

United States Government Printing Office

INVITATION FOR BID

Solicitation Number PEC704

(Paper, Envelopes and Corrugated Containers)



Prepared By:

**Paper & Specialized Procurement & Sales Division
Paper Procurement Section
Room A340 – Mail Stop: MMP
Ms. Sheree Young, Contracting Officer**

BID OPENING DATE - JUNE 10, 2004 – 10 A.M.

STATEMENT OF WORK

1. Bids for Paper, Envelopes, and Corrugated Containers for the six-month contract beginning July 1, 2004, shall be publicly opened at the U.S. Government Printing Office, DC, on June 10, 2004, 10 A.M. in 45 G Street, NW, Washington, DC 20401.
2. This Invitation for Bid (IFB) contains requirements for furnishing blank paper, envelopes, and corrugated containers for public printing and binding, and the Government departments and establishments, during the period of six-months beginning July 1, 2004, and ending December 31, 2004.
3. The Paper Procurement Section - Contract Terms and Conditions (T&C) dated May 18, 2004, (enclosed), has been incorporated in this Invitation for Bid and should be retained for reference.
4. The Paper and Envelope Specifications; Standard Samples and Drawings; Testing Standards and Definition of Terms; and Acceptance Criteria, pertaining to the Paper and Envelopes procurements referenced in this Invitation for Bid, are contained in the *Government Paper Specification Standards*, (No. 11) dated February, 1999. (Note, pages 4 through 8 describe exceptions to the JCP specifications that apply to this IFB.) Specifications for corrugated containers, drawings, testing standards and acceptance criteria are included in the IFB.
5. The *Government Paper Specification Standards*, No. 11, dated February 1999, is available on-line at <http://www.gpo.gov/qualitycontrol/index.html>. In this IFB, the ENTIRE specification standard referenced in the *Government Paper Specifications Standards* applies. That is, all requirements ABOVE and BELOW the horizontal black line in the center of the specification are applicable. NOTE: Option A of the specifications does not apply to this Invitation for Bid except where notated on the lot description.
6. The Bid and Acceptance Form, in the Appendix, must be completed and returned with the bid.
7. For lot numbers 269c through 270k, the Qualified Products Lists apply. There is a list for Executive Order (EO) 13101 compliant copy paper and one for EO 13101 non-compliant paper. The current lists are in the Appendix.
8. Specifications for lot numbers 474, 477, and 478, are contained are in the Appendix.
9. Specifications for lot number 450, White Kraft Envelopes, are contained in the Appendix. The two lowest bidders will be notified and will be required to submit a carton of preproduction sample envelopes. Samples will be tested and the contractor will be notified of approval or disapproval within 10 days after receipt of samples in GPO. See item 10 for waiver.
10. Waiver Clause - The requirement for furnishing preproduction samples for lot number 450 may be waived to a bidder, if the bidder states in their bid that the envelopes that their manufacturer is offering to furnish is the same as a product that they have supplied on a previous GPO purchase order, awarded within two years of the bid opening date of this IFB. The contractor must provide the purchase order number and date of the order in the space below, along with 30 sample envelopes with the bid. The Contracting Officer must determine that such product was found to comply with the specifications in every respect with those in the IFB.

Purchase Order Number _____

Purchase Order Date _____
11. Wrapping – Roll Stock - All rolls must be wrapped in accordance with best commercial practice (PLASTIC WRAPPING and asphalt laminated are not acceptable). The wrapping must be sufficient to give adequate protection against damage in transit and ordinary handling. Rolls received in plastic wrapping or asphalt laminated wrappers will be rejected.
12. Skids - Paper must be delivered on standard size commercial-quality skids, which permit tiering without damage to the stock. Runners are to be one piece and run the full length of the skid. Loaded skids shall not exceed 60 inches (1,525 mm) in height.

13. **Deliveries to House of Representatives and U.S. Senate** – All delivery vehicles to the House of Representatives and U.S. Senate, will be required to report to United States Capitol Police Off-Site Delivery Center, located at 40 P Street, SE, Washington, D.C., for inspection before proceeding to their final destination. **No deliveries will be accepted unless the vehicles have been processed at Off-Site Delivery Center. The hours of operation for the Off-Site Delivery Center are 5:00 a.m. to 2:00 p.m., Monday through Friday.** Also, at the time of inspection, the driver must have in his/her possession, a letter on their company's letterhead with driver information. Refer to **Paper Procurement Section, Contract Terms and Conditions, Paragraph 70, Delivery F.O.B. Washington, DC.**
14. **Deliveries to the Executive Office of the President** – All delivery vehicles to the Executive Office of the President, will be required to report to Federal Center, 3rd & M Streets, SE, Washington, D.C., for inspection at vehicle inspection station; 8AM to 2PM, then proceed with USSS escort to : GSA Supply Center, EOP/OA/RDS, 6810 Loisdale Road., Bldg. A Dock 17, (Ring Bell) Springfield, VA 22150-1910. Contractors must call 202-369-5580, 48 Hours Prior To Delivery.
15. For purchase orders valued over \$500, the manufacturer shall submit outturn samples, manufacturing test data, and a covering document with the pertinent information listed in the **Paper Procurement Section, Contract Terms & Conditions, Sampling and Testing of Deliveries,** paragraph 61 (a). GPO intends to strictly enforce the requirements of this paragraph and charge the contractor \$250.00 for each shipment/ delivery not in compliance. No warning will be given. A statement of the postconsumer fiber content of each shipment is MANDATORY and shall be included with each set of samples. QC Sample Forms and instructions are in the Appendix.
16. **Retest and Resampling** - The contractor shall reimburse GPO the sum of \$250.00 for each **Resampling** (example when incorrect samples or erroneous data is submitted) and **Retest** requested regardless of the results of the retest. This is an administrative fee to cover GPO's handling and additional testing.
17. Due to the Anthrax incidents, Samples, and other Government correspondence that are sent via regular U.S. Postal Service mail will be subject to irradiation, causing delays and detrimental changes in the materials. To ensure that your samples are received without being damaged, it is recommended that you mail them via overnight carrier.
18. All Government standard samples for “finish, formation, and cleanliness” have been discontinued. The “white” color standards have been updated. Their technical specifications are described on page 9. Cleanliness is quantified in each specification; finish is defined by the specified basis weight, caliper, and/or smoothness; and formation should be uniform. Samples of the new “White” color standards are available by emailing your request to qctd@gpo.gov.
19. The Bid Bond Forms (Standard Form 24), are in the Appendix. A bid bond in the amount of \$5,000 is required for paper and \$1,000 for envelopes and the bid bond forms must be completed and returned with the bid. No bid bond is required for corrugated containers.
20. Construction requirement for JCP V20, Lot 481b can be Style C or Style D. See Appendix for drawing. Drawings for corrugated containers are contained in the Appendix.
21. Note: The following changes will go into effect beginning **July 1, 2004.**
 - a. All QC Samples manufacturing and inspection test data shall be e-mailed to the COTR at the time of shipment, furnishing the information shown on the QC Sample forms (in the Appendix) for Paper, Envelope, and Cartons and clearly identified as QC Samples test / inspection data. The e-mail address for the test data is qctd@gpo.gov.
 - b. All rolls shall be bar-coded in accordance with the TAPPI Tip Information Paper (TIP) 1004-01 (1989) standard and the barcode capable of being scanned. The manufacturer shall email an EMBARC electronic manifest to qctd@gpo.gov. Information on EMBARC standards is available through www.idealliance.org and the TIP from www.tappi.org.

22. Each bidder, when entering their price in the IFB, must state alongside their price entry the percentage of recycled fiber the product they propose to furnish will contain. **BIDS WHICH DO NOT STATE THE PERCENTAGE OF POSTCONSUMER FIBER AND/OR RECOVERED MATERIALS CONTENT ALONG WITH THE BID PRICE WILL BE CONSIDERED NONRESPONSIVE.** Paper, envelopes, and corrugated containers procured under this contract must contain recycled fiber as specified in the Minimum Content Standards chart in the Appendix, in accordance with EPA definitions in the *Government Paper Specification Standards*, No. 11, part 2. This solicitation incorporates the Paper Products Recovered Materials Advisory Notice (PAPER RMAN) dated June 8, 1998 (63 FR 31217) under authority of Sections 2002(a) and 6002 of the Solid Waste Disposal Act, as amended, 42 USC 6912(a) and 6962, and Executive Order 13101 “Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition”, dated September 14, 1998.
23. **MILL LETTERS.** Each bidder must submit a mill letter for each lot number at or before the time set for opening of bids. The mill letter must contain the complete names and mailing addresses, including zip codes, of the manufacturer of the various lots of paper, and/or the paper manufacturers and the converters for the various lots of envelopes, and corrugated containers proposed by the bidder. No change shall be made in the name or location of the manufacturer without prior approval by the U.S. Government Printing Office.
24. The specification requirements listed in this IFB apply to this solicitation **ONLY.**

SPECIFICATIONS FOR GPO PAPER AND ENVELOPE LOTS

Paper and envelopes described in this IFB are required to match a Government standard sample for color. The tolerance permitted for a color match varies with the grade of paper and is stated below. The “white” color standards have been coded B through F while colors are designated as “business colors” or “vellum colors”.

To obtain additional information about the Government’s standard samples program or to obtain sheets of the physical sample for these colors, contact the COTR. The standard samples program is also described in greater detail in part 3 of the Government Paper Specification Standards, No. 11 Book, or E-mail qctd@gpo.gov or by phone, (202) 512-0782.

The table below lists the association between GPO paper and envelope lot numbers and the applicable specification in the No. 11 standards book. Any clarifications and/or deviations from the referenced specification standard (parts 1 and 3) such as tolerances or drawings and whether the precision acceptance criteria (part 4) are applicable, are included in this table for procurements against this solicitation.

| Lot Number(s) | Specification Requirements | Color Standard Code |
|---|--|---------------------|
| 2 | Newsprint Use A10, precision acceptance criteria apply | * |
| 5 | Heat-set Web Offset Machine-finish Book Use A25, precision acceptance criteria apply for color. | B |
| 7 | Machine-finish Book End Use A50, SAE ⁽¹⁾ brightness (target brightness shall be 72 pct.) | C |
| 13, 14, 15. | Heat-set Web Offset Book Use A55, precision acceptance criteria apply for color. | B |
| 16, 16b, 17, 17a, 18, 18a, 18b, 18f, 19a, 21, 21a, 21d, 21e, 21f, 22. | Offset Book Use A60 Lots 16, 17, 19a, 21, 21a, 21f, 22 - precision acceptance criteria apply for color. Lots 16b, 17a, 18, 18a, 18b, 21d, 21e - SAE ⁽¹⁾ pick resistance and color (Pick test, no specimen shall be less than 10-A; the target brightness of the paper is 82 pct. and color deviation from the Government standard not to exceed DE=3.0.) | B |
| 24a, 24b. | Opacified Offset Book Use A80 | B |
| 28 | Antique Book Use A100, SAE ⁽¹⁾ brightness (target brightness shall be 72 pct.) | C |
| 30 | 50 pct. Antique Book Use A110, SAE ⁽¹⁾ brightness (target brightness shall be 72 pct.), precision acceptance criteria apply for acidity. | C |
| 34 | 50 pct. Laid-Antique Book Use A120, SAE ⁽¹⁾ brightness (target brightness shall be 72 pct.), precision acceptance criteria apply for acidity. | C |

| Lot Number(s) | Specification Requirements | Color Standard Code |
|---------------|--|----------------------------------|
| 47 | Litho (Gloss) Coated Book Use A180 | D |
| 48 | Water-Resistant (Text) Book Use A220, SAE ⁽¹⁾ brightness (target brightness shall be 72 pct.) | C |
| 50, 50a. | Matte Coated Offset Book Use A240 “ <i>Oil Holdout</i> : Alternatively, the paper manufacturer may provide a certification signed by a responsible official of the mill stating the actual weight of coating applied to each side of the sheet during the coating process. This number shall not be less than 5 pounds per side per ream (25 x 38 - 500).” | D |
| 51 | Dull Coated Offset Book Use A260 | D |
| 69 | Writing, White and Colored Use D10 | “business colors” ⁽²⁾ |
| 87 | 100 pct. Fine Writing Use D50, precision acceptance criteria apply for acidity and color. | D |
| 90 | 50 pct. Map, Lithographic-finish Use E10, precision acceptance criteria apply for equilibrium relative humidity, acidity, thickness, and smoothness. | E |
| 92b | High Wet Strength Map, Lithographic-finish Use E20, precision acceptance criteria apply for equilibrium relative humidity, thickness, and smoothness. | F |
| 93b | Offset Map, Lithographic-finish Use E30, precision acceptance criteria apply for equilibrium relative humidity, acidity, thickness, and smoothness. | D |
| 94 | Chemical Wood Map, Lithographic-finish Use E40, SAE acidity (pH value by cold extraction shall be 4.8 to 6.5), precision acceptance criteria apply for equilibrium relative humidity, acidity, thickness, and smoothness. | F |
| 95 | 50 pct. Chart, Lithographic-finish Use E50, precision acceptance criteria apply for equilibrium relative humidity, acidity, thickness, and smoothness. | E |
| 108 | Bond Use G10 | B |
| 126 | 25 pct. Translucent Bond Use G50, precision acceptance criteria apply for acidity. | E |

| Lot Number(s) | Specification Requirements | Color Standard Code |
|--|---|--|
| 128, 128a, 129. | 100 pct. Recycled 25 pct. Bond, White and Colored Use G45, SAE ⁽¹⁾ acidity and watermark (pH, average, not less than 6.5 pH units: watermark shall match Style D for lots 128 and 128a and style G for lot 129), precision acceptance criteria apply for acidity. | B |
| 130, 131. | 50 pct. Bond Use G70, SAE ⁽¹⁾ finish and watermark (finish shall be a light cockle-finish; watermark shall match Style E), precision acceptance criteria apply for acidity. | B |
| 135 | 100 pct. Parchment Deed Use H10, precision acceptance criteria apply for acidity. | E |
| 137 | Cream-white 100 pct. Diploma Parchment, Smooth-finish Use H40, precision acceptance criteria apply for acidity. | cream white |
| 138 | Cream-white 100 pct. Artificial Parchment Use H20, precision acceptance criteria apply for acidity. | cream white |
| 140 | Imitation Parchment, Laser-finish, White, Natural, and Colored Use H30, Option A. | As specified or commercial |
| 148, 149, 150, 151, 152. | Ledger, White and Colored Use J10 | B and "business colors" ⁽²⁾ |
| 180, 182a, 182b, 183, 185, 185a, 191, 192. | Index, White and Colored Use K10 | B and "business colors" ⁽²⁾ |
| 188a, 189, 190. | 25 pct. Index, White and Colored Use K20, precision acceptance criteria apply for acidity. | E |
| 200 | Litho (Gloss) Coated Cover Use L10 | D |
| 202, 203, 206. | Vellum-finish Cover, White and Colored Use L20, SAE ⁽¹⁾ acidity and color deviation (pH, average, not less than 6.5 pH units for white stock; color deviation shall not exceed DE (CIELAB)=3.0.) | D and "vellum colors" ⁽³⁾ |
| 210 | Matte Coated Cover Use L50 | D |
| 212 | Dull Coated Cover Use L60 | D |
| 219a, 219c, 219d, 220f. | No. 2 Kraft Use N10 | * or commercial |
| 268 | Masking, Photolithographic (Coated) Use O-50 | * |

