

U.S. GOVERNMENT PRINTING OFFICE  
11836 Canon Blvd., Newport News, VA 23606-2591

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Window Envelopes for Four Treasury/FMS Centers**

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

Department of the Treasury  
Washington DC

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning Date of Award and ending December 31, 2009, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

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

**BID OPENING:** Bids shall be publicly opened at 2:00 P.M., prevailing Eastern Standard Time on December 23, 2008

This is a new term contract; no previous abstract is available.

**TO SUBMIT A BID, THE CONTRACTOR MUST COMPLETE AND RETURN THE FOLLOWING: GPO BID FORM 910, 2 SETS OF SCHEDULE OF PRICES. ALL FORMS AND BID ENVELOPE INSTRUCTIONS ARE INCLUDED IN THIS SOLICITATION.**

**REFER ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS TO Sue Williams AT (757) 873-2808.**

## 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 Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)), and ANSI Standard, Sampling Procedures and Tables for Inspection by Attributes, ANSI/ASQC Z1.4. Standards referenced in the contract are those that are current at the time of the contract solicitation.

**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 – NA.

Inspection Levels (from ANSI/ASQ 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	Camera copy or printed sample

**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. (This paragraph has to do with one month intervals not the 12 month option to extend.)

**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 (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 periodic pricing revision.

**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 the beginning of the contract to December 31, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The Economic Price Adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the Variable Index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This

average is then compared to the average of the monthly Indexes for the 12-month interval ending September 30, 2009, 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.

**RECOVERED MATERIALS PROGRAM:** The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

**PREDOMINANT PRODUCTION FUNCTION:** Printing and envelope conversion.

**SUBCONTRACTING:** Subcontracting will not be permitted.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through December 31, 2009 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 FOR CONTRACTOR (PRIOR TO AWARD):**

**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.

**PREAWARD SAMPLES:** In addition to the Preaward Survey, the Government will require the contractor to furnish 200,000 samples to the ordering agency for testing. Samples must conform in all respects to these specifications. Samples will only be required of the contractor in line for award and must be furnished at the contractor's expense.

**PREAWARD TEST:** The prospective Contractor will be supplied with materials, such as PDF Files and printed samples, and is required to produce 200,000 sample envelopes in accordance with these specifications. Contractor must ensure that the product meets the parameters established by the Government. **Must be produced at no cost to the Government.**

The test samples must be delivered f.o.b. destination to the Kansas City Financial Center, Attn: Dirk Dean or Jim McClung (816-414-2222/4), Administrative Office, 4241 NE 34<sup>th</sup> Street, Kansas City, MO 64117, within 14 calendar days after notification of the availability of furnished materials. The container and accompanying documentation shall be marked "SAMPLES" and shall include the GPO Program Number, and Program Title.

These samples will be inspected and tested for compliance with the specifications.

The Government will approve, conditionally approve, or disapprove the samples within ten (10) workdays of the receipt thereof. Approval or conditional approval shall not relieve the prospective Contractor from complying with the specifications. A conditional approval shall state any further action required by the Contractor. A notice of disapproval shall state the reason 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 testing, 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 cost to

the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event the prospective Contractor cannot demonstrate compliance with the specifications, the Contractor shall be declared nonresponsible. Contractors found to be nonresponsible will be required, under Government supervision, to destroy all plates, negatives, or other media produced by the Contractor that might be used to produce envelopes described in these specifications. Further, nonresponsible Contractors will be required to return any Government furnished materials upon the request of and as directed by the Contracting Officer.

All costs such as, but not limited to, making press plates, stock/paper, make-ready and setup, and shipment incurred by the Contractor in order to satisfactorily meet the requirements of the preaward test and furnish an acceptable product in accordance with these specifications shall be borne by the Contractor. All printed test samples shall be manufactured at the facility in which the contract production quantities are to be manufactured.

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 vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

## **SECTION 2. SPECIFICATIONS**

**SCOPE:** These specifications cover the production of window envelopes, requiring such operations as printing, envelope conversion, and distribution. Envelopes must run on Kerns inserter, free of jams.

**TITLE:** FMS Check Window Envelopes (Item 1: White envelope; Item 2: Blue envelope)

**FREQUENCY OF ORDERS:** Approx. 16 orders per month for Item 1; and 4 orders per month for Item 2.

QUANTITY: Approximately 2,000,000 copies per order for Item 1; and 500,000 copies per order Item 2.

NUMBER OF PAGES: Face and back, before construction.

FINISHED SIZE: 3-5/8 x 7-7/8" (+/- .03125) Size and construction are critical.

GOVERNMENT TO FURNISH: Camera copy or previously printed sample to be used as camera copy for type/rules printing on outside front of envelope.

The contractor must provide print media for security tint for inside of envelope and must insure no show through after manufactured.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, 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.

Contractor will be required to obtain a die to exactly match the furnished sample envelope in all elements, i.e., throat, flap, window, etc.

STOCK: 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 February 2008. All text stock used in each copy must be of a uniform shade.

