

Program No. 4960-S R1 Term 09/01/2023 To 08/31/2024 (up to 4 option years)								
TITLE:	Various Sized Plastic Evidence, Money and Rifle Bags			(Contr #1 - E4)	(Contr #2 - G4)	(Contr #3 - I4)		
				Novolex LLC	Star Poly Bag Inc.	New York Packaging		
				Hartsville, SC	Brooklyn, NY	New Hyde Park, NY		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPLETE PRODUCT:</b>							
(a)	Extra Small Evidence Bag w/ Outside Pocket.....							
(1)	Makeready and/or Setup.....	2	500.00	1,000.00	400.00	800.00	15.92	31.84
(2)	Running per 1,000 copies.....	400	71.20	28,480.00	112.80	45,120.00	31.84	12,736.00
(b)	Small Evidence Bag w/ Outside Pocket.....							
(1)	Makeready and/or Setup.....	3	500.00	1,500.00	400.00	1,200.00	39.67	119.01
(2)	Running per 1,000 copies.....	750	86.25	64,687.50	178.80	134,100.00	79.35	59,512.50
(c)	Large Evidence Bag w/ Outside Pocket.....							
(1)	Makeready and/or Setup.....	2	500.00	1,000.00	400.00	800.00	91.61	183.22
(2)	Running per 1,000 copies.....	250	211.95	52,987.50	345.60	86,400.00	183.21	45,802.50
(d)	Extra Large Evidence Bag w/ Outside Pocket.....							
(1)	Makeready and/or Setup.....	2	500.00	1,000.00	400.00	800.00	49.72	99.44
(2)	Running per 1,000 copies.....	80	557.80	44,624.00	741.60	59,328.00	497.22	39,777.60
(e)	Money Bag w/ Outside Pocket.....							
(1)	Makeready and/or Setup.....	2	N/C		400.00	800.00	51.55	103.10
(2)	Running per 1000 copies.....	360	133.30	47,988.00	198.00	71,280.00	103.10	37,116.00
(f)	Long Rifle Evidence Bag w/ Outside Pocket.....							
(1)	Makeready and/or Setup.....	1	500.00	500.00	400.00	400.00	67.05	67.05
(2)	Running per 1000 copies.....	15	628.90	9,433.50	1,128.00	16,920.00	670.53	10,057.95
	<b>CONTRACTOR TOTALS</b>			<b>\$253,200.50</b>		<b>\$417,948.00</b>		-----
	<b>DISCOUNT</b>							
	<b>DISCOUNTED TOTALS</b>			<b>\$253,200.50</b>		<b>\$417,948.00</b>		
				<b>Awarded</b>				
				<b>8/28/2023-JY</b>				

U.S. GOVERNMENT PUBLISHING OFFICE

Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**Various Sized Plastic Evidence,  
Money and Rifle Bags**

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

**Department of Homeland Security: U.S. Customs and Border Protection**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **September 1, 2023** and ending **August 31, 2024**, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**R-1: REVISE FREQUENCY AND QUANTITY OF ITEMS. REVISE SIZE REQUIREMENTS OF THE OUTER POCKET. REVISE THE PREDOMINANT PRODUCTION FUNCTION. REVISE THE DETERMINATION OF AWARD.**

**BID OPENING:** Bids shall be opened at **11:00 AM**, prevailing Pacific Standard Time (PST), on **August 11, 2023** at the U.S. Government Publishing Office, Southwest Region.

**BID SUBMISSION:** Bidders MUST submit email bids to [bidssanfran@gpo.gov](mailto:bidssanfran@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The 4960-S program number and bid opening date must be specified in the subject line of the emailed bid submission. **Bids received after 11:00AM PST on the bid opening date specified above will not be considered for award.** This will not be a public bid opening.