| Lot Number(s) | Specification Requirements | Color Standard Code |
|--|--|----------------------------|
| 269b, 269c, 269d, 269g, 269h, 269i, 269j, 269k, 270, 270a, 270b, 270c, 270d, 270e, 270f, 270g, 270h, 270i, 270j, 270k. | Plain Copier, Xerographic, White and Colored Use O-65, precision acceptance criteria apply for all properties except, as noted in the body of the specification standard. Lots 270 through 270k - SAE ⁽¹⁾ recycled fiber content (postconsumer fiber not required). | B or commercial |
| 301, 302, 303. | Railroad Board, White and Colored Use Q20 | * or as specified |
| 326a | United States Postal Card Use Q60, precision acceptance criteria apply for all properties except as noted in the body of the specification standard. | * |
| 352 | Pressboard, Colored (Type 1) Use R11 | * or as specified |
| 360a, 360c. | Newsboard Use R20 | * or commercial |
| 366a, 366b, 366d, 366e, 366f, 367, 367a, 368. | Book Cover Board Use R30 | * or commercial |
| 408, 414, 415, 421, 422, 424, 425, 426 430, 432, 445. | Light-colored Brown (Kraft Shade) Envelopes Use V10 Lots 408 through 422, 430, 445 - Style A construction. Lot 424 - Style A construction with 89 mm (3-1/2 inch flap). Lot 425 - Style C construction with square 44 mm (1-3/4 inch) flap. Lot 426 - Style A construction with 127 mm (5 inch) flap. Lot 432 - Style C construction with 127 mm (5 inch) flap, SAE ⁽¹⁾ recycled fiber content (shall contain 100 pct. recovered fiber). | * or commercial |
| 450 | White Kraft Envelopes (with latex self-seal adhesive) Use specification in IFB. | * or commercial |
| 455, 459. | 25 pct. Bond Envelopes Use V40, Style A construction. | * or commercial |
| 474, 477, 478. | 100 pct. White Writing Envelopes Style A construction. Use specification in IFB. | |
| 479, 480, 482, 482b, 482c, 487. | Writing Envelopes, White, Colored, and Window Use V20 Lots 479 through 482c - Style A construction. Lot 487 - Style A and Window construction, SAE ⁽¹⁾ color (color match to Government standard sample not required.) | * or commercial |

| Lot Number(s) | Specification Requirements | Color Standard Code |
|-----------------|---|---------------------|
| 481, 481b, 488. | Writing Envelopes, White, Colored, and Window Use V20 Lot 481 - Style A construction. Lot 481b - Style C or Style D construction. Lot 488 - Style A and window construction. | B |
| 491, 491a, 494. | Tyvek Envelopes, Flat and Gusseted (with Latex Self-seal) Use V90 Lots 491, 491a - flat construction and latex self-seal pressure sensitive adhesive. Lot 494 - Gusset construction and release removable strip over adhesive. | * or commercial |
| 508 to 560 | Corrugated Container Precision acceptance criteria apply for bursting strength. Use specifications in Appendix. | Not Applicable |

*Contact CO or COTR.

(1) SAE means "Same as except".

(2) Issuance date of standard sample for "business colors":

| | |
|--------------|----------------------|
| blue | dated August 1, 1994 |
| buff | dated August 1, 1994 |
| green | dated August 1, 1994 |
| pink | dated August 1, 1994 |
| salmon | dated August 1, 1994 |
| yellow | dated August 1, 1994 |

(3) Issuance date of standard sample for "vellum colors":

| | |
|-------------------|----------------------|
| dutch blue..... | dated August 1, 1982 |
| venice blue..... | dated May 1, 1982 |
| killarney green. | dated May 1, 1982 |
| victoria green... | dated August 1, 1982 |
| canary yellow... | dated August 1, 1982 |
| sun orange..... | dated August 1, 1982 |
| vermillion..... | dated August 1, 1982 |
| peach tan..... | dated August 1, 1982 |
| saddle tan..... | dated August 1, 1977 |
| pecan brown | dated August 1, 1977 |
| light gray..... | dated August 1, 1982 |
| sand gray..... | dated August 1, 1982 |
| brown | Call COTR |

(4) Issuance date of standard sample for "white":

| | |
|---|---|
| B | dated February 1, 2003, (L*=92.4, a*=0.9,b*=-2.5; Brightness=83.5%;OB=1.5%) |
| C | dated February 1, 2003, (L*=91.5, a*=0.1,b*= 6.5; Brightness=72%;OB=0.5%) |
| D | dated February 1, 2003, (L*=93.1, a*=-0.4,b*= 2.1; Brightness=80%;OB=0.5%) |
| E | dated February 1, 2003, (L*=94.5, a*=-0.3,b*= 5.4; Brightness=79%;OB=0%) |
| F | dated February 1, 2003, (L*=92.4, a*=-0.5,b*= 3.6; Brightness=79%;OB=0.5%) |

MINIMUM CONTENT STANDARD FOR GPO PAPER AND ENVELOPE LOTS

The table below summarizes the recycled fiber content of each lot of paper and envelope specified in the IFB. Generally, the recovered and/or postconsumer fiber/material content follows the *Government Paper Specification Standards*, No. 11 Book. In some instances, the GPO requires a minimum content that is different from what is stated in No. 11 standards book. The minimum content requirements in this table are mandatory for all paper and envelope lots specified in the IFB.

| Lot Number(s) | Minimum Pct. Recovered Materials Including Cotton/Linen | Minimum Pct. Postconsumer Fiber/Material | Description Of Paper/Envelopes | JCP Code |
|--|---|--|--|----------|
| 2 | | 40 | Newsprint | A10 |
| 5 | | 30 | Heat-set Web Offset Machine-finish Book | A25 |
| 7 | | 30 | Machine-finish Book End | A50 |
| 13, 14, 15. | | 30 | Heat-set Web Offset Book | A55 |
| 16, 16b, 17, 17a, 18, 18a, 18b, 19a, 21, 21a, 21d, 21e, 21f, 22. | | 30 | Offset Book | A60 |
| 24a, 24b. | | 30 | Opacified Offset Book | A80 |
| 28 | | 30 | Antique Book | A100 |
| 30 | 50 | | 50 pct. Antique Book | A110 |
| 34 | 50 | | 50 pct. Laid-Antique Book | A120 |
| 47 | | 10 | Litho (Gloss) Coated Book | A180 |
| 48 | | 30 | Water-Resistant (Text) Book | A220 |
| 50, 50a. | | 10 | Matte Coated Offset Book | A240 |
| 51 | | 10 | Dull Coated Offset Book | A260 |
| 69 | | 30 | Writing, White and Colored | D10 |
| 87 | 100 | | 100 pct. Fine Writing | D50 |
| 90 | 50 | | 50 pct. Map, Lithographic-finish | E10 |
| 92b | | 20 | High Wet Strength Map, Lithographic-finish | E20 |
| 93b | | 30 | Offset Map, Lithographic-finish | E30 |
| 94 | | 20 | Chemical Wood Map, Lithographic-finish | E40 |
| 95 | 50 | | 50 pct. Chart, Lithographic-finish | E50 |

| Lot Number(s) | Minimum Pct. Recovered Materials Including Cotton/Linen | Minimum Pct. Postconsumer Fiber/Material | Description Of Paper/Envelopes | JCP Code |
|---|--|---|--|-----------------|
| 108 | | 30 | Bond | G10 |
| 126 | 25 | | 25 pct. Translucent Bond | G50 |
| 128 ¹ , 128a ¹ . | 25 ² | 30 | Recycled 25 pct. Bond, White and Colored | G45 |
| 129 ^{3, 4} | 70 | 30 | 100 pct. Recycled 25 pct. Bond, White and Colored | G45 |
| 130, 131. | 50 ² | 30 | 50 pct. Bond | G70 |
| 135 | 100 | | 100 pct. Parchment Deed | H10 |
| 137 | 100 | | Cream-white 100 pct. Diploma Parchment, Smooth-finish | H40 |
| 138 | 100 | | Cream-white 100 pct. Artificial Parchment | H20 |
| 140 ⁴ | | 30 | Imitation Parchment, Laser-finish, White, Natural, and Colored | H30 |
| 148, 149, 150, 151, 152. | | 30 | Ledger, White and Colored | J10 |
| 180, 182a, 182b, 183, 185, 185a, 191, 192. | | 20 | Index, White and Colored | K10 |
| 188a ⁴ , 189 ⁴ , 190 ⁴ . | 25 ² | 20 | 25 pct. Index, White and Colored | K20 |
| 200 | | 10 | Litho (Gloss) Coated Cover | L10 |
| 202, 203, 206. | | 30 | Vellum-finish Cover, White and Colored | L20 |
| 210 | | 10 | Matte Coated Cover | L50 |
| 212 | | 10 | Dull Coated Cover | L60 |
| 219a, 219c, 219d, 220f. | | 5 | No. 2 Kraft | N10 |
| 268 ⁴ | | 10 | Masking, Photolithographic (Coated) | O-50 |
| 269b, 269c, 269d, 269g, 269h, 269i, 269j, 269k. | | 30 | Plain Copier, Xerographic, White and Colored | O-65 |

| Lot Number(s) | Minimum Pct. Recovered Materials Including Cotton/Linen | Minimum Pct. Postconsumer Fiber/Material | Description Of Paper/ Envelopes | JCP Code |
|--|---|--|--|----------|
| 270, 270a, 270b, 270c, 270d, 270e, 270f, 270g, 270h, 270i, 270j, 270k. | N/A | N/A | Plain Copier, Xerographic, White and Colored | O-65 |
| 301, 302, 303. | 65 | 15 | Railroad Board, White and Colored | Q20 |
| 326a | | 20 | United States Postal Card | Q60 |
| 352 ¹ | 30 | 20 | Pressboard, Colored (Type I) | R11 |
| 360a, 360c. | | 80 | Newsboard | R20 |
| 366a, 366b, 366d, 366e, 366f, 367, 367a, 368. | | 80 | Book Cover Board | R30 |
| 408, 414, 415, 421, 422, 424, 425, 426, 430, 445 | | 20 | Light-colored Brown (Kraft Shade) Envelopes | V10 |
| 432 ⁴ | 100 | | Light-colored Brown (Kraft Shade) Envelopes | V10 |
| 450 | | 20 | White Kraft Envelopes (with latex self-seal adhesive) | ---- |
| 455, 459. | 25 | | 25 pct. Bond Envelopes | V40 |
| 474, 477, 478. | 100 | | 100 pct. White Writing Envelopes | - - - |
| 479, 480, 481, 481b, 482, 482b, 482c, 487, 488. | | 30 | Writing Envelopes, White, Colored, and Window | V20 |
| 491, 491a. | | 25 | Tyvek Envelopes, Flat and Gusseted (with Latex Self-seal) | V90 |
| 494 | | 25 | Tyvek Envelopes, Flat and Gusseted (with Release Liner Adhesive) | V90 |
| 507 – 560 | | 35 | Corrugated Containers | |

¹ Total percentage of recovered material must be a minimum of 50 pct.

² If a postconsumer recovered fiber is used, it counts towards the postconsumer fiber.

³ Total percentage of recovered material is 100 pct.

⁴ This value supercedes the value cited in the Government Paper Specification Standards, No. 11.

PAPER SCHEDULE

| Lot No. | JCP No. | Brief Description | Quantity (Pounds) | Price Per Pound Cents | Percentage of Postconsumer Fiber | | | | | | | | |
|---------------|--------------|--|-------------------|-----------------------|----------------------------------|------------------|--------|--------|-----------|-------------|--------|----|--|
| 18b | A60 | <p>Offset Book Paper; basis, 25 x 38 inches, 50 pounds (75 g/m²). Rolls, 17 inches (432 mm) wide, diameter, 38 inches (965 mm). 3-inch (76 mm) inside dimension nonreturnable fiber cores with plugs (metal inserts not acceptable), a wall thickness of 0.660 inch (17 mm) ± 0.015 inch (0.5 mm), a crush resistance of 225 pounds per linear inch (40 kN/m) and a weight of approximately 2.6 pounds per linear foot (3.9 kg/m). No keyways required. This paper must be capable of being run on a high-speed Didde Web Presses at 45,000 impressions per hour without problems in the printing of halftones. See Cores (T&C).</p> <p>Wrap in sets of two.</p> | 20,000 | \$ | | | | | | | | | |
| 69 | D10 | <p>Colored Writing Paper; blue, buff, green, pink, salmon, and yellow. (The right is reserved to order any of the foregoing colors). Basis 17 x 22 inches, 20 pounds, (75 g/m²). Flat, cut any size, minimum width 21 inches, (533 mm) maximum width 48 inches (1,219mm). Grain long.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>pounds</u></td> <td style="text-align: center;"><u>color</u></td> <td style="text-align: center;"><u>size (inches)</u></td> <td style="text-align: center;"><u>size (mm)</u></td> </tr> <tr> <td style="text-align: center;">10,000</td> <td style="text-align: center;">Yellow</td> <td style="text-align: center;">(34 x 44)</td> <td style="text-align: center;">864 x 1,118</td> </tr> </table> | <u>pounds</u> | <u>color</u> | <u>size (inches)</u> | <u>size (mm)</u> | 10,000 | Yellow | (34 x 44) | 864 x 1,118 | 10,000 | \$ | |
| <u>pounds</u> | <u>color</u> | <u>size (inches)</u> | <u>size (mm)</u> | | | | | | | | | | |
| 10,000 | Yellow | (34 x 44) | 864 x 1,118 | | | | | | | | | | |

| Lot No. | JCP No. | Brief Description | Quantity Thousand Sheets (MX) | Price Per Thousand Sheets Dollars | Percentage of Postconsumer Fiber |
|---------|---------|--|-------------------------------|-----------------------------------|----------------------------------|
| 269c | O-65 | <p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 8-1/2 x 11 inches (216 x 279 mm). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</p> <p>Minimum order, 600 MX (600,000 sheets).</p> <p>Delivery on this lot shall be made in 10 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</p> | 240,000 | \$ | |
| 269d | O-65 | <p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 8-1/2 x 11 inches (216 x 279 mm). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</p> <p>Minimum order, 200 MX (200,000 sheets).</p> <p>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</p> | 800 | \$ | |

| Lot No. | JCP No. | Brief Description | Quantity Thousand Sheets (MX) | Price Per Thousand Sheets Dollars | Percentage of Postconsumer Fiber | | | | | | | | | |
|--------------------|--------------------|---|-------------------------------|-----------------------------------|----------------------------------|-----------------|--------------|-----------|------------------|--------------|-----------|--------|----|--|
| 269g | O-65 | <p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 8-1/2 x 11 inches (216 x 279 mm). Grain long. This paper must be suitable for processing in laser printer.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down), and inside delivery of cartons.</p> <p>Minimum order, 200 MX (200,000 sheets).</p> <p>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</p> <table border="0" data-bbox="337 1100 889 1199"> <tr> <td><u>sheets (mx)</u></td> <td><u>size inches</u></td> <td><u>size (mm.)</u></td> </tr> <tr> <td>4,000 (cartons)</td> <td>(8-1/2 x 11)</td> <td>216 x 279</td> </tr> <tr> <td>50,000 (pallets)</td> <td>(8-1/2 x 11)</td> <td>216 x 279</td> </tr> </table> | <u>sheets (mx)</u> | <u>size inches</u> | <u>size (mm.)</u> | 4,000 (cartons) | (8-1/2 x 11) | 216 x 279 | 50,000 (pallets) | (8-1/2 x 11) | 216 x 279 | 54,000 | \$ | |
| <u>sheets (mx)</u> | <u>size inches</u> | <u>size (mm.)</u> | | | | | | | | | | | | |
| 4,000 (cartons) | (8-1/2 x 11) | 216 x 279 | | | | | | | | | | | | |
| 50,000 (pallets) | (8-1/2 x 11) | 216 x 279 | | | | | | | | | | | | |
| 269h | O-65 | <p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 8-1/2 x 11 inches (216 x 279 mm), with three (3) 1/4-inch (6.5 mm) or 5/16-inch (8 mm) diameter holes,) 3/8-inch (9.5 mm) from edge of sheet to center of hole, 4-1/4 inches (108 mm) center to center on 11- inch (279 mm) (left side). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</p> <p>Minimum order, 200 MX (200,000 sheets).</p> <p>Delivery on this lot shall be made in 10 calendar days from the date of the purchase order, unless a longer period is specified (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be multiples of full pallets.</p> | 14,000 | \$ | | | | | | | | | | |