Item 1: White Wove, (basis weight: 24 lbs per 500 sheets, 17 x 22").

Item 2: Blue (must match sample) Wove, (basis weight: 24 lbs per 500 sheets, 17 x 22")

PRINTING: Normally the outside of the envelope prints 8 type-lines and 2 horizontal rules in the return address area (margins 3/16" head and 3/8" left). One 7/16 x 1/4" black bar which prints on the face and back (after construction- 3/16 x 1/4" prints and wraps around the back of the left edge, face view, and is located 1/2" from the head, flap score). A First Class Presort Mailing Permit in the upper right corner (margins 3/16" left, 1/4" head, flap score). All printing on outside, after construction, is in black ink. All printing must be clear and legible, not plugged or smudged. Contractor is NOT to retype any furnished material. NOTE: Some orders might only require the First Class Presort Mailing Permit and a black bar to be printed (no return address). Occasionally, the back after construction, might require printing in black ink. Print Orders will reflect what is required to be printed.

Security Design: Print/tint envelopes on the inside (back before manufacture) in black or blue ink (lining not acceptable). Contractor must use his own design and must guarantee that the product will ensure complete opacity & prevent show-through of any material contained therein. Security tint must not be so dark that the security design will hamper any barcode readings, which may be printed on the envelopes by the Post Office. Not all envelopes will require a security tint. *Print Order will state whether a security tint is necessary.*

Contractor will have a maximum of 45 days to print 2,000,000 envelopes per print order with partial shipments for orders in excess of 2 million.

COLOR OF INK: Ink must contain a minimum of 20% vegetable oil. Black ink for outside of envelope; Black or blue ink (contractor's option) for security tint inside of envelope.

MARGINS: See above under "PRINTING."

CONSTRUCTION: Construction is open side, side seams with a fully gummed flap, which must be curl-free for up to three months to prevent jams in inserter. The throat depth of the envelope must be 1" and must be a tapered "V" type configuration with smooth transition points at side seams, glued to within 1/16" of top of

seams. The flap must be 1-7/8" deep; 7/8" wide flap edges which have a 1/4" radius and 20 degrees from top and bottom fold.

Die cut a round cornered 4 x 1-1/2" window. Left edge of the window is located 1-3/4" from left edge of envelope and bottom of window is located 1-1/8" from bottom of envelope. Cover window on the inside securely with clear, transparent cellophane. Window material must be securely glued to inside of envelope with no unglued edges, which would cause jams on inserter. Contractor must ensure that after construction that envelopes are not sealed shut due to flap glue and that the inside of the envelope is not closed due to excess glue on cellophane.

Score all folds.

Envelopes must process on Kerns inserter, free of jams.

PROOF: Contractor will be required to e-mail a content proof showing the printing and position that will be used for each order. Template for the proof should show the position of the window and all margins. E-mail proofs to [tina.decker@do.treas.gov](mailto:tina.decker@do.treas.gov); [dirk.dean@fms.treas.gov](mailto:dirk.dean@fms.treas.gov); and [jim.mcclung@fms.treas.gov](mailto:jim.mcclung@fms.treas.gov). Approval or disapproval will be provided within 2 days after receipt of the proof.

PACKING: Pack in units of 2,000 envelopes per carton (two rows of 1,000 envelopes) with the face (printed image) all in the same direction and facing the front of the box. Cartons must measure 23" L x 16-3/8" W x 4" D, with a minimum Edge Crush Test (ECT) of 32 lbs/in. Affix labels to the front of the cartons. All carton labels must face the outside of the pallet. Pack no more than 100,000 envelopes (50 cartons) per pallet.

LABELING AND MARKING: Reproduce shipping container labels from furnished repro, fill in appropriate blanks and attach to shipping containers on the front side of the carton.

PALLETS: Contractor will be required to furnish pallets for shipments when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 1,020 x W 1,220 mm (L 40 x W 48"), Full entry must be on the 1,220 mm (48") width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 46". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):**

All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. 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.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	<u>35,001 and over</u>	<u>200</u>

10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the distribution address with the largest quantity on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

UPON DELIVERY OF EACH SHIPMENT, THE FINANCIAL CENTER WILL OPEN ONE BOX FROM THE SHIPMENT AND INSPECT FOR WARPING OR SEALED/CLOSED ENVELOPES. IF UPON INSPECTION THE FINANCIAL CENTER DEEMS THE ENVELOPES ARE UNACCEPTABLE, THE ENTIRE SHIPMENT WILL BE REFUSED AND RETURNED TO THE CONTRACTOR AT NO COST TO THE GOVERNMENT.

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 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 Program, Jacket and Print Order numbers, and must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

Shipments will only go to the following 4 locations. Each Print Order will give the delivery address.

