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QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE

Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

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

Headquarters, Air Force Reserve

Single Award

CONTRACT TERM: The term of this contract is for the period beginning June 1, 2016 and ending May 31, 2017, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO TRACI COBB, (404) 605-9160, Ext. 32704, OR E-MAIL tcobb@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY, (404) 605-9160, Ext. 32712, OR E-MAIL aharvey@gpo.gov. NO COLLECT CALLS.

NOTE: The previous contract was a set-aside procurement. No previous abstract is available.

This is a Small Purchase Term Contract. Quotes may be submitted via fax (404-605-9185/9186) or mailed to the Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. GPO Form 910 is NOT required. To submit a quote, contractor must return a completed "Schedule of Prices", which is included at the end of this specification. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO website, <http://www.contractorconnect.gpo.gov>.

Quotes due by 11:00 a.m., prevailing Atlanta, GA time, on May 25, 2016.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01), available on the GPO website) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO website).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

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 specified standards for the attributes requiring them shall be:

IF PRINTING VIA OFFSET PRINTING:

<u>Attribute</u>	<u>Specified Standard</u>	<u>*Alternate Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs (Template)	Average Type Dimension/File Setup
P-9. Solid and Screen Tint Color Match	Pantone Matching System	
P-10. Process Color Match	Approved Proofs (Template)	File Setup

IF PRINTING VIA DIGITAL PRINTING:

<u>Attribute</u>	<u>Specified Standard</u>	<u>*Alternate Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs (Template)	Average Type Dimension/File Setup
P-9. Solid and Screen Tint Color Match	Approved Proofs (Template)	Pantone Matching System
P-10. Process Color Match	Approved Proofs (Template)	File Setup

*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

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

EXTENSION OF CONTRACT 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, 2016 and ending May 31, 2017, 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 index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" 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 3 months prior to the beginning of the contract, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

PRE-AWARD 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.

PAYMENT: Submit all billing to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Printing Office, Washington, DC 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Visit the following website for complete instructions on preparing your voucher and barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 11 AND 12.

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, 2016 and ending May 31, 2017, plus for such

additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as composition, electronic prepress, printing, packing, and distribution.

TITLE: Air Force Reserve Recruiters Business Cards

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's requirements.

All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT to be construed as a guarantee.

FREQUENCY OF ORDERS: Approximately 24 orders per year (2 orders per month).

QUANTITY: While there are no guarantees, based upon past performance and anticipated future requirements, the orders will consist of approximately 1 to 25 individual names with an average of 14 names per order. Quantities for each order will be in units of 250 per name.

TRIM SIZE: 3-1/2 x 2"

EXHIBITS: Exhibits "A", "B", and "C" are representative of the templates for cards ordered under this contract.

GOVERNMENT TO FURNISH:

- Electronic page layout files, including department seals/logos, for each template style (see "ELECTRONIC MEDIA") will be furnished by the ordering agency upon award of the contract. NOTE: Ordering agency currently uses three different template styles (see Exhibits/Templates "A", "B", and "C"); however, templates may be added, deleted, or modified throughout the duration of the contract.
- Electronic manuscript copy (see "ELECTRONIC MEDIA") for each individual name will accompany each print order.
- Print orders (GPO Form 2511).
- GPO Carton Labeling and Marking Specifications.
- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed to Atlanta GPO (404-605-9185/9186) on the day shipment is due.

ELECTRONIC MEDIA:

- PLATFORM: Unknown
- STORAGE MEDIA: Email
- SOFTWARE:

Files for Templates: Upon award of the contract, contractor will receive the page layout guides, including images for the department seals/logos, for each template style (currently three styles). Page layout guides will be provided via PDF files. Contractor will be required to create templates for each style for use on subsequent orders.

Electronic Manuscript: Electronic manuscript copy for each individual card will be provided in a MS Excel spreadsheet. The spreadsheet will contain fields for the components to be typeset (see "Exhibits A, B, and C"). NOTE: If the spreadsheet contains copy for "Organization 2", this copy prints on a line between "Organization 1" and the street address (resulting in four lines of type in the address).