| Lot No. | JCP No. | Brief Description | Quantity Thousand Sheets (MX) | Price Per Thousand Sheets Dollars | Percentage of Postconsumer Fiber |
|---------|---------|---|-------------------------------|-----------------------------------|----------------------------------|
| 269i | O-65 | <p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), basis, 17 x 22 inches, 20 pounds, (75 g/m²). Flat, cut 8-1/2 x 11 inches, (216 x 279 mm). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down).</p> <p>Minimum shipment, 4,000 MX (4,000,000 sheets).</p> <p>Minimum order, 4,000 MX (4,000,000 sheets).</p> <p>Delivery on this lot shall be made in 10 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</p> | 18,000 | \$ | |
| 269j | O-65 | <p>White Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 8-1/2 x 14 inches (216 x 356 mm). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down).</p> <p>Minimum order, 150 MX (150,000 sheets).</p> <p>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order unless a longer period is specified, (no allowance). EXACT AMOUNT, no over of under deliveries acceptable. All order quantities are to be multiple of full pallets.</p> | 8,000 | \$ | |

| Lot No. | JCP No. | Brief Description | Quantity Thousand Sheets (MX) | Price Per Thousand Sheets Dollars | Percentage of Postconsumer Fiber |
|---------|---------|---|-------------------------------|-----------------------------------|----------------------------------|
| 269k | O-65 | <p>White, Plain Copier, Xerographic Paper, (30 percent postconsumer fiber), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 11 x 17 inches (279 x 432 mm). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</p> <p>Minimum order, 100 MX, (100,000 sheets).</p> <p>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over of under deliveries acceptable. All order quantities are to be in multiples of full pallets.</p> | 2,500 | \$ | |
| 270a | O-65 | <p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 8-1/2 x 11 inches (216 x 279 mm). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</p> <p>Minimum order, 600 MX (600,000 sheets).</p> <p>Delivery on this lot shall be made in 10 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</p> | 30,000 | \$ | Not Applicable |

| Lot No. | JCP No. | Brief Description | Quantity Thousand Sheets (MX) | Price Per Thousand Sheets Dollars | Not Applicable |
|---------|---------|--|--|--|----------------|
| 270d | O-65 | <p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 8-1/2 x 14 inches (216 x 356 mm). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</p> <p>Minimum order, 150 MX (150,000 sheets).</p> <p>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</p> | 4,500 | \$ | |
| 270f | O-65 | <p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), basis, 17 x 22 inches, 20 pounds, (75 g/m²). Flat, cut 8-1/2 x 11 inches, (216 x 279 mm) with three (3) 1/4 inch (6.5 mm) or 5/16 inch (8 mm) diameter holes, 3/8- inch (9.5 mm) from edge of sheet to center of hole, 4-1/4 inches (108 mm) center to center on 11-inch (left side), (279 mm). Grain long. This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</p> <p>Minimum order, 200 MX (200,000 sheets).</p> <p>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</p> | 2,000 | \$ | |

| Lot No. | JCP No. | Brief Description | Quantity Thousand Sheets (MX) | Price Per Thousand Sheets Dollars | Not Applicable |
|---------|---------|---|--|--|----------------------------------|
| 270h | O-65 | <p>Colored, Plain Copier, Xerographic Paper, blue, buff, green, pink, salmon, and yellow, (non-compliant EO 13101 stock), basis, 17 x 22 inches, 20 pounds (75 g/m²). Flat, cut 8-1/2 x 11 inches, (216 x 279 mm). Grain long. (The right is reserved to order any of the foregoing colors). This paper must be suitable for processing in laser printers.</p> <p>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</p> <p>Minimum order, one color, 200 MX (200,000 sheets).</p> <p>Delivery on this lot shall be made in 5 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</p> | 2,000 | \$ | |
| | | | | | Percentage of Postconsumer Fiber |
| 360a | R20 | <p>Newsboard, basis, 26 x 38 inches, No. 100 (355 g/m²). Flat, cut 34 x 44 inches, (864 x 1,118 mm) No. 66.</p> <p>Minimum order, 10 MX (10,000 sheets).</p> | 40 | \$ | |
| 366d | R30 | <p>Book Cover Board; basis, 25-1/4 x 30-1/4 inches, No. 41, (1,125 g/m²). Flat, cut 25 x 31-1/4 inches, (635 x 806 mm).</p> <p>Minimum order, 2 MX (2,000 sheets).</p> | 8 | | |

ENVELOPE SCHEDULE

| Lot No. | JCP No. | Brief Description | Quantity Thousand Envelopes (MX) | Price Per Thousand Envelopes Dollars | Percentage of Postconsumer Fiber |
|---------|---------|---|----------------------------------|--------------------------------------|----------------------------------|
| 415 | V10 | Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 24 pounds, (90 g/m ²). Size: 6-1/16 x 10- 1/2 inches, (154 x 267 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder. (Style A) See Construction (T&C). Minimum order, 80 MX (80,000 envelopes) | 80 | \$ | |
| 424 | V10 | Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, (120 g/m ²), 32 pounds. Size: 9- 1/2 x 12 inches (242 x 305 mm) with 3-1/2 inch flap, (89 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder. (Style A) See Construction (T&C). Minimum order, 250 MX (250,000 envelopes) | 1,500 | \$ | |
| 425 | V10 | Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 32 pounds (120 g/m ²). Size: 9- 1/2 x 12 inches, (242 x 305 mm) open side, side seams, with square 1-3/4 inch gummed flap, (44 mm). Side flaps to glue inside (booklet style) (Style C). See Construction (T&C). Minimum order, 60 MX (60,000 envelopes) | 120 | \$ | |
| 426 | V10 | Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 40 pounds, (150 g/m ²). Size: 10 x 15 inches, (254 x 381 mm) with 5 inch flap, (127 mm). Open side, gummed, high-cut, diagonal seams, and high shoulder (Style A). See Construction (T&C). Minimum order, 100 MX (100,000 envelopes) | 200 | \$ | |
| 430 | V10 | Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 40 pounds, (150 g/m ²). Size: 12 x 16 inches, (305 x 407 mm). Open side, gummed, high-cut, diagonal seams, and high shoulder. (Style A) See Construction (T&C). Minimum order, 50 MX (50,000 envelopes) | 50 | \$ | |
| 450 | ----- | White Kraft Envelopes, basis, 17 x 22 inches, 32 pounds (120 g/m ²). Size: 4 x 10-3/8 inches (102 x 264 mm). Open side, double side seams, permanent self-sealing latex gum closure, 1-1/2 inch wide square seal flap, and 1-inch wide permanent self-sealing latex adhesive. Packed 500 per box, 2,500 per carton. See specifications in Appendix. See Packaging (T&C) Preproduction samples are required. Minimum order 500 MX (500,000 envelopes). | 2,000 | \$ | |

| Lot No. | JCP No. | Brief Description | Quantity Thousand Envelopes (MX) | Price Per Thousand Envelopes Dollars | Percentage of Recovered Materials Including Cotton/ Linen |
|---------|---------|---|----------------------------------|--------------------------------------|---|
| 455 | V40 | White 25% Bond Envelopes, basis, 17 x 22 inches, 24 pounds (90 g/m ²). Size: 4-1/8 x 9-1/2 inches (105 x 242 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder. (Style A). See Construction (T&C). Minimum order, 50 MX, (50,000 envelopes). | 100 | \$ | |
| | | | | | Not Applicable |
| 474 | ----- | White 100% Writing Envelopes, basis, 17 x 22 inches, 28 pounds (105 g/m ²). Size: 4-1/8 x 9-1/2 inches, (105 x 242 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder (Style A). See Construction (T&C). _____Number of sheets required to manufacture 10 MX (10,000 envelopes). Minimum order, 10 MX, (10,000 envelopes). See specifications in Appendix. | 10 | \$ | |
| 478 | ----- | White 100% Writing Envelopes, basis, 17 x 22 inches, 28 pounds, (105 g/m ²). Size: 4-3/4 x 7- 3/8 inches, (121 x 188 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder (Style A). See Construction (T&C). _____Number of sheets required to manufacture 30 MX (30,000 envelopes). Minimum order, 30 MX, (30,000 envelopes). See specifications in Appendix. | 30 | | |
| | | | | | Percentage of Postconsumer Fiber |
| 480 | V20 | White Writing Envelopes, basis, 17 x 22 inches, 20 pounds, (75 g/m ²). Size: 3- 7/8 x 8-7/8 inches, (99 x 226 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder. (Style A) See Construction (T&C). | 20 | \$ | |
| 481b | V20 | White Writing Envelopes, basis, 17 x 22 inches, 20 pounds, (75 g/m ²). Size: 4-1/8 x 9- 1/2 inches, (105 x 242 mm). Open side, gummed, high-cut, high shoulder, and side seam (Web Style). (Style C or D construction) See Construction (T&C). | 480 | \$ | |

CARTON SCHEDULE

GP 507 TO 511d, inclusive

See **Figure 1** in Appendix. The sizes stated below are inside dimensions in the following order: *length*, *width*, and *depth*. The openings are on the side reflected by the first 2 dimensions. The dimensions of the containers shall be printed on the outside lengthwise flap above the normal flap fold.

Additional construction requirement: All four flaps on the top or closing side of containers shall have THREE additional scorings 3/8 inch (10 mm) apart ABOVE the normal flap fold. Flaps shall be slotted to the normal fold and have heavy scorings equal to that of the normal fold. The outer flaps when folded over on the normal fold should ABUT in the center of the box.

| Lot Number | Description | Estimated Quantity | Price per each Container (Cents) | Percentage of Postconsumer Fiber |
|------------|--|--------------------|----------------------------------|----------------------------------|
| GP 508 | Corrugated Container 17-1/2 X 11-1/2 X 6-3/4" (445 X 295 X 175 mm) Minimum order, 4,000 | 4,000 | \$ _____ | _____ |
| GP 508b | Corrugated Container 17-1/2 X 11-1/2 X 9" (445 X 295 X 230 mm) Minimum order, 3,000 | 6,000 | \$ _____ | _____ |
| GP 508c | Corrugated Container 17-1/2 X 11-1/2 X 10-1/8" (445 X 295 X 260 mm) Minimum order, 5,000 | 3,000 | \$ _____ | _____ |

CARTON SCHEDULE

GP 520 to 524 and 533 to 536, inclusive

See **Figure 2** in the Appendix. The sizes stated below are inside dimensions in the following order: *length*, *width*, and *depth*. The openings are on the side reflected by the first 2 dimensions. The dimensions of the containers shall be printed on the outside lengthwise flap above the normal flap fold.

Additional construction requirements: All four flaps on the top or closing side of containers shall have FOUR additional scorings 3/8 inch (10 mm) apart ABOVE the normal flap fold. Flaps shall be slotted to the normal fold and have heavy scorings equal to that of the normal fold. The outer flaps when folded over on the normal fold should ABUT in the center of the box.

| Lot Number | Description | Estimated Quantity | Price per each Container (Cents) | Percentage of Postconsumer Fiber |
|------------|--|--------------------|----------------------------------|----------------------------------|
| GP 523 | Corrugated Container 12-1/2 X 9-1/4 X 5" (320 X 235 X 130 mm) Minimum order, 2,000 | 6,000 | \$ _____ | _____ |

CARTON SCHEDULE

GP 516 to 519b, inclusive

See **Figure 3** in the Appendix. The sizes stated below are inside dimensions in the following order: *length, width, and depth*. The openings are on the side reflected by the first 2 dimensions.

Additional construction requirements: There are NO additional scorings on the flaps. See each lot number for special information.

Printing: See special requirements for GP 517 below. Sample of printing will be provided upon request.

| Lot Number | Description | Estimated Quantity | Price per each Container (Cents) | Percentage of Postconsumer Fiber |
|-------------------|--|---------------------------|---|---|
| GP 517 | Corrugated Container 10-3/8 X 9-1/8 X 7-3/8" (265 X 235 X 190 mm) Minimum order, 3,000 | 8,000 | \$ _____ | _____ |

Cartons shall have a shy closing flaps 1/16"(2 mm) .The slots shall be 3/8" (10 mm) wide. The MANUFACTURERS JOINT SHALL BE AN EXTENSION OF THE 10-3/8" (265 MM) PANEL AND GLUED TO THE OUTSIDE.

The printing shall consist of the property number "**96130**" near the contractor's identification and "**24 PAGES**" placed on one outside lengthwise flap above the flap fold, in 48-point caps, black ink. The latter must be positioned so sealing tape will not cover the type.

Cartons will be used in automatic cartoning machine.

CARTON SCHEDULE

GP 538

Size: A tolerance of 1/8" (+3 mm) is allowed.

Construction requirements: Shall be double faced, kraft or chipboard with a 0.009" (0.3 mm) thickness of corrugating medium. The finished board shall have a nominal thickness of 1/8" (3 mm) and bursting strength not less than 60 lb/in² (420 kPa).

| Lot Number | Description | Estimated Quantity | Price per each Container (Cents) | Percentage of Postconsumer Fiber |
|------------|--|--------------------|----------------------------------|----------------------------------|
| GP 538 | Corrugated Mailing Board 35 X 45" (900 X 1145 mm) Minimum order, 2,000 | 4,000 | \$ _____ | _____ |

CARTON SCHEDULE

GP 542

See **Figure 5** in the Appendix. The sizes stated below are inside dimensions in the following order: *length*, *width*, and *depth*. The openings are on the side reflected by the first 2 dimensions.

The dust (flap) cover of this regular slotted container (**RSC**) shall be **DIE CUT** with the slots tapered from 1/4 to 5/8" (6 to 15 mm) and shy closing flaps 1/16" (1.5 mm). The body joint shall be secured with **GLUE** or **ADHESIVE** only. The flutes of the corrugation shall run the 11-1/4 and 5" (290- and 130-mm) direction. The **MANUFACTURERS' JOINT SHALL BE AN EXTENSION OF THE LENGTH DIMENSION AND GLUED TO THE OUTSIDE.**

The printing shall consist of "**LOT 542**" and "**P# 9039-5**", centered in 2 lines, running parallel to the depth dimension near the contractor's identification, in 48-point caps, black ink. Print: "**ACCOUNTABLE PAPER, 23c CARDS, 5000**" centered in 2 lines. The printing must be positioned so sealing tape will not cover the type. Sample of the printing will be provided upon request.

Cartons will be used in automatic loading cartoning machine.

| Lot Number | Description | Estimated Quantity | Price per each Container (Cents) | Percentage of Postconsumer Fiber |
|------------|--|--------------------|----------------------------------|----------------------------------|
| GP 542 | End Loading, Die Cut RSC with Reverse Corrugation 11-1/4 X 5 X 18-1/8" (290 X 130 X 460 mm) Minimum order, 4,000 | 8,000 | \$ _____ | _____ |

CARTON SCHEDULE

GP 550, 551, and 560

See **Figure 6** in the Appendix. The sizes stated below are inside dimensions in the following order: *length, width, and depth*. The tolerance allowed on the size is 1/8"(± 3 mm).