**BIDDERS, PLEASE NOTE:** The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

Abstract of previous contract prices are available for review on page 18. *Contractor’s are cautioned that the specifications have substantially changed.*

For information of a technical nature *before* award, contact Jennifer Yarbrough at 707-748-1976 or [jyarbrough@gpo.gov](mailto:jyarbrough@gpo.gov).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is printing of the evidence bags.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Files/Approved Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System

**PRE-AWARD TEST:** The contractor being considered for award shall be required to demonstrate their ability to print and manufacture the items required in these specifications at the requisite quality level by completing a pre-award test. The Government reserves the right to waive the pre-award test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the pre-award test, the Government will furnish one printed and serial numbered sample of each bag to be used as a visual and construction guide and that are representative of the bags to be furnished under these specifications. The bags will be reviewed for bag tamper evident sealing adhesive, placement & size of serial numbering (and barcode), trim size, and construction. NOTE: Adhesive will not be tested for 5 - 7 year durability.

The furnished test material must be picked up from U.S. Customs and Border Protection, Trish Mancuso, Room 3.2C-51 (202) 344-2106, 1300 Pennsylvania Avenue, NW, Washington, DC 20229- 1017

The prospective contractor shall provide one of each of the bags (seven total) pre-award test samples. Each sample shall be printed and constructed in accordance with SECTION 2. – SPECIFICATIONS, and must be of the size, kind, and quality that the contractor will furnish. Pre-award test samples must be printed on the exact stock, as specified herein.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. The samples will be tested for conformance of materials and for construction.

NOTE: Final product must match sample exactly.

The contractor shall submit the pre-award test samples to:

U.S. Customs and Border Protection  
1300 Pennsylvania Avenue, NW  
Room 3.2C-51, Mail Stop 1017  
Attn: Trish Mancuso, (202) 344-2106  
Washington, DC 20229-1017 (Deliver by traceable means, signature required)  
c/o  
DHS CRDS FACILITY  
1100 HAMPTON PARK BOULEVARD  
CAPITOL HEIGHTS, MD 20743  
(240) 492-2453

\*Although you are delivering to zip code 20743, make sure that both addresses appear on the all shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. DO NOT PLACE SHIPMENT ON PALLETS, AS IT WILL BE REFUSED. Do not use the U.S. Postal Service for delivery.

**\*\*THIS APPLIES ONLY TO SHIPMENTS TO THE DEPARTMENT OF HOMELAND SECURITY AND IS AGENCIES IN THE WASHINGTON, DC NATIONAL CAPITOL REGION.**

For labeling the cartons delivering to the CRDS FACILITY only:

- 1) Address the FedEx or UPS label using the CRDS Facility Address
- 2) Address a Plain Label with end recipient's full address and phone number.
- 3) Apply BOTH labels on each carton shipped.

Contractor must submit samples within 10 workdays of receipt test materials. If the pre-award test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects or to submit additional test samples if so notified by the Contracting Officer.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the completed test within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities and on the equipment in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this pre-award test.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **September 1, 2023** through **August 31, 2024** and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **May 31, 2023** called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **September 1, 2023** through **August 31, 2024**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instructions for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Contractors are expected to submit invoices within 30 days of job shipping/delivery.

***Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."***

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75MB may be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location

**NOTIFICATION:** The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the printing of six (6) different evidence bags requiring such operations as printing, serial numbering and matching bar coding, construction of bags, adhesion of glue on bags, shrink wrapping, packing on specified pallets, and delivery to Indianapolis, IN.

**TITLE:** Plastic Evidence, Money and Long Rifle Bags.

### FREQUENCY OF ORDERS:

- (a) Extra Small Evidence Bag with Outside Pocket: 1 to 3 orders per year (average 2 order per year).
- (b) Small Evidence Bag with Outside Pocket: 1 to four 4 per year (average 3 orders per year).
- (c) Large Evidence Bag with Outside Pocket: 1 to 4 orders per year (average 2 orders per year).
- (d) Extra Large Evidence Bag with Outside Pocket: 1 to 3 orders per year (average 2 order per year).
- (e) Money Bag with Outside Pocket: 1 to 4 orders per year (average 2 orders per year).
- (f) Long Rifle Evidence Bag with Outside Pocket: zero to 2 orders per year (average 1 order per year).