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

- COLOR(s): May be identified as one or more of the following: RGB, CMYK, and/or Pantone/Spot colors.
- Templates "A" and "B": Contractor to convert all colors to Pantone 287 Blue on the face and to spot color Black on the back.
- Template "C": Contractor to convert all colors to CMYK on the face and to spot color Black on the back.
- FONTS: All fonts will be embedded and/or embedded subset on the initial page layout files.
- OUTPUT: High resolution (175 line screen for all CMYK, 1200+ dpi for the balance) output required.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the 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.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- 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 YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE/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 PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

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

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

The contractor may, at their option, provide an internet based order entry program which would allow the Government to place orders via a contractor maintained website in lieu of furnishing manuscript copy. This program should allow instant online proofing, with the ordering agency maintaining centralized control over persons authorized to submit and/or approve orders. A list of authorized personnel would be provided to the contractor. Contractor must not proceed without the appropriate approval. All costs involved in implementing the program and training the Government personnel would be the responsibility of the contractor.

PROOFS: With the exception of the proofs for the template set-up*, no additional proofs are required. The contractor will be responsible for performing all necessary proofreading to ensure that the final products are in conformity with the copy and instructions submitted. Products received which contain contractor errors will be rejected and the contractor will be required to reproduce the products at no cost to the Government.

Proofs of the templates will be withheld not longer than 2 workdays from date of receipt by the Government to receipt in contractor's plant (approval via fax or email). Once approved, the proofs will be the standard for page layout guide, typestyle (font, style, size) match, color separations, and margin guide for the current templates.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

Proofs will deliver to Robins AFB, GA 31098. Complete address and contact will be listed on the print order.

IF PRINTING VIA OFFSET PRINTING:

* **CONTRACT PROOF:** Digital one-piece composite color CONTRACT** proofs on the actual production stock (i.e. Kodak Approval, Screen TrueRite, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi are required created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs must have all elements in proper position (indicate margins). Proofs will be used for color match on the press (Template "C" only). Proofs must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs.

– OR –

* **INK JET PROOFS:** At contractor's option, in lieu of contract proofs, one set of INKJET** proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meet or exceed industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 Wedge or P2P25 Target. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

** For Templates "A" and "B": Pantone color may be substituted with a similar color but may not be built! Contractor to attach Pantone color swatches of actual PMS color to the proofs.

IF PRINTING VIA WET INK DIGITAL PRINTING:

* **ONE-OFF PROOF:** One set of digital color one-off proofs on the actual production stock. Proofs must be created using the same output device that will be used to produce the final printed product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size/format of the product, as applicable. Proof will be used for color match on the press throughout the production run.

FILMS: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

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. 12" dated March 2011.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20402 or available in PDF format on the GPO website.

Color of 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 paper the color of which, in his opinion, materially differs from that of the color sample(s).

Templates "A" and "B": Bright White Smooth-finish Opaque Cover, Basis Weight 100 lbs per 500 sheets, 20 x 26", equal to JCP Code L21.

Template "C": White Coated One Side (C1S) Cover, 10 Point, equal to JCP Code L70.

PRINTING: The majority of cards will print face and back; however, it is anticipated that approximately 15% of the cards will print face only. Cards printing face and back will print head to head.

Templates "A" and "B": Face prints type and line art matter in one PMS color (PMS 287 Blue, unless otherwise specified on the print order). Back (when applicable) prints type matter in Black only.

Template "C": Face prints full color matter via 4-color process with full bleed on all dimensions. Flood coat entire face with a clear, non-yellowing gloss varnish/aqueous coating. Back (when applicable) prints type matter in Black only.

NOTE: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III 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.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Follow furnished page layout guides (unless otherwise noted on the print order).

Template "A": inadequate gripper (less than 1/4") on the head and foot of the face and back; adequate gripper on the balance.