The 1-piece folder shall have a bursting strength not less than 200 lb/in² (1380 kPa) **or** an edge crush not less than 32 lb/in (5.7 kN/m). For lots 550 and 551, all 4 flaps shall have 5 clear and sharp additional perforated scores, 1/4" (6 mm) apart, below the normal flap fold. Lot 560 shall have no additional perforated scores. (Description, Section 6(e) 1, Rule 41, Closure: 8(d), Rule 41, International Box Code: 0401).

See lot number below for specific tuck and flap size.

| Lot Number | Description | Estimated Quantity | Price per each Container (Cents) | Percentage of Postconsumer Fiber |
|-------------------|---|---------------------------|---|---|
| GP 550 | Corrugated 1-Piece Folder 9-1/2 X 6-1/2 X 2-5/8" (242 X 166 X 67 mm) Minimum order, 2,000 | 8,000 | \$ _____ | _____ |

CARTON SCHEDULE

GP 555

The size stated below is the inside dimensions in the following order: *length, width, and depth.*

The container shall have a bursting strength of not less than 1100 lb/in² (7600 kPa), AAA flute, stitched. It is a half slotted container with 5"(127 mm) flange that can be folded down above the normal height.

| Lot Number | Description | Estimated Quantity | Price per each Container (Cents) | Percentage of Postconsumer Fiber |
|-------------------|--|---------------------------|---|---|
| GP 555 | Triple Wall Container 47 X 39 X 35-1/2" (1195 X 995 X 905 mm) Minimum order, 105 | 420 | \$ _____ | _____ |

Containers must be shipped on a 4-way entry pallet 40 X 80" (102 X 203 cm); packed 35 containers per bundle with one bundle per pallet.

APPENDIX

TESTING STANDARDS FOR CORRUGATED CONTAINERS

GENERAL INFORMATION: The following methods are required to be used in measuring the characteristics of paperboard included in this solicitation. Alphanumeric citations of methods refer to the methods of the Technical Association of the Pulp and Paper Industry, unless otherwise indicated. Testing laboratories are advised to provide themselves with current editions of all methods. Methods of the Technical Association of the Pulp and Paper Industry can be obtained from TAPPI, P.O. Box 105113, Atlanta, GA 30338, telephone 800-332-8686, (www.tappi.org). Methods of the American Society for Testing and Materials (ASTM) can be obtained from the Society, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, and telephone 610-832-9585, (www.astm.org). Sources of other methods are given in the text. The American Society of Mechanical Engineers (ASME) standard MH1a can be obtained from ASME International; Three Park Ave.; New York, NY 10016 (www.asme.org). [Rule 41 of "Uniform Freight Classification 6000-1" may be obtained from National Railroad Freight Committee, 222 S. Riverside Plaza, Room 1120, Chicago, IL 60606, telephone 312-648-7800.](#)

All supplies shall be subject to inspection and test by the Government to the extent practicable and at all times and places including the period of manufacture, and in any event, prior to acceptance.

Testing is conducted using the following standards:

Bursting Strength: Use method T-810.

Edge Crush Test (short column): Use method T-839.

Construction: Use method T-827 or T-829, as applicable.

Thickness: Use method T-411.

ACCEPTANCE CRITERIA FOR CORRUGATED CONTAINERS

GENERAL INFORMATION

Every lot of containers shall be compared with the standard of quality fixed upon by the GPO, and the GPO may not accept containers, which do not conform to the standard in every particular. A lot of delivered containers, which does not conform to the standard of quality, may be accepted by the GPO at a discount that, in its opinion, is sufficient to protect the interests of the Government.

In order to insure that these statutory requirements are met, the following acceptance criteria shall be employed. Cartons that do not meet all specification values shall be accepted with no discount providing that the minimum acceptable Product Quality Index (PQI) of 70 is met.

The PQI for cartons is determined by assigning demerits to each deficient quality characteristic based on test results. The demerits assigned will vary with the category of deficiency. A minor defect shall be assigned 4 demerits, a major defect 12 demerits, and a critical defect 36 demerits.

DEFINITIONS

Minor Defect: Any deficiency from specified values, which does not materially reduce the usability of the cartons for their intended purpose; or require special procedures for printing or processing.

Major Defect: Any deficiency from specified values, other than critical, that could result in failure, or materially reduce the usability of the cartons for their intended purpose; or may require special procedures for printing or processing or is a significant deviation from specifications, established standards, or average process capability, or may materially affect the appearance of the product.

Critical Defect: Any deficiency from specified requirement that judgment and experience indicate would result in the cartons being unusable for their intended purpose; or is a serious departure from specifications, established standards, or average process capability.

The equation for the calculation of the Product Quality Index is as follows:

Product Quality Index is equal to 100 minus the sum of the assessed demerits.

$$\text{Expressed mathematically, } PQI = 100 - \sum_{i=1}^{i=N} C_i$$

Cartons having a PQI of 70 or better shall be accepted at the contract price as meeting the intent and requirement of the specification. Those having a PQI below 70 shall be considered as critically defective, subject to outright rejection. Criteria for establishing the category of defect and demerits are as follows:

1a. BURSTING STRENGTH

Deficiency:

| | <u>Category</u> | <u>Demerits</u> |
|-----------------------|-----------------|-----------------|
| Less than 5 pct..... | Minor..... | 4 |
| 5 - 10 pct..... | Major..... | 12 |
| More than 10 pct..... | Critical..... | 36 |

1b. EDGE CRUSH TEST (T-839, SHORT COLUMN METHOD):

Deficiency:

| | <u>Category</u> | <u>Demerits</u> |
|-----------------------|-----------------|-----------------|
| Not as specified..... | Critical | 36 |

Demerits shall be counted for 1a OR 1b, whichever has the fewest demerits.

2. CONSTRUCTION (WHICH INCLUDES STYLE, CORRUGATION, DIMENSIONS, ETC.)

Deficiency:

| | <u>Category</u> | <u>Demerits</u> |
|-----------------------|-----------------|-----------------|
| Not as specified..... | Critical..... | 36 |

3. PRINTING

Deficiency:

| | <u>Category</u> | <u>Demerits</u> |
|-----------------------|-----------------|-----------------|
| Not as specified..... | Critical..... | 36 |

4. THICKNESS

Deficiency:

| | <u>Category</u> | <u>Demerits</u> |
|-----------------------|-----------------|-----------------|
| Not as specified..... | Critical..... | 36 |

CARTON SPECIFICATION

GENERAL REQUIREMENTS: All cartons shall comply with the following, unless otherwise noted under individual lot numbers.

STYLE: Shall be a regular slotted container (RSC).

CORRUGATION: Shall be B- or C-flute. B-flute is 47 to 53 flutes per linear foot; C-flute, 39 to 45 flutes per linear foot.

FLAPS: The sealing flaps, both top and bottom, shall have the outer surfaces treated with a colloidal silica compound to prevent carton slippage when stacked on pallets.

BODY JOINTS: At the joint, one edge of the corrugated board shall overlap the adjacent edge not less than 1-1/4" (32 mm) and shall be secured either by staples, stitching wire, glue, or adhesive. When metal fasteners are used, they shall be spaced not more than 2" (51 mm) apart and the distance between the outer stitches and the end of the joint shall not exceed 1" (24 mm). An additional tie stitch shall be used about 1/2" (13 mm) from the outer stitches at each end of the body joint. Glue or adhesive when used, shall form a bond over the entire area of contact of the joint.

DIMENSIONS: All dimensions given are inside measurements and are in the following order, *length, width, and depth*. A tolerance of +10 mm, -3 mm shall be allowed from the nominal size, unless otherwise noted under the individual lot numbers.

BURSTING STRENGTH: Average, shall be not less than 275 lb/in² (1800 kPa), unless otherwise noted under the individual lot numbers. **or**

EDGE CRUSH TEST: Average, shall be not less than 44 lb/inch (7.8 kN/m), unless otherwise noted under the individual lot numbers.

PRINTING: Lots GP- 507, 507a, 507b, 507c, 508, 508a, 508b, 508c, 508e, 511c, 511d, 519a, 519b, 520, 521, 523, 524, 533, and 536: The inside dimensions of containers shall be printed on one outside lengthwise flap above the normal flap fold.

SPECIFICATIONS FOR LOT NUMBERS 474, 477, 478

100% WHITE WRITING ENVELOPES

Lots 474 to 478.

Open side, gummed, high-cut, diagonal seam; high shoulder, flap as illustrated under Drawings of Envelopes.

Special Notice to Bidders: The manufacture of envelopes and cost for transportation of furnished stock from the Government Printing Office to contractor's plant must be included in the bid price. GPO will furnish paper in sizes 34-1/2 x 44-1/2 inches (876 x 1130 mm). Bidders must indicate with their bid the number of sheets, including spoilage, required for the minimum order specified. No under deliveries acceptable, and no adjustment will be made for additional sheets required for the making of these envelopes.

Adhesive-quality: The adhesive used on the seams and flaps of these envelopes must be of such quality as will withstand exposure of a temperature of 120 °C for one minute after embossing. At the end of this exposure, the adhesive shall not have become brittle or cracked so as to cause the seams to be readily separated or to destroy the sealing qualities of the flap under ordinary conditions.

Flap adhesive: Shall be a clear remoistenable adhesive with no color tinting and shall be a minimum thickness of 0.0006 inch (0.015 mm), uniformly applied, and cover a minimum of 0.5 inch (13 mm) from the outer edge of the flap. Splits in the flap adhesive shall be no greater than 3/4 inch (20 mm). The flap adhesive shall be capable of being quickly and securely sealed using 5 pounds

(2.3 kg) pressure after moistening.

When opened not less than 15 seconds or more than 20 seconds after sealing, the flap shall pull fibers from the body of the envelope over the entire adhesive area.

The adhesive shall be able to resist the heat and pressure of common office laser printers, so the flap adhesive does not become soft and tacky causing the flap to stick to the body of the envelope.

Size: The size of the envelope shall be as ordered. A tolerance of -2 mm, +4 mm shall be allowed. Dimensions are inside measurements.

Use information: This paragraph is information only and is not exclusively definitive of the end use.

For the insertion of correspondence either manually or with automated equipment. Suitable for letterpress and offset printing, processing in laser printers, automated mail sorting equipment. Printed matter may include text and line illustrations.

Pressroom conditions: The bulk of these envelopes will be used in air-conditioned pressrooms maintained at 24 \pm 2 °C and 45 \pm 8 pct relative humidity or offices with atmospheric conditions of 21 \pm 5.5 °C and 50 \pm 20 pct relative humidity.

***Bidders must indicate the number of sheets required to manufacture the minimum order specified, no under deliveries will be accepted.**

SPECIFICATIONS FOR LOT NUMBER 450

WHITE KRAFT ENVELOPES (with latex self-seal adhesive)

Lot 450

Open side, double side seams, permanent self-sealing latex gum closure, 1-1/2 inches (38 mm) wide square seal flap. Packed 500 per box, 2,500 per carton.

GENERAL REQUIREMENTS INFORMATION

Use information: This paragraph is information only and is not exclusively definitive of the end use.

For the insertion of documents manually. Suitable for letterpress and offset printing; printed matter may include text and line illustrations.

Sampling and testing: Shall be conducted in accordance with the standards in Parts 2 and 4, *Government Paper Specification Standards*. A carton of representative envelopes shall be furnished for performance testing **prior to shipment** of each manufacturing run on a purchase order. The order cannot be shipped prior to testing and approval of the carton of representative samples. The samples submitted will be tested for conformance to specifications and the contractor will be notified of approval or disapproval within 10 days after receipt of samples in the GPO. The carton of envelopes should be marked "QC SAMPLES for PERFORMANCE TESTING" along with the purchase order number. If the initial samples are disapproved and the contractor elects to supply additional samples for testing, they will not be relieved of their obligation to meet the scheduled shipping/delivery date. The contractor will be charged \$250.00 for each retest requested.

Alternatively, the contractor may request a waiver from submitting the "QC SAMPLES for PERFORMANCE TESTING" if during the past 2 years they have provided GPO with an acceptable product. When requesting the waiver, the contractor shall simply provide a set of QC SAMPLES (30 representative pieces) in accordance with paragraphs 60, 61, and 62 in the *Paper Procurement Section Contract Terms and Conditions* and provide the purchase order number of the acceptable product.

Any deviation in the flap adhesive or adhesive quality requirements below shall be sufficient cause for rejection of the envelopes.

Pressroom conditions: The bulk of these envelopes will be used in air-conditioned pressrooms maintained at 24 ±2 °C and 45 ±8% relative humidity or offices with atmospheric conditions of 21 ±5.5 °C and 50 ±20% relative humidity.

CONSTRUCTION AND ADHESIVE

Style: The envelope shall be open side, double side seams, and have a slightly tapered square seal flap. A tolerance of ±1/8 inch (3 mm) shall be allowed on the width of the flap.

Size: The size of the envelope shall be as ordered. A tolerance of ±1/8 inch (3 mm) shall be allowed. Dimensions are inside measurements.

Flap adhesive: Shall be a 1 inch (25 mm) wide cohesive strip of latex adhesive on the seal flap and back flap (latex) uniformly applied and extending the full length of the flap and envelope [to at least 13 mm (0.5 inch) of the side fold].

Adhesive quality: The envelopes are self-sealing having a permanent latex gum coating, which must function satisfactorily for a period of not less than 12 months. When the strips are in contact with each other, the envelope shall be tightly and securely sealed when examined after 1 hour and again after 24 hours.

The latex adhesive shall not pick, lift, fluff, or pile under normal press condition. The side seams shall be securely and firmly bonded so that when the seam is pulled apart, there is evidence of paper fibers being pulled along the entire adhesive area. Voids shall not be more than 1/4 inch (6 mm) in diameter are not acceptable.

MATERIAL

Stock: 100% bleached sulphate pulp.

Note: Not less than 20 pct. postconsumer fiber. Any percent over 20 percentage points is encouraged, provided that the requirements of this Standard is met.

Basis weight: Average 17 by 22 inches, 500 sheets (pounds)..... 32
Grammage: (g/m²) 120

A tolerance of ±5 pct. shall be allowed.

Bursting strength: Average, not less than (lb/in²)..... 50
Equivalent (kPa) 340

Writing quality: Characters written with pen and ink shall be clear-cut and free from excessive feathering.

General appearance: Envelopes shall conform to the standard sample(s) adopted by the Government.

Color: The envelopes in the order shall be uniform in color with a target brightness of not less than 81 pct. The color variations shall not exceed DE (CIELAB)=1.0.

Finish: Envelope stock shall have a smooth-finish.

Cleanliness: The dirt count for each side of the paper shall not exceed 250 specks per square meter. No envelope (Up to 300cm² in size) shall contain more than two obvious and objectionable foreign particles with an equivalent area of 0.25 mm² or greater on the face of the envelope. (The number of particles permitted is proportionately higher for larger envelopes.)

