



May 6, 2016

AMENDMENT NO. 1

RE: PROGRAM 842-S

SPECIFICATIONS AMENDED

Bid opening date remains May 12, 2016.

Program 842-S is hereby amended to the extent that the printing requirements and schedule requirements are clarified as follows:

On page 9 of 13 of the contract specifications, under “PRINTING,” add the following statement –

All variable data (individual’s name and contact information) will print in black ink only.

On page 11 of 13 of the contract specifications, under “SCHEDULE, Schedule for Balance of Orders (Actual Card Production),” add the following statement –

Contractor must be capable of receiving on-line orders for card production within five (5) workdays of receipt of approval for the prior to production samples.

Remainder of specifications same.

Acknowledge on bid or amend bid by letter to the U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, Washington, DC 20401, M/F: Program number, bid opening date and time. Facsimile amended bids/letters in response to this amendment are permitted. Facsimile bids/letters may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date and time must be specified with the amended bid/letter. Refer to Amendments to Solicitations in the Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered amended bids/letters are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening date and time, may be reason for bid being judged nonresponsive.

Authorized by:

YVETTE VENABLE-BROOKS
Contracting Officer
Agency Publishing Services, DC Team 2

Written by: mrrn

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Corporation for National and Community Service (CNCS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending April 30, 2017, plus up to four (4) optional 12-month extension period(s) 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 publicly opened at 11:00 a.m., prevailing Washington, DC time, on May 12, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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

Abstracts of contract prices are available at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Linda Giacomo at lgiacomo@gpo.gov or (202) 512-0307.

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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: 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.

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

SUBCONTRACTING: The predominant production function of this contract is printing. Bidders who must subcontract the predominant production function will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level III.
- (b) Finishing Attributes (item related) – 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 Confirmation/ O.K. Prior to Production Samples/ O.K. Hard Copy Proofs/ Average Type Dimension/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 Date of Award to April 30, 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 “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 January 31, 2016, 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.

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 a monthly print order for jobs placed with the contractor. *A monthly print order will be issued to indicate the total number of electronic orders placed and total number of cards produced per electronic order for the previous month.* 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 April 30, 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” 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. *A “print order” (GPO Form 2511), to be used for billing purposes, will be issued monthly to cover all electronic orders placed the previous month.*

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: Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application 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.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as electronic prepress, creation and maintenance of an on-line ordering system, composition, printing in multiple ink colors, binding, packing, and distribution.

TITLE: Business Cards.

FREQUENCY OF ORDERS: Monthly print orders will be issued for all on-line orders placed during the *previous* month.

NOTE: After award, a separate print order will be placed for the hard copy proof and prior to production samples.

QUANTITY: 250 cards per name per order.

Approximately 10 to 200 names may be ordered in a single month requiring the same schedule. The average number of names ordered in a month is approximately 40.

NUMBER OF PAGES: Face only.

TRIM SIZE: 3-1/2 x 2”.

GOVERNMENT TO FURNISH:

Upon award, the ordering agency will furnish a vector file (in a zip file via email) for the card template, artwork, and links. This file is to be held for reuse throughout the term of the contract.

For each card ordered, copy for individual names, titles/positions, addresses, and contact information will be furnished via the contractor’s on-line ordering system.

A sample business card.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on the finished product.

EXHIBIT: The facsimile of sample page shown as EXHIBIT A is representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products in accordance with these specifications.

Under no circumstances will the information furnished by the Government be used for any purpose other than for producing business cards for the intended recipients under this contract.

ON-LINE ORDERING: The contractor must provide a web-based on-line ordering system site that is fully functional at time of award.