### QUANTITY:

- (a) Extra Small Evidence Bag with Outside Pocket: 100,000 to 400,000 bags per order (average 200,000).
- (b) Small Evidence Bag with Outside Pocket: 100,000 to 500,000 bags per order (average 250,000).
- (c) Large Evidence Bag with Outside Pocket: 35,000 to 160,000 bags per order (average 125,000).
- (d) Extra Large Evidence Bag with Outside Pocket: 3,000 to 100,000 bags per order (average 40,000).
- (e) Money Bag with Outside Pocket: 60,000 to 360,000 bags per order (average 180,000).
- (f) Long Rifle Evidence Bag with Outside Pocket: 10,000 to 20,000 bags per order (average 15,000).

**NOTE: Full quantity is required. No shortage on quantity is allowed. The contractor will be required to backfill any print order at the required quantity. Due to the inherent nature of set-up waste, the Government will furnish a range of serial numbers on each print order. Upon completion of each order he contractor will furnish a complete set of serial numbers used.**

### BAG SIZES:

- (a) Extra Small Evidence Bag with Outside Pocket: 5 x 9" with approx. 5 x 8-1/2" outside pocket.
- (b) Small Evidence Bag with Outside Pocket: 9 x 14" with 9 x 6" outside pocket.
- (c) Large Evidence Bag with Outside Pocket: 15-1/2 x 20" with 9 x 6" outside pocket.
- (d) Extra Large Evidence Bag with Outside Pocket: 20 x 33" with 9 x 6" outside pocket.
- (e) Money Bag with Outside Pocket: 10-1/4 x 16" with 9 x 6" outside pocket.
- (f) Long Rifle Evidence Bag with Outside Pocket: 18 x 50" with 9 x 6" outside pocket.



**GOVERNMENT TO FURNISH:**

One – CD-R disc with disk information sheet (GPO Form 952) – Macintosh compatible, InDesign, Illustrator. All required fonts are on furnished disc. Files are in Native Format.

One set of palletizing instructions that applies to each order.

One sample extra small evidence bag.

Two sample small evidence bags.

One sample large evidence bag.

Two sample extra-large evidence bags.

One sample money bag with outside pocket.

One sample long rifle evidence bag.

Seven laser outputs close to size, one for each bag.

A Print Order Form 2511 will be furnished to the printer for each individual order.

At time of award, the furnished materials will be forwarded to the successful bidder along with the purchase order. These materials will be used throughout the duration of the contract. At any time during the term of the contract, U.S. Customs and Border Protection reserve the right to substitute and/or replace these materials.

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

**Contractor MUST create the boxes to print in Opaque White in approximately same size as shown on the sample(s) provided.**

In order to process and correctly output the Government furnished digital files, the contractor will be responsible for possessing the aforementioned digital software, including the most recently released versions.

Digital prepress, deliverables:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering party.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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

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

**STOCK:** The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 13” dated September 2019, and any subsequent amendments thereto.

Extra Small Evidence Bag, Small Evidence Bag, Large Evidence Bag, Money Bag: Clear Poly/Plastic, approximately .0038" Thick.

Extra Large Evidence Bag, Long Rifle Evidence Bag: Clear Poly/Plastic, approximately .005" Thick.

**INK:** Pantone 2955 Blue and Opaque White.

**PRINTING AND CONSTRUCTION:**

**Extra Small Evidence Bag with Outside Pocket:** 5 x 9" Tamper-Evident Plastic Bag: Face side of bag (and bag flap) prints type, rules, line art in blue ink and four solid rectangular areas in opaque white (one area beneath each block of text and each serial number). Back side prints "sealing instructions" in stated ink color.

A pair of identical serial numbers and corresponding barcodes is required in black ink, 1/4" to 5/16" high, printing in black ink. Align serial numbers vertically approximately 2" apart, at the top-right of the bag parallel to the short dimension. Serial number from A0550361\* through A0650360\*.