QUALIFIED PRODUCTS LISTS

QUALIFIED PRODUCTS LIST (QPL) FOR JCP O-65: COMPLIANT EO 13101 COPY PAPER (Revised 05/07/04)

Brand Name

Aspen Xerographic
Colorsource®
Domtar® Copy Recycled
Encore 100
Envirographic® 100% Postconsumer
Envirographic® Bond/Offset
Eureka!™ 30% Recycled Postconsumer
Eureka!™ 100% Recycled Postconsumer
Exact® Multipurpose Colors
GeoCycle
GREAT WHITE® MultiUse 20
Hammermill Fore MP Colors
HP Office Recycled™
Multi-Purpose Recycled Paper
New Life DP
New Leaf Encore
Recycled Husky Xerocopy DP, Item 3108
(Springhill) Recycled Relay MP 00281
(Springhill) Relay® PLUS Colors
Windsor Copy Recycled Paper
Xerox Multipurpose Recycled Paper (3R6296)

Manufacturer/Supplier

Boise Cascade Papers Group
Unisource
Domtar Papers, Inc.
New Leaf Paper/Badger Paper Mills
Badger Paper Mills, Inc.
Badger Paper Mills, Inc.
Georgia-Pacific Corp.
Georgia-Pacific Corp.
Wausau Papers
Georgia-Pacific Corp.
International Paper Co.
International Paper Co.
Hewlett-Packard
IBM
Rolland Inc
New Leaf Paper
Weyerhaeuser
International Paper Co.
International Paper Co.
Domtar Papers, Inc.
Xerox Corporation

QUALIFIED PRODUCTS LISTS continued

QUALIFIED PRODUCTS LIST (QPL) FOR JCP O-65: NON-COMPLIANT EO 13101 COPY PAPER (Revised 05/07/04)

Brand Name

Ardor® Xerocopy
BPM Xerographic
Cascade® X-9000
(Champion) Multi-Purpose Recycle
(Champion) Multipurpose (CMDCI)
Color source®
Compat DP
Compat XOS
COPYSAYER Dual Purpose
Copy Solution™
Digital Laseropaque
DocuSource
DP Xerocopy
Econosource® Dual Purpose
FASCOPY
Finch Laser Opaque
(Hammermill® Fore® 9000™)
(Hammermill)Tidal® DP
(Hammermill®) Fore® D.P. Colors
HP Office™
IMPACT™ Copy Paper
Laser Print
LASERULTRA™
Microprint™ Digital Publishing Text
Microprint™ Laser 1000™
Microprint Multi-System
Multi-Purpose Paper
Replicopy High Speed
Spectrum® DP
Spectrum® Laser DP
(Springhill) Recycled Relay MP 00281
(Springhill) Relay MP 00281
Willcopy® Xerographic MP
Domotar®) Copy
Domotar®) Copy Recycled
Xerox Recycled Paper (#3R5130)
Yorktown Xerographic DP

Manufacturer/Supplier

Georgia-Pacific Corp.
Badger Paper Mills, Inc.
Boise Cascade Papers Group
International Paper Co
International Paper Co.
Unisource
xpedx
xpedx
Paper Corporation of U.S.
Avenor America, Inc.
Xerox Corporation
Unisource
Frank Parsons Paper Co.
Paper Corp. Of U.S./Unisource
RIS Paper Co., Inc./Domtar Papers Inc.
Finch, Pruyn & Company Inc.
International Paper Co.
International Paper Co.
International Paper Co.
Hewlett-Packard
Frank Parsons Paper Co./Domtar Papers Inc.
Hammermill Papers
International Paper Co. (Springhill Division)
Georgia-Pacific Corp.
Georgia-Pacific Corp.
Georgia-Pacific Corp.
IBM
xpedx
Georgia-Pacific Corp.
Georgia-Pacific Corp.
International Paper
International Paper
Weyerhaeuser
Domtar Papers, Inc.
Domtar Papers, Inc.
Xerox Corp.
International Paper

Paper "QC Sample"

(5/4/2004)

Send samples marked "QC Samples" along with manufacturing testing data (by EMAIL to qctd@gpo.gov)

to: Chief, Testing & Technical Services Division
Stop QC, Room B502
U.S. Government Printing Office
Washington, DC 20401 ...

(This form should be used ONLY as a covering document and guide for the submission of QC samples and detailed test data.)

Description of Paper or Paperboard _____

GPO Lot Number _____ GPO Order Number _____

Date(s) of Shipment/Delivery _____

Truck Number(s) _____

The following information has been included with the QC Sample set:

- Outturn samples consisting of 25 pieces each from the *beginning, middle, and end* of the manufacturing run.)
-
- Manufacturing or run number _____
-
- A statement certifying that the sampling was conducted in accordance with TAPPI T-400 or equivalent
-
- Test data obtained at regular intervals throughout the manufacturing run.
-
- Statement of the recycled (PC, recovered, etc.) fiber content for the paper or paperboard.
-
- Signature of the mill's official responsible for sampling, quality control and quality assurance certifying to the accuracy of the information provided with the QC Samples.

Samples were sent no later than 5 calendar days after the date of shipment except for certain designated lots of paper.

(Signed) Title Date

Envelope "QC Sample"

(5/4/2004)

Send samples marked "QC Samples" along with manufacturing and converting testing/inspection data (by EMAIL to qctd@gpo.gov)

to: Chief, Testing & Technical Services Division
Stop QC, Room B502
U.S. Government Printing Office
Washington, DC 20401 ...

(This form should be used ONLY as a covering document and guide for the submission of envelope samples. Each converter's unique inspection / test data and his base paper manufacturer's test data should also be included.)

Description of Envelopes _____

GPO Lot Number _____ GPO Order Number _____

Date(s) of Shipment/Delivery _____ Truck Number(s) _____

Provide the information required in either Column A OR Column B below:

COLUMN A

(Items manufactured for GPO)

A "QC Samples" set includes 10 outturn samples, each marked "beginning", "middle", and "end" (30 pieces total) and the following information:

Converter's Manufacturing Run Number:

The test and inspection data of the converter's manufacturing run obtained at regular intervals (include sampling plan used) are **attached** and signed by the plant's official in charge of sampling, quality control, and quality assurance.

Manufacturing Run Number (of base paper):

The detailed test data of the base paper from the paper mill is **attached** and signed by the mill's official in charge of sampling, quality control, and quality assurance and includes the recycled materials content of the base paper *including the total recovered materials (including cotton/linen) and/or postconsumer fiber.*

TEST / INSPECTION DATA ATTACHED

COLUMN B

(Standard stock items from inventory supplied to GPO)

A "QC Samples" set includes 25 pieces of the item supplied and the following information.

Commercial Product Name:

Commercial Product Number:

As necessary, other commercial identification of envelopes which describes the contractor's product:

Manufacturing and converting test data will not be required in this instance.

I am certifying that the attached samples contain

_____ % of postconsumer fiber and/or

_____ % of recovered materials
(including cotton/linen.)

(signed) Contractor

Date

Title

Carton "QC Sample"

(5/4/2004)

Send samples marked "QC Samples" along with manufacturing and converting testing/inspection data (by EMAIL to qctd@gpo.gov)

(This form should be used ONLY as a covering document and guide for the submission of CARTON samples. Each converter's unique inspection / test data and his base LINERBOARD AND MEDIUM manufacturer test data should also be included.)

Description of Cartons _____

GPO Lot Number _____ GPO Order Number _____

Date(s) of Shipment _____ Truck Number(s) _____

A "QC Samples" set includes 2 pieces each marked "beginning," "middle," and "end" (6 total pieces) and the following information.

Converting Run Number _____. Attached are the specifications and test/ inspection data of the manufacturing run obtained at regular intervals along with the **sampling plan** used to obtain the QC Samples signed by the plant's official in charge of sampling, quality control and quality assurance.

Additionally, product data on the linerboard and medium are summarized below with the calculated postconsumer fiber content.

| | Manufacturer | Grade | % PC |
|------------------------------|--------------|-------|------|
| Linerboard #1 _____ | _____ | _____ | (A) |
| Linerboard #2 _____ | _____ | _____ | (B) |
| Medium (_____ -flute) _____ | _____ | _____ | (C) |

The **postconsumer fiber content** of the carton calculated in accordance with the following EPA example is ____%.
(If either linerboard or medium is less than 35%, use form below to calculate % PC)

CALCULATION OF POSTCONSUMER FIBER CONTENT OF A CORRUGATED CONTAINER

TAKE-UP FACTOR: C-flute has a take-up factor of *approximately 1.44*, which means that for each one foot of combined corrugated board there is *1.44 feet* of fluted medium. This factor is used to calculate the weight of paperboard in a given area of combined corrugated board, from which the basis weight of the board is derived.

EPA SAMPLE CALCULATION

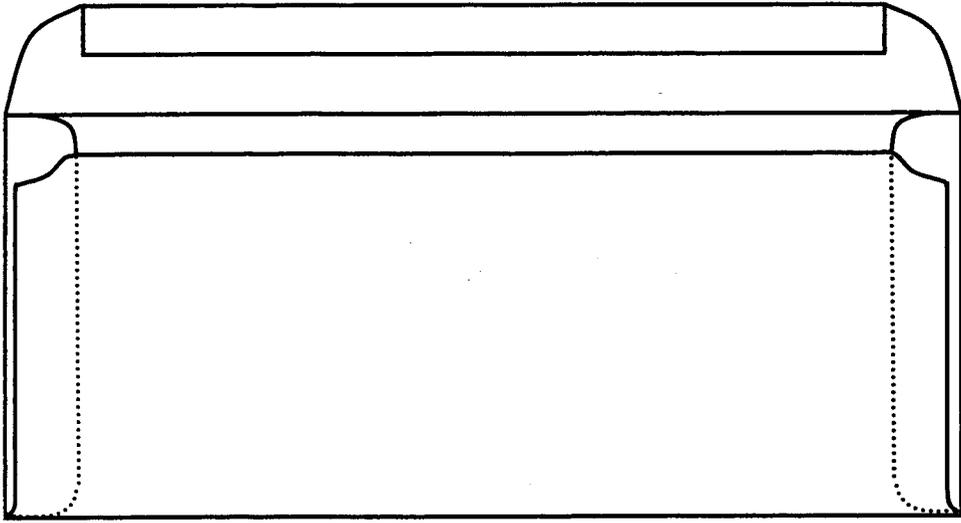
Vendor Form

Linerboard #1: 42 ** X 1.00 = ... 42.0
 Medium: 26 X **1.44** = 37.4
 Linerboard #2: 42 X 1.00 = 42.0
 Combined Board Weight 121.4
 **Board BW (lb/msf)
 In the above example, each linerboard
 Contributes 35% of the BW (42/121.4).
 The medium contributes 30% of the total
 BW (37.4/121.4). If the linerboard used
 has 20% PC and the medium has 80% PC,
 the resulting total PC content is:
 Linerboard #1: 0.35 X 0.20=0.07 (or 7%)
 Medium: 0.30 X 0.80 = 0.24 (or 24%)
 Linerboard #2: 0.35 X 0.20 = 0.07 (or 7%)
 Total PC content 7% + 24% + 4% = 38%

Basis Weight (lb/msf) of Linerboard #1: _____ x 1.00 = ____ (1)
 Basis Weight (lb/msf) of Medium X **take-upfactor** _____ x _____ = ____ (2)
 Basis Weight (lb/msf) of Linerboard #2: _____ x 1.00 = ____ (3)
 Combined Board Weight: [(1) + (2) + (3)] _____ (4)
 Linerboard #1 contribution: (1) ÷ (4) _____ ÷ _____ = ____ (5)
 Medium contribution: (2) ÷ (4) _____ ÷ _____ = ____ (6)
 Linerboard #2 contribution (3) ÷ (4) _____ ÷ _____ = ____ (7)
 PC content:
 PC of Linerboard #1 [(A) x (5)] _____ x _____ = ____ (8)
 +PC of Medium [(B) x (6)] _____ x _____ = ____ (9)
 +PC of Linerboard #2 [(C) x (7)] _____ x _____ = ____ (10)
 Total PC content: [(8)+(9)+(10)] x 100%

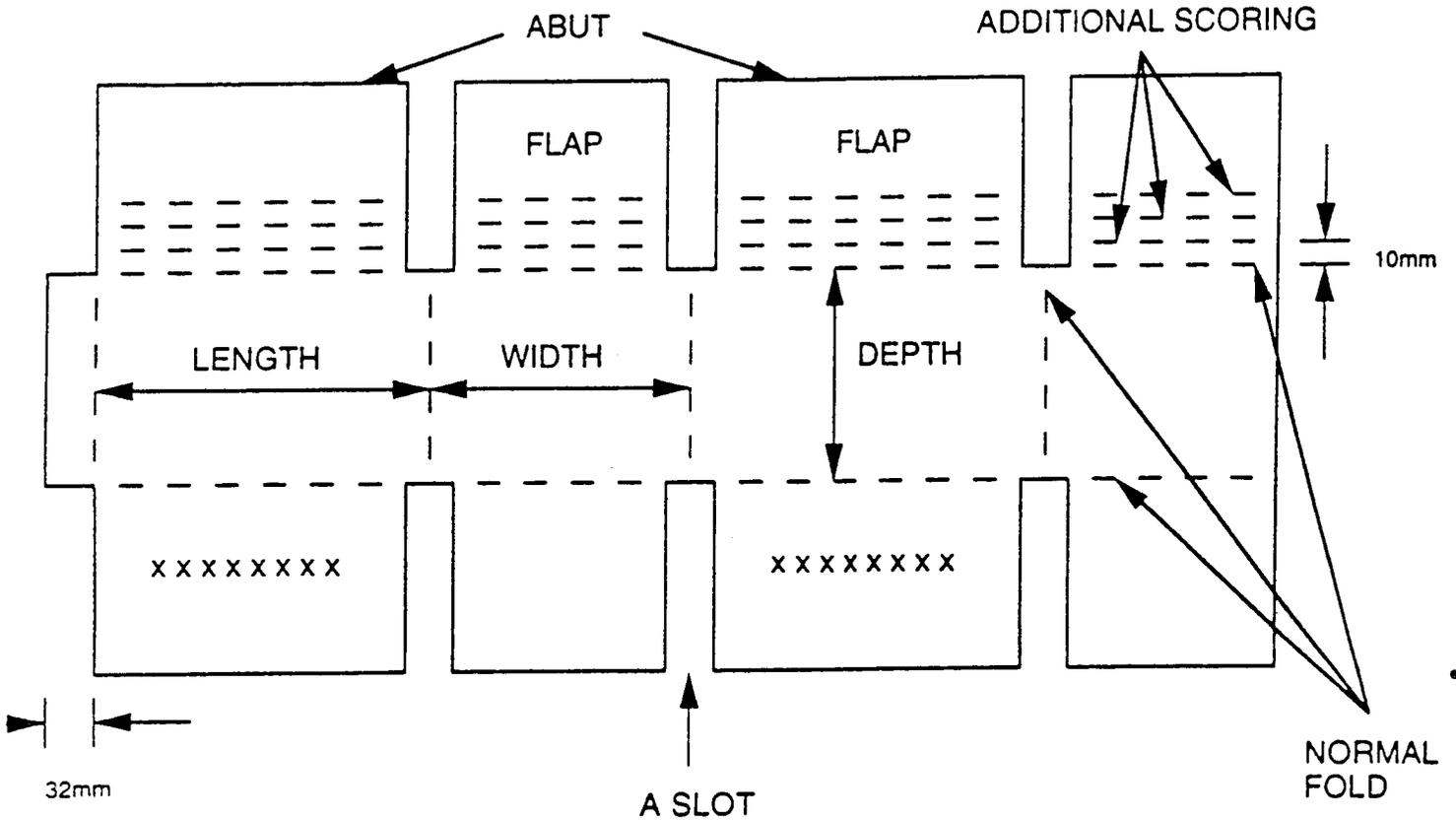
100% X (____+____+____) = _____%

 (signed) Plant Officer for Sampling/QA/QC Title Date



Style D: Web style side seam envelopes with straight flap

FIGURE 1: Corrugated Container (3 additional scorings)
 (Lots GP 507 to 511d, inclusive)