The on-line ordering system must have the following capabilities:

1. Contractor's web-site must contain an individual template for business cards, as specified in this contract.
2. Contractor's ordering system must provide a fillable form specifically designed to accept data and place an order request as a one-step process. Form must have, at a minimum, fields for the following: office name, individual name, title, suite/floor number, street/city/state address, at least three contact fields (including telephone, fax, and either mobile or agency program Twitter handle label options for each), toll-free number (optional), and email address.
3. Placement of an order request must result in the immediate generation of an Adobe Acrobat PDF proof either emailed to the person placing the order or accessible for downloading by the person placing the order. Proof must show card with agency logo and individuals' pertinent information.
4. On-line ordering system must have a "shopping cart" type feature with the ability to save (indefinitely) items placed in the shopping cart until PDF proofs have been approved. Ordering agency must be able to access information/orders saved in the cart.
5. Ordering agency must be able to make changes to saved information and/or orders at any time prior to approving the order. If information is changed, system must generate a new PDF soft proof.
6. For each PDF proof generated, the proof must contain a statement to the effect that the person placing the order request may make changes to his/her name and contact information only; changes are NOT allowed for the layout/design (e.g., logo, colors, typestyle, typesize). Additionally, once the PDF proof has been confirmed/approved, NO changes are allowed.
7. On-line PDF proof must require an electronic confirmation/approval. (The contractor must not produce cards until electronic confirmation is entered into the contractor's on-line ordering system.)
8. On-line ordering system MUST be 508 compliant and adhere to the requirements set forth by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), to offer access to electronic and information technology for disabled individuals within its employ, and for disabled members or the public seeking information and services Standards for complying with this law are prescribed by the U.S. Access Board.

NOTE: The actual order will not be considered "placed" until an electronic confirmation is entered into the contractor's on-line ordering system.

REPORTS: Within the first five (5) workdays of each month, the contractor must generate and submit a monthly report to the ordering agency documenting all orders placed during the *previous* month. The report must include, but is not limited to: date each on-line order was placed; names ordered; total number of orders placed; confirmation code; and, a copy of all billing information for each on-line order. Monthly reports must be emailed to: lkirkpatrick@cns.gov.

COMPOSITION: Contractor will be required to set type for individual names, titles/positions, addresses, and contact information in conjunction with the contractor's on-line ordering system, as specified herein.

Ordering agency to furnish a sample business card after award. Contractor must match typestyle/size of furnished sample.

ELECTRONIC PREPRESS (Agency Logo): 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: LaToya Kirkpatrick at (202) 606-6922.

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

PROOFS:

First Order Only – Agency will furnish “dummy” text for name and contact information.

One (1) set of digital one-piece composite laminated halftone proofs of the logo and dummy name/contact information on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers and must show areas consisting of minimum 1/8 x 1/8” solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure.

In lieu of digital one-piece laminated proofs, at contractor’s option, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 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 the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009.

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

Pantone colors may be substituted with a similar color. (This requirement does not apply to inkjet proofs.)

Balance of Orders (actual card production) –

Proof will consist of an immediate on-line PDF proof of the order request, as follows:

One (1) Adobe Acrobat (most current version) PDF soft proof of the business card for each name ordered. PDF proof must show all text matter and position of agency logo. PDF proof will be evaluated for text, image position, and color breaks. Proof will not be used for color match.

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.

Contractor must not print prior to the receipt of an “O.K. to Print.”

PRIOR TO PRODUCTION SAMPLES (First Order Only): Prior to the commencement of the contract production quantity, the contractor shall submit five (5) samples for one name. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, and program numbers.

NOTE: Agency will furnish “dummy” text for name and contact information.

All sample cards shall be printed and bound, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. *All samples must be printed on the paper required, as specified herein.*

Contractor must submit samples to: CNCS HQ, Attn: LaToya Kirkpatrick, 250 E Street, SW, Suite 300, Washington, DC 20525.

Contractor must furnish samples within three (3) workdays of receipt of “O.K. to Print” on proofs.

The Government will approve, conditionally approve, or disapprove the samples within one (1) workday of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, “Notice of Compliance with Schedules,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor’s risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

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.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

PRINTING: *Digital printing is NOT allowed.*

Print face only in black ink plus three additional Pantone ink colors. Printing consists of text and line matter and departmental logo.

Contractor to match Pantone number as indicated on the print order.

GPO imprint is waived and must not print on the finished product.

NOTE: Stockpiling is at the contractor's risk. Government will NOT be responsible for purchasing any pre-printed "shells" at the end of the contract.

MARGINS: Margins will be as indicated on the print order or furnished media. Card bleeds on three sides.