Clear poly/plastic bag construction features heat-welded seams along the left and right edges and a 1-1/2" wide solid strip of permanent pressure-sensitive adhesive across the 5" dimension with a release liner placed atop the adhesive strip(s). Perforate across the 5" dimension approximately 1"- 2-1/2" from the top edge of bag to form a detachable stub, per furnished sample bag.

**OUTSIDE POCKET:** A second 3/8" solid wide strip of permanent sensitive adhesive with release liner placed on top of adhesive strip across the OUTSIDE BACK 5" dimension. Affix a clear plastic sheet (approximately .002" thick), approx. 5 x 8-1/2" to outside back side. Perforate across the 5" dimension 2" from the top edge of bag to form a detachable stub.

**Small Evidence Bag with Outside Pocket:** 9 x 14" Tamper-Evident Plastic Bag: Face side of bag (and bag flap) prints type, rules, line art in blue ink and four solid rectangular areas in opaque white (one area beneath each block of text and each serial number). Back side prints "sealing instructions" in stated ink color.

A pair of identical serial numbers and corresponding barcodes is required in black ink, 1/4" to 5/16" high, printing in black ink. Align serial numbers vertically approximately 4" apart, at the top-right of the bag parallel to the short dimension. Serial number from A0550361\* through A0650360\*.

Clear poly/plastic bag construction features heat-welded seams along the left and right edges and a 1-1/2" wide solid strip of permanent pressure-sensitive adhesive across the 9" dimension with a release liner placed atop the adhesive strip(s). Perforate across the 9" dimension approximately 2-1/2" from the top edge of bag to form a detachable stub, per furnished sample bag.

**OUTSIDE POCKET:** A second 3/8" solid wide strip of permanent sensitive adhesive with release liner placed on top of adhesive strip across the OUTSIDE BACK 9" dimension. Affix a clear plastic sheet (approximately .002" thick), approx. 6 x 9" to outside back side. Perforate across the 6" dimension 2" from the top edge of bag to form a detachable stub.

**Large Evidence Bag with Outside Pocket:** 15-1/2 x 20" Tamper-Evident Plastic Bag (or equal generic construction, per furnished sample): Face side of bag (and bag flap) prints type, rules, line art in blue ink; and four solid rectangular areas in opaque white (one area beneath each block of text and each serial number). Back side prints "sealing instructions" in stated ink color.

A pair of identical serial numbers and corresponding barcodes 1/4 to 5/16" high, printing in black, aligned vertically approximately 4-3/8" apart, at the top-right of bag parallel to the short dimension. Serial number from L0355361\* through L0405360\*.

Clear poly/plastic bag construction features heat-welded seams along the left and right edges and a 1-1/2" wide solid strip of permanent pressure-sensitive adhesive across the 15-1/2" dimension with a release liner placed atop the adhesive strip(s). Perforate across the short dimension approximately 2-1/4" from the top edge of bag to form a detachable stub, per furnished sample bag.

OUTSIDE POCKET: A second 3/8" solid wide strip of permanent sensitive adhesive with release liner placed on top of adhesive strip across the OUTSIDE BACK 15-1/2" dimension. Affix a clear plastic sheet (approximately .002" thick), approx. 6 x 9" to outside back side. Perforate across the 6" dimension 2" from the top edge of bag to form a detachable stub.

**Extra Large Evidence Bag with Outside Pocket:** 20 x 33" Tamper-Evident Bag: Face side of bag (and detachable tab) prints type, rules and line art in Pantone 2955, three solid rectangular areas in opaque white (approx. 11 x 12, 3 x 1 and 4 x 2": beneath main block of text and serial number on body, and text/number on tab).

A pair of identical serial numbers and corresponding barcodes approx. 3/8" high print in black on body and tab, aligned vertically approx. 4" apart, at the top-right of bag parallel to the short dimension. Serial number from X0000001\* through X0005000\*.