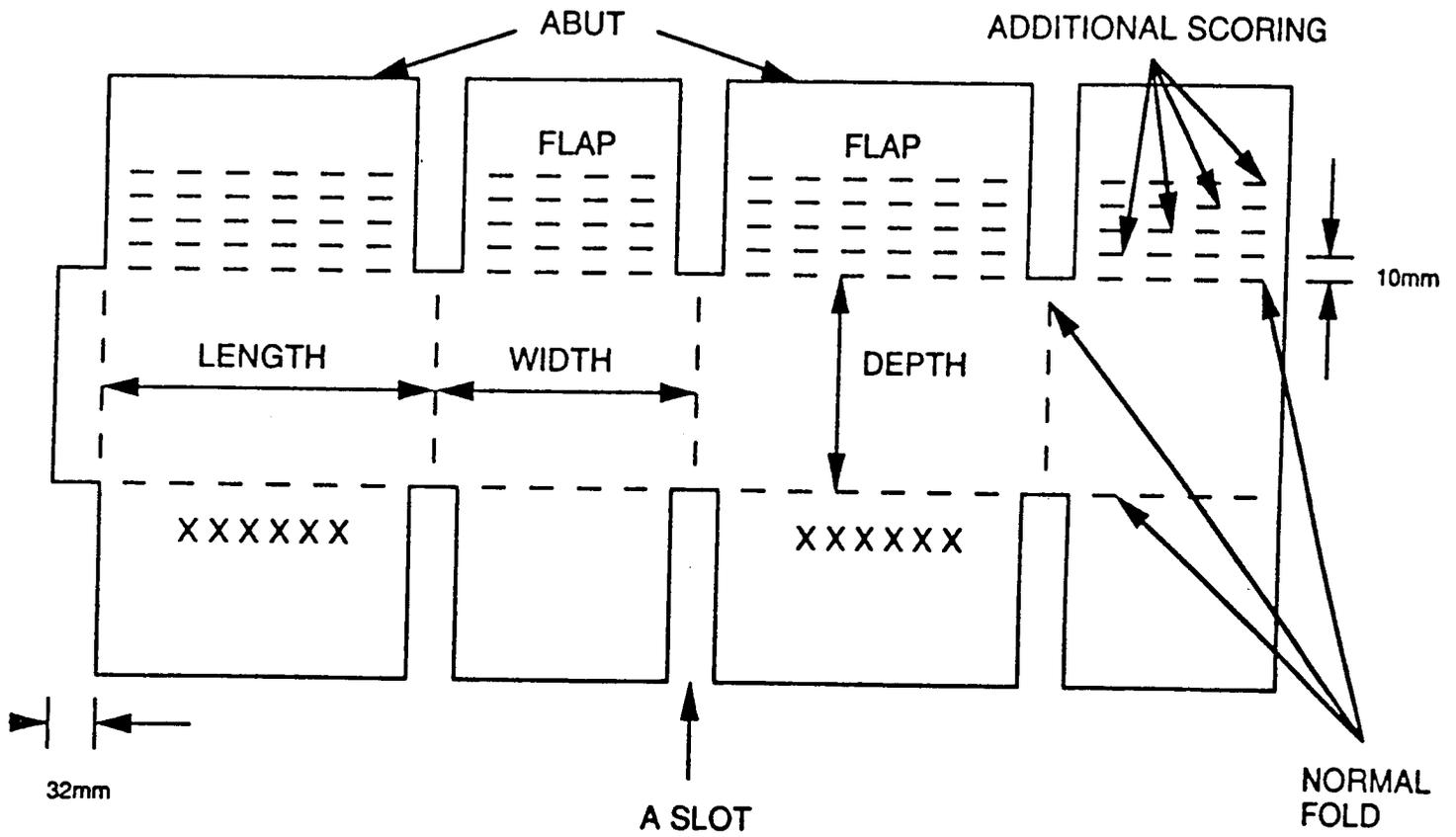


x x x x x x = printing on one outside, lengthwise flap

NOTE: NOT DRAWN TO SCALE.

See each lot number and carton specification for specific details.

FIGURE 2: Corrugated Container (4 additional scorings)
 (Lots GP 520 to 524 and 533 to 536, inclusive)

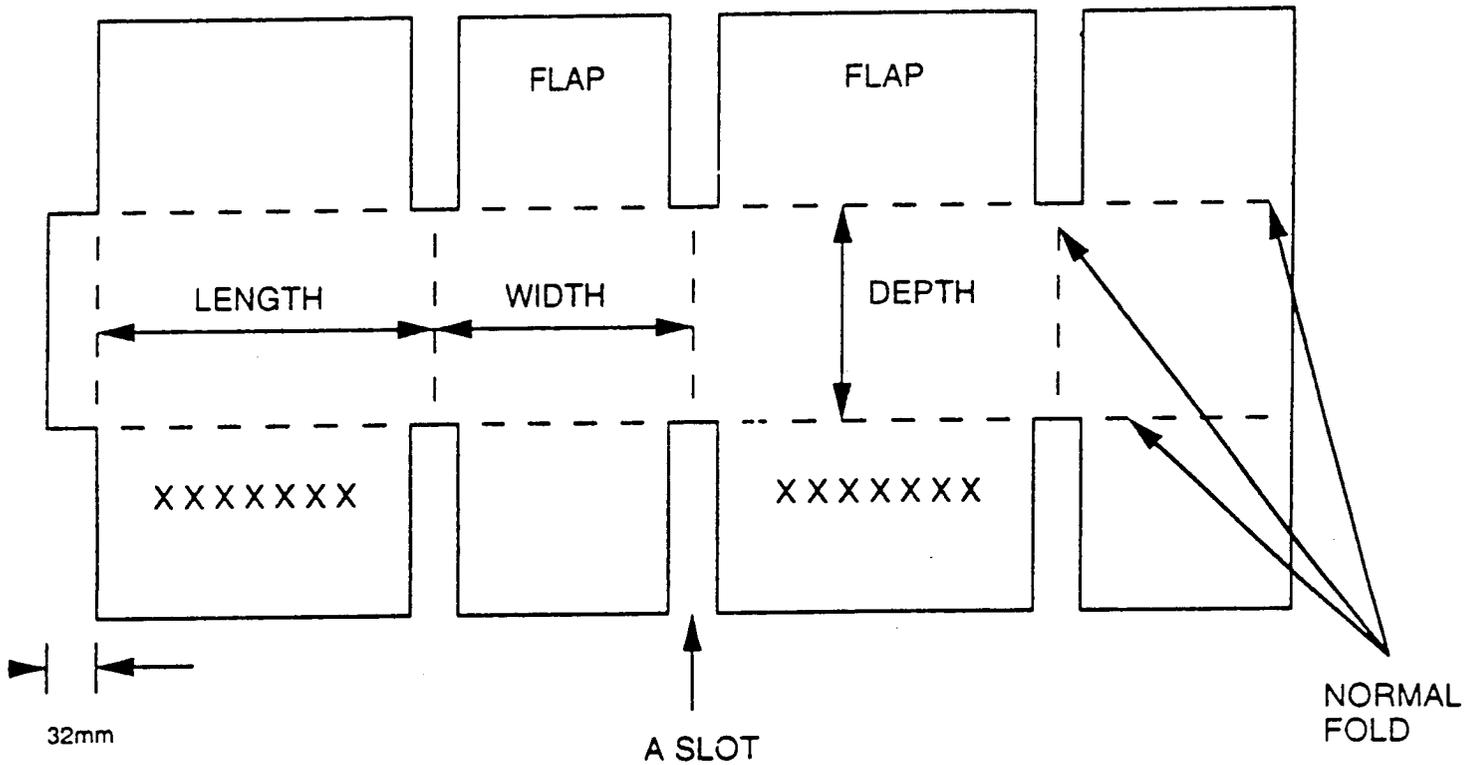


x x x x x = printing on one outside, lengthwise flap

NOTE: NOT DRAWN TO SCALE.

See each lot number and carton specification for specific details.

FIGURE 3: Corrugated Container (no additional scoring)
(Lots GP 516 to 519b, inclusive)



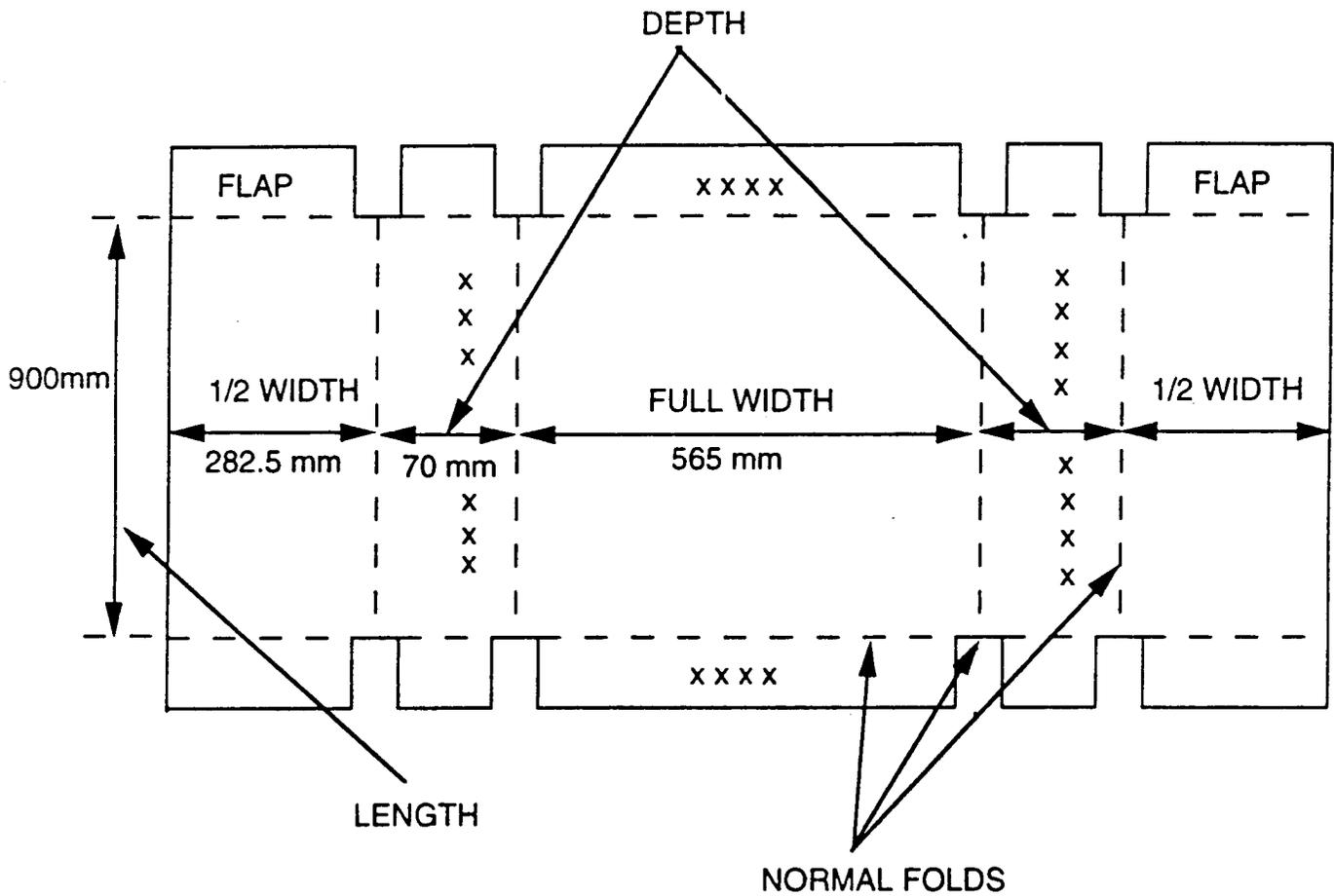
(Lot 517 must be 10 mm wide)

x x x x x = printing on one outside, lengthwise flap,
except for Lots GP516 and 517 which
have special printing requirements

NOTE: NOT DRAWN TO SCALE.

See each lot number and carton specification for specific details.

FIGURE 4: Shipping Container with Pads
(Lot GP 527)

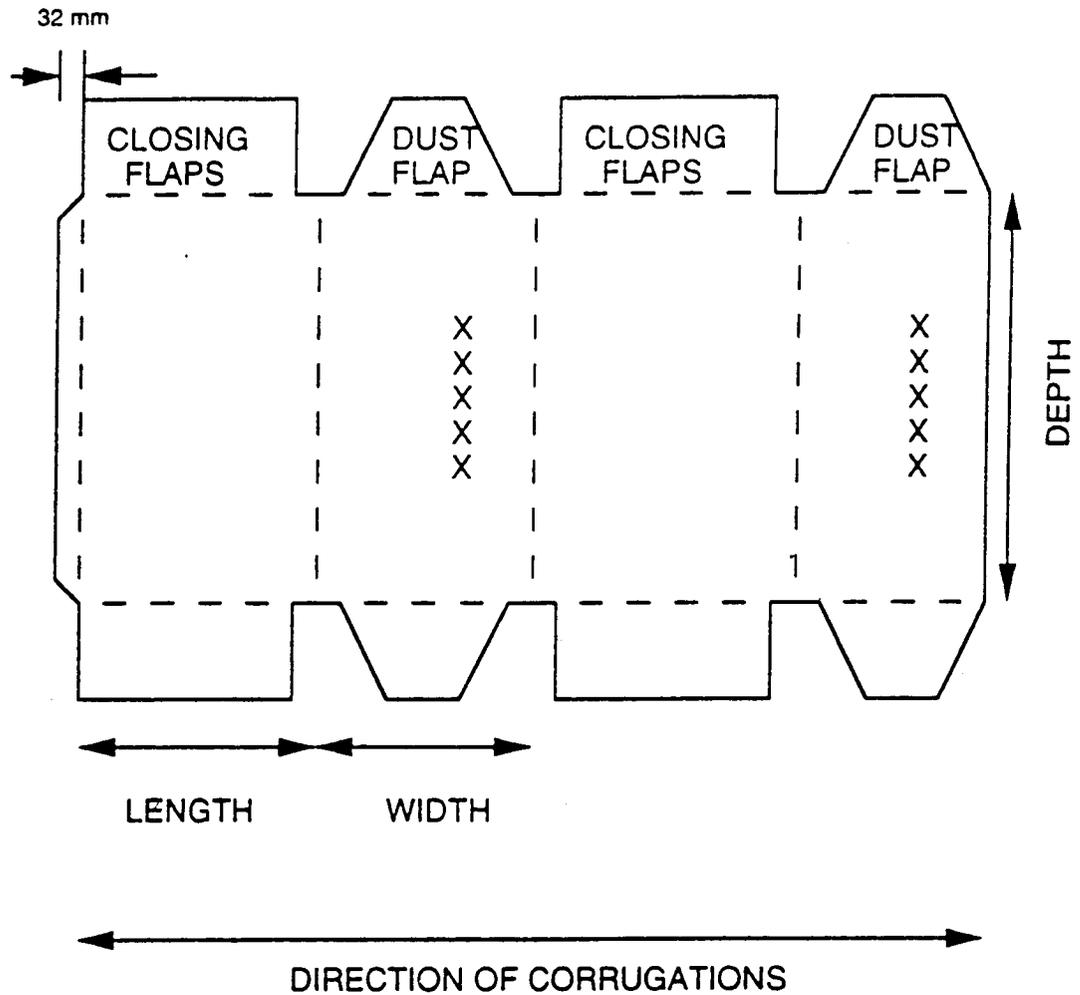


x x x x x = printing

NOTE: NOT DRAWN TO SCALE.

See lot number for specific details.