Austin Financial Center  
Attn: Administrative Officer  
1619 E. Woodward Street  
Austin, TX 78741

Kansas City Financial Center  
Attn: Administrative Officer  
4241 NE 34th Street  
Kansas City, MO 64117

Philadelphia Financial Center  
Attn: Administrative Officer  
13000 Townsend Road  
Philadelphia, PA 19154

San Francisco Financial Center  
Attn: Administrative Officer  
1650 65<sup>th</sup> St.  
Emeryville, CA 94608

GFM and 5 sample envelopes (for each destination) from each print order to: Department of Treasury, 1500 Pennsylvania Avenue NW, Annex Bldg., Room B-39, Washington DC 20220

Large truck shipments to Treasury's Philadelphia Regional Financial Center will not be scheduled for delivery during the last ten working days of the month. Deliveries to the San Francisco Regional Financial Center shall be made during the first week of the month, preferably on Wednesday, and between the hours of 8:00 am and 2:00 pm Pacific Standard Time. The contractor shall not deviate from the established schedule of deliveries for the Philadelphia and San Francisco Regional Financial Centers without prior approval of the Contracting Officer.

The contractor will also be required to call Treasury's Regional Financial Centers no less than 3 workdays prior to shipment. Treasury will furnish names of contact persons and phone numbers after award.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order.

Furnished material must be picked up from Hampton GPO, Newport News, VA.

Complete production and delivery must be made within 45 workdays (for orders up to 2 million copies) after notification that Print Order and Government Furnished Materials are available for pickup.

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

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

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted 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 this contract.

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

**Accelerated Schedule:** It is anticipated that approximately 15% of the orders must be completed in 15 to 20 workdays due to low inventory at a Government agency. These orders will be paid for at the premium rate.

Orders requiring an accelerated schedule will be offered and paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be paid for at the basic prices offered.

It is estimated that 15% of the orders placed on this contract will be for the accelerated schedule. Therefore, premium payments will enter into the determination by applying the percentage increase offered for the accelerated schedule in the "Schedule of Prices" Item I to 25% of the total price offered for all items except Item II "Paper". This additional cost will be included in the total bid and will be used to determine the lowest bid.

Failure of the contractor to deliver work at the time specified would result in disallowance of premium payments that were anticipated and the contractor will not list such items on his vouchers.

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

I.1.(a)(1)	144
(2)	288,000
(b)(1)	48
(2)	96,000
2.(a)(1)	36
(2)	18,000
(b)(1)	12
(2)	6,000
II.1.	384,000
2.	24,000
III. (a)	1,946
(b)	926
(c)	682
(d)	526

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item will 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.

Fractional parts of 1000 will be prorated at the per 1000 rate.

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not quoted a price under the "Schedule of Prices".

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

<u>Makeready and/or Setup</u>	<u>Running per 1000 Copies</u>
(1)	(2)

**I. PRINTING:**

Item 1:

- (a) White Window Envelopes printing in black ink w/security tint. . . . . \$ \_\_\_\_\_ \$ \_\_\_\_\_
- (b) White Window Envelopes printing in black ink NO security tint. . . . . \$ \_\_\_\_\_ \$ \_\_\_\_\_

Item 2:

- (a) Blue Window Envelopes printing in black ink w/security tint. . . . . \$ \_\_\_\_\_ \$ \_\_\_\_\_
- (b) Blue Window Envelopes printing in black ink NO security tint. . . . . \$ \_\_\_\_\_ \$ \_\_\_\_\_

**II. PAPER:**

- Item 1: White Wove.....per 1,000 envelopes.....\$ \_\_\_\_\_
- Item 2: Blue Wove.....per 1,000 envelopes.....\$ \_\_\_\_\_

**III. DELIVERIES:** All prices offered must be for the cost of one f.o.b. destination delivery from the contractor's facility to the destinations listed below as defined in these specifications.

- (a) Austin, TX.....per skid.....\$ \_\_\_\_\_
- (b) Kansas City, MO.....per skid.....\$ \_\_\_\_\_
- (c) Philadelphia, PA.....per skid.....\$ \_\_\_\_\_
- (d) San Francisco, CA.....per skid.....\$ \_\_\_\_\_

**PREMIUM PAYMENTS:** Premium payments will apply to all items except Item II. "Paper" required to produce the product ordered. This is only authorized for orders placed on the "Accelerated Schedule" as defined in these specifications.

Percentage increase.....%

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)

\_\_\_\_\_  
(E-Mail)

**Sample Bid Envelope**

In order to ensure proper processing of bids, the following information is required on all bid envelopes. If contractor uses an overnight courier service (DHL, Federal Express, UPS, Etc...) Please indicate on the outside of the envelope or package that "Bid is enclosed, Program 3356-S, Opens 2 pm, December 23, 2008".

**Program: 3356-S**

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Apply  
Postage  
Here

Check Appropriate:

Bid Enclosed  
 No Bid

U.S. GOVERNMENT PRINTING OFFICE  
Hampton Regional Printing Procurement Office  
11836 Canon Blvd., Suite 400  
Newport News, VA 23606-2591

Bids will be received  
Until December 23, 2008  
At 2:00 p.m., EST.