Clear poly/plastic bag construction features heat-welded seams along the left and right edges and a 2" wide solid strip of tamper-evident permanent pressure-sensitive adhesive across the 16" dimension with a release liner placed atop the adhesive strip(s). Perforate across the 22" dimension approximately 2-1/2" from the top edge of bag to form a 2-1/2" wide detachable stub at top of bag.

OUTSIDE POCKET: A second 3/8" solid wide strip of permanent sensitive adhesive with release liner placed on top of adhesive strip across the OUTSIDE BACK 20" dimension. Affix a clear plastic sheet (approximately .002" thick), approx. 6 x 9" to outside back side. Perforate across the 6" dimension 2" from the top edge of bag to form a detachable stub.

**Money Bag with Outside Pocket with Outside Pocket:** 10-1/4 x 16" Tamper Evident Money Bag with Outside Pocket. Face side of bag (and bag flap) prints type, rules, line art in blue, four solid rectangular areas in opaque white, plus a pair of identical serial numbers and corresponding barcodes (1/4 to 5/16") high, printing in black. The serial numbers align vertically approximately 3-1/2" apart, parallel to the short dimension: from CS0750001\* through CS0780000\*. The number must not overlap printed materials or print crooked – center as appropriate. Back side prints "enclosed instructions" in stated ink color.

Clear poly/plastic bag construction features head welded seams along the left, right and bottom edges and a 1" wide solid strip of permanent pressure adhesive glue across the top 10-1/4" edge with a release liner placed atop the adhesive glue strip.

OUTSIDE POCKET: A second 3/8" solid wide strip of permanent sensitive adhesive with release liner placed on top of adhesive strip across the OUTSIDE BACK 10-1/4" dimension 9-1/8" from bottom edge. Affix a clear plastic sheet (approximately .002" thick), approx. 6 x 9" to outside back side. Perforate across the 6" dimension 2" from the top edge of bag to form a detachable stub.

**Long Rifle Evidence Bag with Outside Pocket:** 18 x 50” Tamper Evident Bag. Face side of bag (and bag flap) prints three solid opaque white text blocks, overprinting in Pantone 2955 blue and black plus two identical serial numbers and corresponding barcodes 3/8” high in black on body and tab, aligned vertically approximately 4” apart, at the top-right of bag parallel to the short dimension. Number from W0000001\* through W0005000\*.

Clear plastic/poly bag construction features heat-welded seams along the left and right edges and a 2” wide strip of tamper-evident permanent pressure-sensitive adhesive (on the inside, back plastic sheet) across the 18” dimension with a release liner placed atop the adhesive strip. Perforate the front sheet across the 18” dimension, approximately 2-1/2” from the top edge of the bag to form a 2-1/2” wide detachable stub at top of bag.

**OUTSIDE POCKET:** A second 3/8” solid wide strip of permanent sensitive adhesive with release liner placed on top of adhesive strip across the **OUTSIDE BACK** 18” dimension. Affix a clear plastic sheet (approximately .002” thick), approx. 6 x 9” to outside back side. Perforate across the 6” dimension 2” from the top edge of bag to form a detachable stub.

\*These are sample serial number sequences. Actual serial number sequences will be provided with each print order.

**SERIAL NUMBERING:** Due to the inherent set up waste in the manufacturing process, the Government will provide a range of serial numbers. Missing numbers okay. Contractor must indicate serial number series and list all missing numbers.

**ADHESIVE GLUE:** The contractor must apply a full strip of adhesive glue to all bags. Strips of glue are NOT acceptable. The glue used on all evidence and money bags MUST last a minimum of five-to-seven years. The materials enclosed in the sealed evidence and money bags must remain intact during this time without the evidence and money bags coming unglued during this time period.

**MANUFACTURE DATE:** The manufacture date of each order shall be placed in a conspicuous area all bags.

**PROOFS:** The contractor will be required to email an Adobe Acrobat PDF “soft” proof to [TRISTINA.L.MANCUSO@CBP.DHS.GOV](mailto:TRISTINA.L.MANCUSO@CBP.DHS.GOV) per each print order. Contractor must call (202) 344-2106 to confirm transmission/receipt of the PDF proof, which will be evaluated within one work day.