FIGURE 5: End Loading Corrugated Container,
die cut with reverse corrugation
(Lot GP 542)

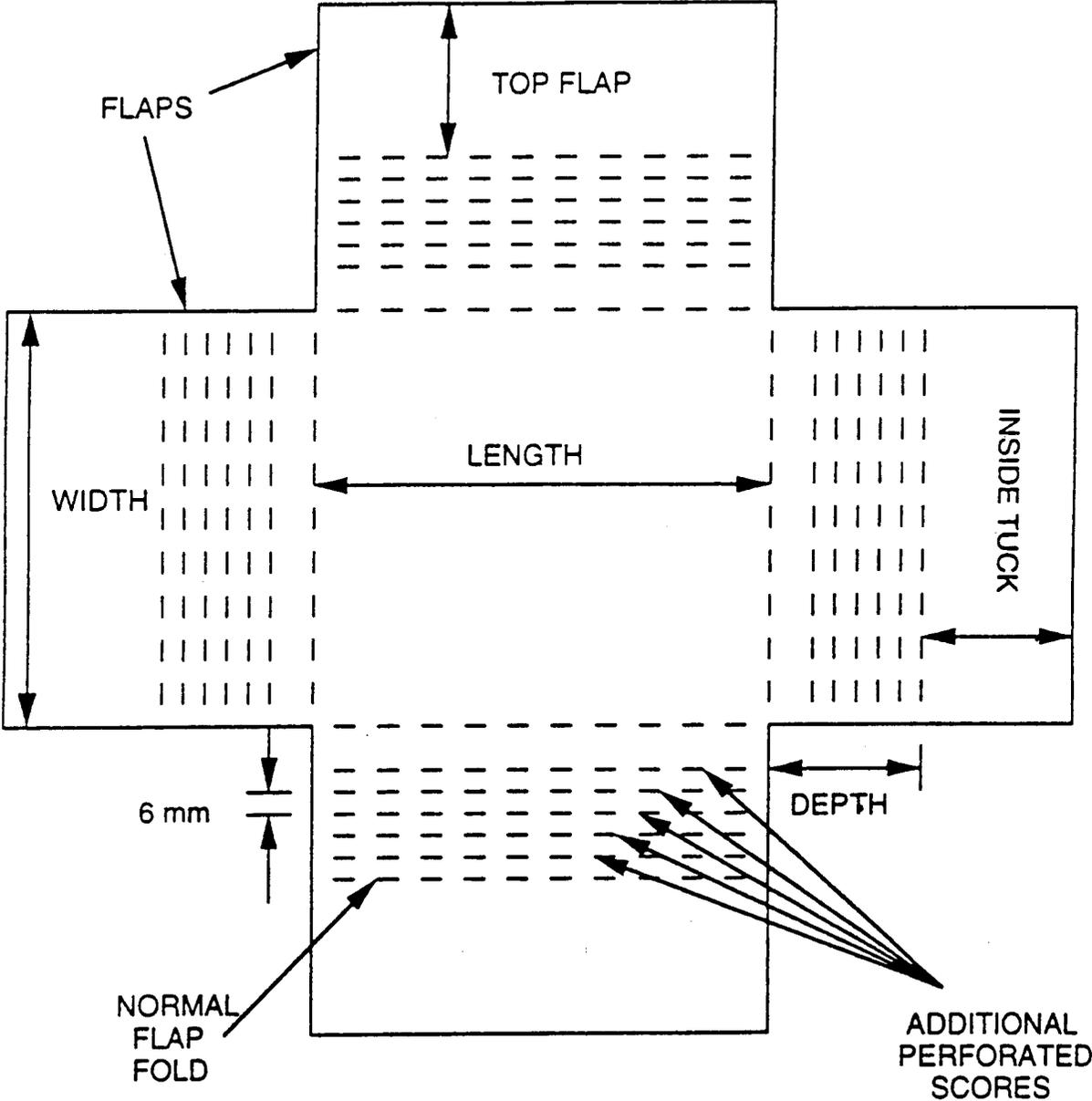


X X X X X = printing

NOTE: NOT DRAWN TO SCALE.

See each lot number for specific details.

FIGURE 6: Corrugated 1-Piece Folder
(Lots GP 550 and 551)



NOTE: NOT DRAWN TO SCALE.

See each lot number for specific details.

CONTRACT ADMINISTRATION DATA

1. Contracting Officer (CO)
Sheree Young – (202) 512022 – E-mail- syoung@gpo.gov
U.S. Government Printing Office, Paper Procurement Section
Washington, DC 20401, FAX - (202) 512-1354
2. Contract Specialist
Frances Clark - (202) 512-2022 – E-mail – fclark@gpo.gov
U.S. Government Printing Office, Paper Procurement Section
Washington, DC 20401, FAX - (202) 512-1481
3. Contracting Officer's Technical Representative (COTR)
Joel Recht (202) 512-0782 – jrecht@gpo.gov
Email technical questions: qctd@gpo.gov
U.S. Government Printing Office, Testing and Technical Services Division
Room B502, STOP: QC
Washington, DC 20401, FAX – (202) 512-0015.

The Contracting Officer is the only person authorized to make changes or approve changes in any of the requirements of the contract, and notwithstanding any provisions contained elsewhere in this contract, said authority remains solely with the Contracting Officer. In the event, the contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be allowed in the contract price to cover any increase in costs incurred as a result thereof.

The COTR is the Contracting Officer's Technical Representatives. The COTR is authorized to oversee the contractor's technical efforts to assure that they are in strict accordance with the terms and conditions of the contract. The COTR will also be the primary interface between the contractor and the Contracting Officer on matters pertaining to the contractor's technical efforts. The COTR has the authority to act on all technical matters except contract modifications (change orders), disputes, or termination of the contract, which remains the sole responsibility of the Contracting Officer.

RECYCLED MATERIAL CONTENT

This solicitation incorporates the Paper Products Recovered Materials Advisory Notice (PAPER RMAN) published June 8, 1998 (63 FR 31217) under authority of Sections 2002(a) and 6002 of the Solid Waste Disposal Act, amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6912(a) and 6962, and Executive Order 13101 "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition" issued September 14, 1998.

Each bidder, when entering a bid price on the bid, must state alongside the price entry the percentage of recovered materials including cotton/linen and/or postconsumer fiber that the product they propose to furnish will contain. Bids, which do not state the percentage of recovered materials including cotton/linen and/or postconsumer fiber along with the bid price, will be considered nonresponsive. Each bidder, by signing the bid, certifies to the percentage of recovered materials including cotton/linen and/or postconsumer fiber to be used in the manufacture of each item (LOT) for which a quote is submitted. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

The contractor shall maintain records, for purposes of Government audit, that will verify (i) the contractor's certification of the minimum recovered materials including cotton/linen and/or postconsumer fiber used in performance of the contract, (ii) that the paper and paper products are in compliance with the specification requirements, and (iii) the paper and paper products are manufactured in accordance with the minimum content standard stated in the solicitation, whether the materials are manufactured by the contractor or another manufacturer. The contractor, if not the manufacturer, shall obtain this information from the manufacturer. The contractor shall maintain and make these documents available to the Government, upon request, for one year after the expiration of the contract.

BID BOND

No bid will be considered which is unaccompanied by a bid bond with surety or certified check in the amount of \$5,000 for paper and \$1,000 for envelopes guaranteeing that the bidder, if its bid is accepted, shall execute a bond for the faithful performance thereof with good and sufficient sureties. No bid bond will be required for corrugated containers. Checks submitted in lieu of bid bond will be returned to the unsuccessful bidder(s) after award of contracts (approximately two weeks after bid opening).

PERFORMANCE BOND

Upon notification of award, each successful contractor may be required to complete a Performance Bond, approved by the contracting officer, payable to the United States of America with two or more individual sureties, or one corporate surety, in a penal sum equal to 10 percent of the estimated amount of the contract, in which the contractor shall covenant and agree that in case the said contractor shall fail to execute and perform any or all of the covenants, stipulations, and agreements of said contract on his part, the said contractor and his sureties shall forfeit and pay to the United States of America any and all damages which the United States may sustain by reason thereof for which the said contractor and his sureties shall be jointly and severally liable to be sued in the name of the United States.

MILL LETTERS

Each bidder must submit a separate mill letter at or before the time set for opening of bid. The mill letter must contain the complete names and mailing addresses, including zip codes, of the manufacturer of the various lots of paper, as well as the converters for the various lots of envelopes, proposed by the bidder. No changes shall be made in the name or location of the manufacturer without prior approval by GPO.

ELECTRONIC FUNDS TRANSFER

The U.S. Government Printing Office now requires the use of Electronic Funds Transfer (EFT) to pay contractors. Your company's payment will be sent to your financial institution via Direct Deposit/Electronic Funds Transfer and automatically credited to your account on the payment date. In order for your company to identify the payment, GPO will include your invoice number, as well as GPO purchase order number, and a payment code in the "addenda" record that will accompany the electronic payment to your financial institution. To sign up for EFT, you must complete Form 3881 - Payment information Form. If you have any questions concerning EFT, contact 202-512-0864, or call 1-800-BILLGPO. (See Form in the Appendix)

TRUCKLOAD SHIPMENTS OF XEROGRAPHIC PAPER

For truckload shipments of xerographic paper, lot numbers 269b, 269i, and 270, bidders are required to state in their mill letters the load (weight) capacity of the trucks (40,000 or 44,000 pound truckloads) they intend to utilize to deliver the paper to the destination, and that same capacity trucks shall be used throughout the contract period.

MULTIPLE AWARDS

In the event that the lowest acceptable bidder is unable to furnish the entire quantity of any lot estimated by the Government as necessary to meet its needs, and the quantity offered in their bid is such that it is for consideration in making award of contracts, award to several bidders may be made to insure delivery of the Government's requirements. The Government will purchase its needs first from the low bidder and thereafter in the same manner from the next low bidders. In the event of tie bids for quantities less than that estimated as being required to meet the Government's needs, multiple contracts will be awarded. In such event, the Government will determine by lot the sequence in which orders for its needs shall be placed.

AWARD BASIS

Award will be made the lowest responsive, responsible bidder meeting all the requirements of the contract and whose bid is the most advantageous to the Government.

OPTION TO EXTEND THE TERM OF THE CONTRACT

The Government, at its option and upon the same terms, conditions, and limitations (including price) specified in the contract, may extend this contract on a month-to-month basis not to exceed 90 days. If the contract is extended, the total quantity stated herein may be increased by up to 25 percent. The Contracting Officer may exercise this option on a month-to-month basis at any time prior to expiration of the original term of the contract and appropriate option periods, by giving 30 days written notice to the contractor.

DURATION OF CONTRACT:

For the period beginning July 1, 2004, through December 31, 2004, and any extensions thereof (See Option to Extend the Term of the Contract).

Contract Clauses

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is a legislative agency of the United States Government. Accordingly, the Materials Management Acquisition Regulations (MMAR) is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the MMAR, as contained in the Code of Federal Regulations, is referenced in this solicitation. The bidder should note that only those provisions of the MMAR, which are specifically incorporated by reference into this solicitation, are applicable.

NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference in accordance with the MMAR clause at "52.252-2 CLAUSE INCORPORATED BY REFERENCE (JUNE 1988)" in Section I of this contract.

There is one or more solicitation provisions incorporated by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

MMAR changes apply to solicitation issued on or after the effective date of the change. Also, the full text of a clause may be accessed electronically at this address www.gpo.gov

| NUMBER | TITLE | DATE |
|---------------|---|-------------|
| 52.202-1 | Definitions Regulations Governing Procurement | Dec 2001 |
| 52.203-1 | Officials Not to Benefit | Apr 1984 |
| 52.203-3 | Gratuities | Apr 1984 |
| 52.203-5 | Covenant Against Contingent Fees | Apr 1984 |
| 52.203-6 | Restrictions on Subcontractor Sales to the Government | Jul 1995 |
| 52.203-7 | American Made Products | Jul 1995 |
| 52.203-8 | Anti-Kickback Procedures | Jan 1997 |
| 52.203-10 | Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity | Jan 1997 |
| 52.203-12 | Price or Fee Adjustment for Illegal or Improper Activity | Jan 1997 |
| 52.209-6 | Limitation on Payments to Influence Certain Federal Transactions | Jul 1995 |
| 52.214-29 | Protecting the Government's Interest When Subcontracting | Jan 1986 |
| 52.215-1 | With Contractors Debarred, Suspended, or Proposed for Debarment | May 2001 |
| 52.220-4 | Order of Precedence—Sealed Bidding | Feb 1997 |
| 52.222-1 | Examination of Records by Comptroller General | Apr 1984 |
| 52.222-3 | Labor Surplus Area Subcontracting Program | Aug 1996 |
| 52.222-4 | Notice to the Government of Labor Disputes | Sept 2000 |
| 52.222-20 | Convict Labor | Dec 1996 |
| 52.222-26 | Contract Work Hours and Safety Standards Act—Overtime Compensation | Apr 2000 |
| 52.222-28 | Walsh-Healy Public Contracts Act | Apr 1984 |
| 52.222-35 | Equal Opportunity | Dec 2001 |
| 52.222-36 | Equal Opportunity Preaward Clearance of Subcontracts | June 1998 |
| 52.222-37 | Affirmative Action for Special Disabled and Vietnam Era Veterans | Jan 1999 |
| | Affirmative Action for Handicapped Workers | |
| | Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era | |

CONTRACT CLAUSES (CONTINUED)

| | | |
|-----------|---|----------|
| 52.223-2 | Clean Air and Water Compliance with the Emergency Planning and Community Right-to-Know Act of 1986 and the Pollution Prevention Act of 1990 | Apr 1984 |
| 52.223-3 | Hazardous Material Identification and Material Safety Data | Jan 1997 |
| 52.225-3 | Buy American Act-Supplies | Jan 1994 |
| 52.225-11 | Restrictions on Certain Foreign Purchases | Oct 1996 |
| 52.227-1 | Authorization and Consent | Jul 1995 |
| 52.227-2 | Notice and Assistance Regarding Patent and Copyright Infringement | Aug 1996 |
| 52.227-3 | Patent Indemnity | Apr 1994 |
| 52.229-3 | Federal, State, and Local Taxes | Jan 1991 |
| 52.229-5 | Taxes—Contracts Performed in U.S. Possessions or Puerto Rico | Apr 1984 |
| 52.232-1 | Payments | Apr 1984 |
| 52.232-11 | Extras | Apr 1984 |
| 52.232-17 | Interest | Jan 1991 |
| 52.232-23 | Assignment of Claims | Jan 1986 |
| 52.242-13 | Bankruptcy | Jul 1995 |
| 52.243-1 | Changes—Fixed Price | Feb 1995 |
| 52.246-2 | Inspection of Supplies—Fixed Price | Aug 1996 |
| 52.246-16 | Responsibility for Supplies | Apr 1984 |
| 52.247-54 | Diversion of Shipment Under F.O.B. Destination Contracts | Mar 1989 |
| 52.247-64 | Preference for Privately Owned U.S. Flag Commercial Vessels | Jan 2000 |
| 52.249-1 | Termination for Convenience of the Government (Fixed Price) (Short Form) | Apr 1984 |
| 52.249-2 | Termination for Convenience of the Government(Fixed Price) | Sep 1996 |
| 52.249-8 | Default (Fixed-Price Supply and Service) | Apr 1984 |

DISPUTES (VARIATION)

Except as otherwise provided in the contract, any dispute concerning a question of fact related to the contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall make his/her decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 90 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Public Printer. The decision of the Public Printer, or a duly authorized representative for the determination of such appeals, shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this article, the Contractor shall be afforded an opportunity to be heard and to bid evidence in support of his/her appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

This "Disputes" article does not preclude consideration of law questions in connection with decisions provided for in the paragraph above: Provided, that nothing in the contract shall be construed as making final the decision of any administration official, representative, or board on a question of law.

