



U.S. GOVERNMENT PUBLISHING OFFICE  
MidAtlantic Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Single Window (SW) and Double Window (DW)**

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

Department of the Treasury

Washington DC

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning October 1, 2024 and ending September 30, 2025, 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.

**BID OPENING:** Bids shall be opened virtually at **11:00 A.M., Eastern Time (ET), on August 14, 2024** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

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

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature call Ledo Ulerio at [lulerio@gpo.gov](mailto:lulerio@gpo.gov) or (757) 490-7943.

## 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 (Rev. 09-19)).

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>.

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Quality Level III
- (b) Finishing (item related) Attributes – Quality 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	O.K. Proofs/Average type dimension in publication/ Electronic media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic media
P-10. Process Color Match	O.K. Proofs

Prior to award, contractor may be required to provide information related to specific equipment that will be used prior to production.

**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 October 1, 2024 to September 30, 2025, 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 June 30, 2025, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. 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.

**PREAWARD SAMPLES:** In addition to the Preaward Survey, at the option of the Government, the Government will require the contractor to furnish 2,000 printed samples to the ordering agency for testing (See Preaward Test). Samples must conform in all respects to these specifications. Samples will only be required of the contractor in line for award and must be furnished at the contractor's expense.

**PREAWARD TEST:** The prospective Contractor will be supplied with materials, such as PDF Files and constructed samples, and is required to produce 2,000 printed sample envelopes of SW and DW envelopes (2,000 Black ink only) for each item in accordance with these specifications to Kansas City Financial Center (KFC). Envelopes must be packed according to the contract specifications. Contractor must ensure that the product meets the parameters established by the Government. **The Preaward Test must be produced at no cost to the Government.**

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

These samples will be inspected and tested for compliance with the specifications and will be required approximately within 2-weeks after the bid opening date upon the request by the Government. The Government will approve, conditionally approve, or disapprove the samples within ten (10) workdays of the receipt thereof. Approval or conditional approval shall not relieve the prospective Contractor from complying with the specifications. A conditional approval shall state any further action required by the Contractor. A notice of disapproval shall state the reason therefore.

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

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

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

**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 October 1, 2024 through September 30, 2025. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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:** Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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 receiving payment. Instruction 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/agency/billing-and-payment>.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of window envelopes, requiring such operations as printing, envelope conversion, and distribution. Envelopes must run on a Blue Crest (Epic) inserter machine, free of jams.

**TITLE:** Single Window (SW) and Double Window (DW).

**FREQUENCY OF ORDERS:** Approximately 2 orders per month.

**QUANTITY:** Approximately 2,000,000 copies per order for DW, and Approximately 100,000 to 500,000 copies per order for SW.

Although this is an option year contract, all estimates, averages, etc. are based upon one year's production.  
"NOTE: More than one product may be ordered on the same print order requiring the same schedule."

**NUMBER OF PAGES:** Face and back (security tint the back) before construction.

**TRIM SIZES:** Size and construction are critical. 4-1/8 x 9-1/2" (+/- 1/16").

**GOVERNMENT TO FURNISH:** Electronic Media, camera copy or previously printed sample to be used as camera copy for type/rules printing on outside face and back of envelope.

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

A Print Order (GPO Form 2511) will be supplied for each individual order. Will be e-mailed or faxed.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product.

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

The contractor must provide print media for security tint for inside of envelope and must insure no show-through after construction. Contractor's design must also not bleed through envelope to impede the reading of the return and forwarding address by the Postal Service.

Contractor will be required to obtain a die to exactly match the furnished sample envelopes in all elements, i.e., throat, flap, window, etc. **at no cost to the Government.**

**ELECTRONIC PREPRESS:** 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 agency as specified on the print order.

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.

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on

the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

**PROOFS:** All orders will require one Press Quality PDF Proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product to be sent tina.decker@treasury.gov; dirk.dean@fiscal.treasury.gov; and [ronald.blackwell@treasury.gov](mailto:ronald.blackwell@treasury.gov). Contractor to call Tina Decker, at (202) 622-2150 to confirm receipt of email. The subject line of the email shall be "PROOF for Program 5351-S, Print Order XXXXX, Jacket Number XXX-XXX." Proof must show color, the position of the window, and contain all crop marks. Also, include a reminder that the agency can only keep proofs two (2) days. Date of receipt is not considered first day.