**MARGINS:** Follow reprint sample or instructions otherwise furnished.

**LABELING:** Label each carton with GPO Program Number, Print Order Number, Requisition Number, Size of Boxes, and Quantity.

**PALLETIZING:** Shipments not delivered on pallets shall be cause for rejection of the order. **All pallets shall be 48 x 40” and shall be in accordance with GPO Contract Terms, GPO Publication 310.2.**

**BINDING:** Bags must be shrink wrapped in units of 100 with low number on top.

**PACKING:** Pack 500 bags per carton. Shipping cartons must be packed tightly to keep bags in place during shipment.

**NOTE:** Medium and Extra Large boxes, in most cases, will not need to be on pallets due to the smaller quantity. Small and Large Boxes will require pallets.

Shipping containers shall be made in accordance with ASTM D5118 and any amendments thereto, and shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).

**DEPARTMENTAL QUALITY COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

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

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the PRINT ORDER/SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

**DISTRIBUTION:** Deliver f.o.b. destination to: (MUST\*\* deliver on pallets, as specified herein.)

U.S. Customs and Border Protection  
National Distribution Center  
6482 Corporate Drive  
Indianapolis, IN 46278  
Attn: Lori Somers (317) 290-3149, ext. 102  
Attn: Mark Dych (317) 290-3149, ext. 106 (Deliver by traceable means, legible signature required)

\*48-hour notice of delivery is required. Contractor MUST call Lori Somers or Mark Dych for delivery and security requirements. Contractor must follow the pallet instructions or the entire order will be refused. Pallets must be in good condition or the entire order may be refused. If an order is refused, it is the contractor's responsibility to repalletizing the entire order prior to any redelivery attempt.

**For all orders:**

Deliver 3 dummy-numbered bags and missing number listings for each print order to:  
U.S. Customs and Border Protection  
1300 Pennsylvania Avenue, NW  
Room 3.2C-51, Mail Stop 1017  
Attn: Trish Mancuso, (202) 344-2106  
Washington, DC 20229-1017 (Deliver by traceable means, signature required)

c/o  
DHS CRDS FACILITY  
1100 HAMPTON PARK BOULEVARD  
CAPITOL HEIGHTS, MD 20743  
(240) 492-2453

\*Although you are delivering to zip code 20743, make sure that both addresses appear on the all shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. **DO NOT PLACE SHIPMENT ON PALLETS, AS IT WILL BE REFUSED.** Do not use the U.S. Postal Service for delivery.

**\*\*THIS APPLIES ONLY TO SHIPMENTS TO THE DEPARTMENT OF HOMELAND SECURITY AND IS AGENCIES IN THE WASHINGTON, DC NATIONAL CAPITOL REGION.**

For labeling the cartons delivering to the CRDS FACILITY only:

- 1) Address the FedEx or UPS label using the CRDS Facility Address
- 2) Address a Plain Label with end recipient's full address and phone number.
- 3) Apply BOTH labels on each carton shipped.

All expenses incidental to returning Government Furnished Materials must be borne by the contractor.

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

Upon notification of low responsive, responsible bid status. Contractor to immediately submit pre-award test samples for review. See SECTION 1: Pre-Award Test for requirements and schedule.

No definite schedule can be predetermined.

Complete production of all orders will be required within 30 to 45 workdays after submittal of Government furnished materials to the contractor. Delivery date will be indicated on the Print Order Form 2511.

Print orders will be issued by the U.S. Customs and Border Protection, 1300 Pennsylvania Avenue NW, Washington, DC 20229, Room 3.2C-51, Attn: Trish Mancuso. Phone Number: (202) 344-2106.

The "deliver" date indicated on the Print Order Form 2511 is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

**SECTION 3. - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices quoted in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

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

**I.**

1.	<u>(1)</u>	<u>(2)</u>
(a)	2	400
(b)	3	750
(c)	2	250
(d)	2	80
(e)	2	360
(f)	1	15

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

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Fractional parts of 1,000 will be prorated at the 'Per 1,000' rate.