BINDING: Trim four sides.

PACKING: Box individual names in units of 250 cards. Affix a copy of each card to the end panel of each box for identification.

Insert box(es) into cushioned shipping bags or shipping containers, at contractor's option.

If more than one name is ordered on the same print order, the boxes may be packed together – if destined for the same address.

NOTE: All cards for CNCS HQ staff located at 250 E Street, SW, Suite 300, Washington, DC 20525 are to be packed together and marked to the attention of LaToya Kirkpatrick.

Individual boxes, cushioned shipping bags, and/or shipping containers must be of sufficient strength and durability as to ensure against damage to the product during delivery/shipping and must ensure the package will not open nor split during delivery/shipping.

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

QUALITY ASSURANCE RANDOM COPIES: 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 sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

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: Ship f.o.b. contractor's city (reimbursable) to addresses nationwide.

Contractor must ship by the most economical means to the Government. Unless otherwise specified, contractor is not to ship using overnight express carriers. All shipping is reimbursable via traceable small package carrier. Contractor will be reimbursed for all shipping costs upon submittal of appropriate shipping receipts with billing invoice for payment. *NOTE: Orders are NOT to be sent through the U.S. Postal Service.*

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 842-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product.

Upon completion of each order, the contractor must furnish copies of all shipping receipts to the ordering agency as specified on the print order.

Upon completion of each order, all furnished copy for individual name(s) and contact information must be deleted from the contractor's system.

All expenses incidental to maintaining the on-line ordering system (including providing PDF proofs) and submitting hard copy proofs and prior to production samples must be borne by the contractor.

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) or prior to the Electronic Confirmation being entered into the contractor's on-line ordering system, as applicable.

On the first order only, the print order and furnished electronic file for card template, artwork, and links will be furnished via email.

On the balance of orders, the monthly print orders (for card production) and furnished copy for names, titles/positions, addresses, and contact information will be furnished via the contractor's on-line ordering system.

Hard copy proofs (first order only) must be furnished to: CNCS HQ, Attn: LaToya Kirkpatrick, 250 E Street, SW, Suite 300, Washington, DC 20525.

PDF soft proofs shall be automatically generated by the contractor's on-line ordering system. (See "ON-LINE ORDERING.")

No definite schedule for placement of orders can be predetermined.

Schedule for First Order Only:

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 to submit required proofs within three (3) workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Contractor to furnish prior to production samples within three (3) workdays of receipt of "O.K. to Print" on proofs.
- The Government will approve, conditionally approve, or disapprove the samples within one (1) workday of the receipt thereof.

Schedule for Balance of Orders (Actual Card Production):

The following schedule begins the workday after issuance of a confirmed electronic order; the workday after issuance will be the first workday of the schedule.

- Contractor's on-line ordering system shall generate an immediate PDF soft proof to the person placing the order request.
- Typically, electronic proof confirmation will be given within one (1) workday from receipt of PDF soft proof at the ordering agency (for example, if PDF soft proof is furnished on a Monday, the ordering agency will provide confirmation/approval by close of business Tuesday.) *An occasional order may require more than one (1) workday before proof confirmation is given.*
- Contractor must complete production and distribution within 10 workdays of receipt of an electronic confirmation.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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.”

I. 1

II. 480

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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 non-responsive.

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 non-responsive.

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

I. PROOFS AND PRIOR TO PRODUCTION SAMPLES: Prices offered shall include the cost of all required materials and operations necessary for the required hard copy (digital one-piece composite laminated halftone) proofs and prior to production samples (on the first order only) of the product listed in accordance with these specifications.

Per order.....\$_____

II. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the printing, binding, and boxing of business cards and shall include the cost of on-line orders, composition, generation of on-line PDF proofs, generation of monthly reports, and paper stock, for the complete production and distribution of the product listed in accordance with these specifications.

Per name per box of 250 cards.....\$_____

INSTRUCTIONS FOR BID SUBMISSION: Fill out “SECTION 4. – SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder _____


(City – State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

EXHIBIT A



NationalService.gov

Corporation for
**NATIONAL &
COMMUNITY
SERVICE**

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