A (1) | Format B (2) | Format C (3) |
|---|---|---|---|---|
| (a) Lamination | per 100 tags | $_________ | $_________ | $_________ |
| (b) White Printable Vinyl (0.10" thick) | per 100 tags | $_________ | $_________ | $_________ |
| (c) Colored Printable Vinyl (0.10" thick) | per 100 tags | $_________ | $_________ | $_________ |

**III. CONSTRUCTION:**

(a) Clipping/Rounding Corners........................per 100 tags......$___________

(b) Shrink Wrap Packaging........................per package......$___________

(c) Ties:

(1) Wire........................per 100 tags......$___________

(2) String........................per 100 tags......$___________

(3) Nylon........................per 100 tags......$___________

(d) Drilling........................per 100 tags......$___________

## SECTION 4. - SCHEDULE OF PRICES

**III. CONSTRUCTION (Continue):**

(e) Reinforcements:

(1) Metal: Makeready and/or Setup ........................................................ per tag ......$___________

(2) Metal: Running .....................................................................per 100 tags ......$___________

(3) Patches: Makeready and/or Setup ........................................................ per tag ......$___________

(4) Patches: Running .....................................................................per 100 tags ......$___________

(f) Numbering:

(1) Makeready and/or Setup ........................................................ per location ......$___________

(2) Running.....................................................................per 100 tags ......$___________

(g) Perforating:

(1) Makeready and/or Setup ........................................................ per tag ......$___________

(2) Running.....................................................................per 100 tags ......$___________

## SECTION 4. - SCHEDULE OF PRICES

**SHIPMENT(S):** Shipments will be made from: City __________________________, State _______________

The city(ies) indicated above will be used for evaluation of transportation charges when 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.

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

______________________________________________________________________
(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Contracting Officer Review ____________ Date ___________ Certifier ______________Date________

**Bid Submission - Return Section 4. – Schedule of Prices to GPO** bids@gpo.gov