SERVICE OF PROTEST (VARIATION)

- (a) Protests, as defined in Section 3 of GPO Instruction 305.7, are filed directly with the Government Printing Office (GPO), and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer at the procurement office from which the solicitation was issued by
- (b) obtaining written and dated acknowledgement of receipt from the Director, Materials Management Service, USGPO, Mail Stop: MM, Washington, DC 20401.
- (c) The copy of any protest shall be received by the official or in the office designated above within 1 day of filing a protest with GAO.

PROTEST AFTER AWARD (AUG 1989)

- (a) Upon receipt of a notice of protest (as defined in Section 3 of GPO Instruction 305.7) or a determination that a protest is likely (see Section 4(d) of GPO Instruction 305.70), the contracting officer may, by written order to the contractor, direct the contractor to stop performance of the work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in this protest, the Contracting Officer shall either—
 - (1) Cancel the Stop-Work Order
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if—
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the request at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.
- (e) The Government's right to terminate this contract at anytime is not affected by action taken under this clause.
- (f) If, as a result of the contractor's intentional misstatement, misrepresentation or miscertification, a protest related to this contract is sustained and the Government pays cost, as provided in 4 (c)(2) or 6(h)(1) of GPO Instruction 305.7, the Government may require the contractor to reimburse the Government the amount of such costs. In addition to any other remedy available, the Government may collect this debt by offsetting the amount against any payment due the contractor under any contract between the contractor and the Government.

BOND SECURITY (Oct 1997)

The contractor shall promptly furnish additional security required to protect the Government and persons supplying labor or materials under this contract if—

- a. Any surety upon any bond, or issuing financial institution for other security, furnished with this contract becomes unacceptable to the Government;
- b. Any surety fails to furnish reports on its financial condition as required by the Government;
- c. The contract price is increased so that the penal sum of any bond becomes inadequate in the opinion of the contracting officer; or
- d. An irrevocable letter of credit (ILC) used as security will expire before the end of the period of required security. If the contractor does not furnish an acceptable extension or replacement ILC, or other acceptable substitute, at least 30 days before an ILC's scheduled expiration, the contracting officer has the right to immediately draw on the ILC.

52.228-11 PLEDGES OF ASSETS (FEB 1992)

- a. Offerors shall obtain from each person acting as an individual surety on a bid guarantee, a performance bond, or a payment bond—
 - (1) Pledge of assets; and
 - (2) Standard Form 28, Affidavit of Individual Surety.
- b. Pledges of assets from each person acting as an individual surety shall be in the form of -
 - (1) Evidence of an escrow account containing cash, certificates of deposit, commercial or Government securities, or other assets described in FAR 28.203-2 (except see 28.203-2(b)(2) with respect to Government securities held in book entry form) and/or;
 - (2) A recorded lien on real estate. The offeror will be required to provide --
 - (i) Evidence of title in the form of a certificate of title prepared by a title insurance company approved by the United States Department of Justice. This title evidence must show fee simple title vested in the surety along with any concurrent owner: whether any real estate taxes are due and payable; and any recorded encumbrances against the property, including the lien filed in favor of the Government as required by FAR 28.203-3(d);
 - (ii) Evidence of the amount due under any encumbrance shown in the evidence of title;
 - (iii) A copy of the current real estate tax assessment of the property or a current appraisal dated no earlier than 6 months prior to the date of the bond, prepared by a professional appraiser who certifies that the appraisal has been conducted in accordance with the generally accepted appraisal standards as reflected in the Uniform Standards of Professional Appraisal Practice, as promulgated by the Appraisal Foundation (a).

DEFAULT OF CONTRACTOR

If a contractor fails to deliver the paper and/or envelopes within the time specified, or comply with the terms and conditions of the contract, the Government has the right to terminate the contract for default. A new contract will be entered into with the lowest, best, and most responsible bidder for the best interest of the Government among those whose proposals were rejected at the last bid opening or the contracting officer shall advertise for new proposals. During the interval that may occur, the contracting officer may purchase the paper product in the open market, at the lowest market price.

The contractor is liable to the Government for all procurement costs and all increase of cost incurred in procuring the paper and envelopes upon his default.

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

- a. The bidder certifies that—
- (1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices bid;
 - (2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening unless otherwise required by law; and
 - (3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.
- b. Each signature on the bid is considered to be a certification by the signatory that the signatory
- (1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

[insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid, and the title of their position in the offeror's organization];

- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
 - (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- c. If the bidder deletes or modifies subparagraph (a)(2) above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

TAXPAYER IDENTIFICATION

- a. Definitions.
- Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.
- Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.
- b. All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

c. The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701©(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

d. Taxpayer Identification Number (TIN).

--TIN:

--TIN has been applied for _____

--TIN is not required because: _____

--Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U. S. and does not have an office or place of business or a fiscal paying agent in the U. S.;

--Offeror is an agency or instrumentality of a foreign government;

--Offeror is an agency or instrumentality of the Federal Government.

e. Type of organization.

--Sole proprietorship;

--Partnership;

--Corporate entity (not tax-exempt);

--Corporate entity (tax-exempt);

--Government entity (Federal, State, or local);

--Foreign government;

--International organization per 26 CFR 1.6049-4;

--Other _____

f. Common parent.

--Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

--Name and TIN of common parent:

Name _____

TIN _____

WOMEN-OWNED BUSINESS

a. Representation. The offeror represents that it () is, () is not a women-owned business concern.

b. Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

- a. (1) The offeror certifies, to the best of its knowledge and belief, that --
- (i) The Offeror and/or any of its Principals—
 - (A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - (B) Have () have not (), within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - (C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.
 - (ii) The offeror has () has not (), within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) Principals, for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, title 18, U. S. C.
- b. The offeror shall provide immediate written notice to the contracting officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- c. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the contracting officer may render the offeror nonresponsible.
- d. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- e. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the contracting officer may terminate the contract resulting from this solicitation for default.

SMALL DISADVANTAGED BUSINESS STATUS

- a. General. This provision is used to assess an offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by

the provision at FAR 52.219-1, Small Business Program Representation.

b. Representations.

(1) General. The offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either—

() (i) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(A) No material change in disadvantaged ownership and control has occurred since its certification;

(B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104 (c)(2); and

(C) It is listed, on the date of this representation, on the register of small disadvantaged business concerns maintained by the Small Business Administration; or

() (ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(2)() For Joint Ventures. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements of 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture:

c. Penalties and Remedies. Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall:

(1) Be punished by imposition of a fine, imprisonment, or both;

(2) Be subject to administrative remedies, including suspension and debarment; and

(3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

PROHIBITION OF SEGREGATED FACILITIES

a. Segregated facilities, as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

b. The contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

- c. The contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

CLEAN AIR AND WATER CERTIFICATION

The offeror certifies that—

- a. Any facility to be used in the performance of this proposed contract is (___), is not (___) listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
- b. The offeror will immediately notify the contracting officer, before award, of the receipt of any communication from the Administrator, or a designee, of the EPA, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and
- c. The offeror will include a certification substantially the same as this certification, including this paragraph (c) in every nonexempt subcontract.

RECOVERED MATERIAL CERTIFICATION

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962©(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING

- a. Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.
- b. By signing this offer, the offeror certifies that—
- (1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or
- (2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each item that is applicable.)
- (___) (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313 (c) of EPCRA, 42 U.S.C. 11023 (c);
- (___) (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);
- (___) (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form have been filed with EPA);
- (___) (iv) The facility does not fall within Standard Industrial Classification Code (SIC) designations 20 through 39 as set forth in Section 19.102 of the Federal Acquisition Regulation; or
- (___) (v) The facility is not located within any State of the United States, the District

of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

BUY AMERICAN CERTIFICATE

The offeror certifies that each end product, except those listed below, is a domestic end product (as defined in the clause entitled Buy American Act—Supplies), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

| Excluded End Products | Country of Origin |
|-----------------------|-------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(List as necessary)

Offerors may obtain from the contracting officer lists of articles, materials, and supplies excepted from the Buy American Act.

PLACE OF PERFORMANCE

- a. The offeror or respondent, in the performance of any contract resulting from this solicitation, () intends, () does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.
- b. If the offeror or respondent checks “intends” in paragraph (a) of this provision, it shall insert in the following spaces the required information:

| | |
|--|-------|
| Place of Performance Name and Address of Owner | _____ |
| (Street Address, City, and Operator of the Plant | _____ |
| State, County, Zip Code) or Facility if Other than | _____ |
| Offeror or Respondent | _____ |

| | | |
|--|---|---------------------------|
| BID BOND <i>(See instruction on reverse)</i> | DATE BOND EXECUTED <i>(Must not be later than bid opening date)</i> | OMB NO.: 9000-0045 |
|--|---|---------------------------|

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

| | |
|--|--|
| PRINCIPAL <i>(Legal name and business address)</i> | TYPE OF ORGANIZATION <i>("X" one)</i> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION STATE OF INCORPORATION |
|--|--|

SURETY(IES) *(Name and business address)*

| PENAL SUM OF BOND | | | | BID IDENTIFICATION | | |
|----------------------|----------------------|-------------|------------|--------------------|--|----------------|
| PERCENT OF BID PRICE | AMOUNT NOT TO EXCEED | | | | BID DATE | INVITATION NO. |
| | MILLION(S) | THOUSAND(S) | HUNDRED(S) | CENTS | FOR <i>(Construction, Supplies, or Services)</i> | |

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

| PRINCIPAL | | | | |
|--------------------------------------|---------------|---------------|---------------|-----------------------|
| SIGNATURE(S) | 1. | 2. | 3. | <i>Corporate Seal</i> |
| | <i>(Seal)</i> | <i>(Seal)</i> | <i>(Seal)</i> | |
| NAME(S) & TITLE(S) <i>(Typed)</i> | 1. | 2. | 3. | |

| INDIVIDUAL SURETY(IES) | | |
|---------------------------|---------------|---------------|
| SIGNATURE(S) | 1. | 2. |
| | <i>(Seal)</i> | <i>(Seal)</i> |
| NAME(S) <i>(Typed)</i> | 1. | 2. |

| CORPORATE SURETY(IES) | | | | | |
|-----------------------|--------------------------------------|----|---------------|----------------------|-----------------------|
| SURETY A | NAME & ADDRESS | | STATE OF INC. | LIABILITY LIMIT (\$) | <i>Corporate Seal</i> |
| | SIGNATURE(S) | 1. | 2. | | |
| | NAME(S) & TITLE(S) <i>(Typed)</i> | 1. | 2. | | |

| | | | | | |
|-----------------|--------------------------------------|----|---------------|----------------------|-----------------------|
| SURETY B | NAME & ADDRESS | | STATE OF INC. | LIABILITY LIMIT (\$) | <i>Corporate Seal</i> |
| | SIGNATURE(S) | 1. | 2. | | |
| | NAME(S) & TITLE(S) <i>(Typed)</i> | 1. | 2. | | |
| SURETY C | NAME & ADDRESS | | STATE OF INC. | LIABILITY LIMIT (\$) | <i>Corporate Seal</i> |
| | SIGNATURE(S) | 1. | 2. | | |
| | NAME(S) & TITLE(S) <i>(Typed)</i> | 1. | 2. | | |
| SURETY D | NAME & ADDRESS | | STATE OF INC. | LIABILITY LIMIT (\$) | <i>Corporate Seal</i> |
| | SIGNATURE(S) | 1. | 2. | | |
| | NAME(S) & TITLE(S) <i>(Typed)</i> | 1. | 2. | | |
| SURETY E | NAME & ADDRESS | | STATE OF INC. | LIABILITY LIMIT (\$) | <i>Corporate Seal</i> |
| | SIGNATURE(S) | 1. | 2. | | |
| | NAME(S) & TITLE(S) <i>(Typed)</i> | 1. | 2. | | |
| SURETY F | NAME & ADDRESS | | STATE OF INC. | LIABILITY LIMIT (\$) | <i>Corporate Seal</i> |
| | SIGNATURE(S) | 1. | 2. | | |
| | NAME(S) & TITLE(S) <i>(Typed)</i> | 1. | 2. | | |
| SURETY G | NAME & ADDRESS | | STATE OF INC. | LIABILITY LIMIT (\$) | <i>Corporate Seal</i> |
| | SIGNATURE(S) | 1. | 2. | | |
| | NAME(S) & TITLE(S) <i>(Typed)</i> | 1. | 2. | | |

INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., (e.g., 20% of the bid price but the amount not to exceed _____ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designed "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."

**UNITED STATES GOVERNMENT PRINTING OFFICE
PAPER PROCUREMENT SECTION
WASHINGTON, DC 20401
BID AND ACCEPTANCE**

Date _____

To: Paper & Specialized Procurement
Paper Procurement Section, MMPP

United States Government Printing Office
Washington, DC 20401
Sir/Madam:

Bid Mail received in the Government Printing Office after the designate bid opening hour will not be considered except under certain unusual circumstances which may justify the acceptance of bids received after bid opening hour, but in no case unless the postmark cancellation stamp is made by the Postal Service (and not by the bidder) and shows the bid was postmarked in sufficient time to reach this office prior to the date and time specified for opening of bid. Telephone or telegraph bids will not be considered unless specifically permitted by the specifications of this invitation to bid.

Return this form correctly filled out, with firm name and endorsed by individuals signing, otherwise your bid will not be considered.

The Public Printer reserves the right to reject any or all bids and to waive defects or informalities

As per your inquiry of _____, 2004, we submit bids herewith based on delivery F.O.B. destination U.S.. Government Printing Office free of charge to the Government, unless otherwise specified.

Bidders must submit a separate mill letter with the name and address of manufacture for each item.

Bidder represents that he is, is not, a small business concern and that the product he/she proposes to furnish will, will not, be manufactured or produced by a small business concern, as defined in Code of Federal Regulation: Title 13, Part 121, as amended.

Bidder hereby acknowledges amendment(s) number(ed) _____.

Bidder certifies, unless otherwise stated, that the product he will deliver will be of domestic manufacture or origin as defined in the Buy American Act, as amended.

The undersigned offers and agrees, if this bid is accepted, to furnish any or all of the items upon which prices are bid, at the price set opposite each item, in exact accordance with specifications unless exceptions are specifically noted by the lot number. This offer includes the specifications contained in the Invitation for Bid, Solicitation Number PEC704 for Paper, Envelopes, and Corrugated Containers for the six-month contract term beginning July 1, 2004.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____

Name _____

Address _____

Title _____

City _____ State _____ Zip _____

Signature _____

Telephone Number _____

Date _____

Facsimile Number _____

E-Mail Address _____

ACCEPTANCE BY THE GOVERNMENT

THE ABOVE BID APPROVED:

Approval of Chief, Paper Procurement Section

Approval of Contracting Officer.

Figured, totaled, and checked by _____

(Sign surname only, in ink)

Date _____

Date _____

IMPORTANT NOTICE

Effective January 1, 1999, payments on all GPO purchase orders will only be made by electronic fund transfer (EFT) unless you are granted a waiver. A waiver can only be granted if you certify below in writing that you do not have an account with a financial institution or an authorized payment agent and return the certification to the Contracting Officer. **If you need to establish EFT, contact Tina Shelton, 202-512-0864.**

REQUEST FOR WAIVER/CONTRACTOR CERTIFICATION

I certify that I do not have an account with a financial institution or an authorized payment agent.

Signature

Date

If ETF has not already been established, provide the following information:

Contractor's financial institution name: _____

Address: _____

Contact person: _____ Phone Number:

Bank Routing transit number:

Taxpayer Identification number:

If you do not currently have a bonafide account with a financial institution, you are requested to make arrangements for such an account as in the near future; all payments from the Federal Government shall be made only by EFT.