Template "B": inadequate gripper (less than 1/4") on the head and left margin of the face; inadequate gripper (less than 1/4") on the head and foot of the back; adequate gripper on the balance.

Template "C": full bleed on all dimensions of the face; inadequate gripper (less than 1/4") on the head and foot of the back; adequate gripper on the balance.

BINDING: Trim 4 sides.

PACKING: Box in units of 250 copies. Pack suitable per shipping container.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination (within the 50 states) via traceable means. Complete addresses will be furnished in an Excel file with the print orders.

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 billing 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). NOTE: The Government will email the print order and furnished material to the contractor.

The following schedule begins upon notification of the availability of print order and furnished materials.

Complete production and distribution must be made within 10 to 15 workdays.

The ship/deliver date indicated on the print order is the date products ordered 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.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest quote 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 during the term of the contract.

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

- I. (a) 42
- (b) 235
- (c) 62
- (d) 354

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: (404) 605-9185/9186

Quotes due by: 11:00 a.m. / Date: May 25, 2016

CONTRACTORS NAME AND SIGNATURE: Fill out and return* all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Contractor _____

(Address) (City) (State) (Zip)

(Person to be Contacted) (Date) (State Code/Contractor's Code)

(Telephone Number) (E-mail Address)

*You may FAX the Schedule of Prices pages to the above number, or you may mail to: Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, 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.

Quotes 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 billing submitted to the GPO shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

(a) Template "A" or "B" printed face only, each name.....for 250 cards\$ _____

(b) Template "A" or "B" printed face and back, each namefor 250 cards.....\$ _____

(c) Template "C" printed face only, each name.....for 250 cards\$ _____

(d) Template "C" printed face and back, each namefor 250 cards.....\$ _____

(Initials)

Exhibit/Template A

Face of card prints in PMS 287 Blue. Air Force Reserve Logo is static. Typesetting required for balance of information.



AIR FORCE RESERVE

CMSgt Glen A Barnes

Chief, Advertising Branch

(478) 327-0161 DSN 497-0161

Cell: (478) 447-4675

Fax: (478) 327-0657

Email: glen.barnes@afrc.af.mil

AFRCRS/ RSAA

1000 Corporate Pointe

Warner Robins, GA 31088

Back of card (when applicable)
prints type in Black. All type is
static.

Air Force Reserve Benefits

- Great education and training opportunities
- Money for school through the Montgomery Reserve GI Bill
- Enrollment in the fully accredited Community College of the Air Force
- Use of all base recreation facilities
- Tax free on-base shopping privileges
- Non-contributory retirement plan
- Low cost life insurance available for you and your family
- Tricare Reserve Select Health Care benefit for you and your family

My Appointment is:

800-257-1212 • www.afreserve.com

Exhibit/Template B

Face of card prints in PMS 287 Blue. Air Force Reserve Logo and bottom line of type are static. Typesetting required for balance of information.

MSgt Chance C. Babin Superintendent of Public Affairs	
 AIR FORCE RESERVE	
Air Force Reserve Recruiting 180 Page Road, Bldg 208 Robins AFB, GA 31098	Office: 478-327-1632 DSN: 497-1632 Cell: 478-555-5555 Chance.Babin@us.af.mil
AFBAM/AFR/000 *** 1-600-257-1212	

Back of card (when applicable) prints type in Black. All type is static.

Air Force Reserve Benefits
• Great education and training opportunities • Money for school through the Montgomery Reserve GI Bill • Enrollment in the fully accredited Community College of the Air Force • Use of all base recreation facilities • Tax free on-base shopping privileges • Non-contributory retirement plan • Low cost life insurance available for you and your family • Tricare Reserve Select Health Care benefit for you and your family
My Appointment is:
800-257-1212 • www.afreserve.com

Exhibit/Template C

Face of card prints 4-color process +
varnish/aqueous coating. Air Force
Reserve Logo and bottom line of type
are static. Typesetting required for
balance of information.



Back of card (when
applicable) prints type in
Black. All type is static.