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

	<u>Makeready And/or Setup</u> (1)	<u>Running Per 1000 Copies</u> (2)
(a) Extra Small Evidence Bag with Outside Pocket.....	\$ _____	\$ _____
(b) Small Evidence Bag with Outside Pocket.....	\$ _____	\$ _____
(c) Large Evidence Bag with Outside Pocket.....	\$ _____	\$ _____
(d) Extra Large Evidence Bag with Outside Pocket.....	\$ _____	\$ _____
(e) Money Bag with Outside Pocket .....	\$ _____	\$ _____
(f) Long Rifle Evidence Bag with Outside Pocket.....	\$ _____	\$ _____

\_\_\_\_\_  
Initials

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersign agree, if this bid is accepted with \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BIDDER NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages (pg. 8) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Firm \_\_\_\_\_ GPO Contractor’s Code \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_

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

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email)

---

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

---

Program No 4960-S Term 07/01/2017 To 06/30/2018									
TITLE: Evidence Bags									
		(Contr #1 - E4)			(Contr #2 - G4)		(Contr #3 - I4)		Previous
		KD8 Enterprises Utah			Shields Bag & Prtg. WA.		Star Poly Bag NY		(Contr #4 - K4)
ITEM NC	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE
1.	COMPLETE PRODUCT:								
1.	Evidence & Money Bags:								
(a)	Extra Small Evidence Bag								
(1)	Make Ready & or set up.....	1	288.00	288.00	NC		250.00	250.00	
	Running per 1000 copies.....	75	88.38	6,628.50	65.80	4,935.00	90.85	6,813.75	
(2)									
(b)	Small Evidence Bag								
(1)	Make Ready & or setup.....	3	288.00	864.00	NC		250.00	750.00	500.00
	Running per 1000 copies.....	450	101.00	45,450.00	77.35	34,807.50	111.50	50,175.00	82.50
(2)									
(c)	Large Evidence Bag								
(1)	Make ready & or setup.....	2	288.00	576.00	NC		250.00	500.00	500.00
	Running per 1000 copies.....	375	244.00	91,500.00	184.20	69,075.00	239.00	89,625.00	195.00
(2)									
(d)	Extra Large Evidence Bag								
(1)	Make ready & or setup.....	1	288.00	288.00	NC		250.00	250.00	500.00
	Running per 1000 copies.....	40	608.00	24,320.00	532.95	21,318.00	589.00	23,560.00	570.00
(2)									
(e)	Money Bag								
(1)	Make ready & or setup.....	1	288.00	288.00	NC		250.00	250.00	500.00
	Running per 1000 copies.....	80	158.00	12,640.00	90.00	7,200.00	157.00	12,560.00	119.00
(2)									
(f)	Money Bag w/ Outside Pocket								
(1)	Make ready & or setup.....	2	288.00	576.00	NC		250.00	500.00	500.00
	Running per 1000 copies.....	70	198.00	13,860.00	133.30	9,331.00	198.00	13,860.00	150.00
(2)									
(g)	Long Rifle Evidence Bag								
(1)	Make ready & or setup.....	1	288.00	288.00	NC		250.00	250.00	500.00
	Running per 1000 copies.....	7	728.00	5,096.00	615.55	4,308.85	737.00	5,159.00	633.50
(2)									
(1)	<b>CONTRACTOR TOTALS</b>			<b>\$202,662.50</b>		<b>\$150,975.35</b>		<b>\$204,502.75</b>	<b>\$162,504.50</b>
(2)	<b>DISCOUNT</b>		0.005%	<b>\$1,013.31</b>					
(2)	<b>DISCOUNTED TOTALS</b>			<b>\$201,649.19</b>		<b>\$150,975.35</b>		<b>\$204,502.75</b>	<b>\$162,504.50</b>
						<b>AWARDED</b>			