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

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

White Writing Envelopes, (Basis weight 24 lbs. per 500, 17 x 22"), equal to JCP Code V20.

**PRINTING:**

**SW:** Normally the outside face of the envelope prints 7 type-lines and 1 horizontal rule in the return address area (margins 1/4" head and 3/8" left). Occasionally a First Class Presort Mailing Permit in the upper right corner (margins 3/16" right, 1/8" head, flap score) may be required.

**DW:** Normally the outside face of the envelope prints 2 type-lines and 1 horizontal rule under the first window (margins 1-7/8" head and 1" left). Normally Presort, occasionally a First Class, Mailing Permit in the upper right corner (margins 3/16" right, 1/8" head, flap score) may be required.

Most of the printing on outside face, after construction, is in black ink. All printing must be clear and legible, not plugged or smudged. Contractor is NOT to retype any furnished material unless ordered by the government. Print Orders will reflect what is required to be printed.

**Security Design:** When required, print /tint envelopes on the inside (back before construction) in black ink (lining not acceptable). Contractor must use his own design and must guarantee that the product will ensure complete opacity & prevent show-through of any material contained therein. Security tint must not be so dark that the security design will hamper any barcode readings, which may be printed on the envelopes by the Post Office.

**INK:** Black on the face and for security tint inside of envelope.

**MARGINS:** The face prints line matter in the return address area (margins 1/4" head and 3/8" left for the text matter) or (margins 1-7/8" head and 1" left for the text matter); and a Mailing Permit in the upper right corner (margins 1/4" left, 1/8" head, flap score).

**CONSTRUCTION:** Writing envelopes, open side, side seams with a fully water-soluble gummed flap, which must be curl-free for up to four months to prevent jams in inserter. The length of the glue strip on the envelope flap score must be extended to approximately 1/4" of each end of the flap and no more than 1/2" from each end of



the flap. Glue strip on flap must be a minimum of 1/2" wide and not exceed 5/8" wide. The throat depth of the envelope must be 11/16" and must be a tapered "V" type configuration with smooth transition points at side seams, glued to within 1/16" of top of seams. The flap must be 1-45/64" deep; 11/16" wide flap edges which have a 1/4" radius and 20 degrees from top and bottom fold.

Score all folds.

**SW:** Die cut a round cornered 4-1/2 x 1-1/2" window. Left edge of the window is located 7/8" from left edge of envelope and bottom of window is located 5/8" from bottom of envelope after construction.

**DW:** Die cut two round cornered windows: the first window is 3 x 1-1/4" Left edge of the window is located 3/4" from left edge of envelope and bottom of window is located 1/2" from bottom of envelope flap edge and; the second window is 3-3/4 x 1-1/4" Left edge of the window is located 3/4" from left edge of envelope and bottom of window is located 5/8" from bottom of envelope after construction.

Windows must be firmly glued with no loose edges. Cover window on the inside securely with clear, transparent cellophane. Window material must be securely glued to inside of envelope with no unglued edges, which would cause jams on inserter (maximum allowance of 3/32" from glue to outer edge of cellophane. Contractor must ensure that after construction that envelopes are not sealed shut due to flap glue and that the inside of the envelope is not closed due to excess glue on poly.

All Envelopes must process on a Blue Crest (Epic) inserter machine, free of jams for up to 120 days after delivery.

**Note: Occasionally envelopes with windows that deviate slightly in size and/or placement (as indicated on the print order) from the above specifications may be ordered.**

**PACKING:** Pack in units of 2,000 envelopes per carton (two rows of 1,000 envelopes) with the face (printed image) all in the same direction and facing the front of the box and a zig-zag separator within the box to prevent damage of envelopes. Cartons must measure 12.07" L x 19.32" W x 9.015" H, with a minimum Edge Crush Test (ECT) of 32 lbs/in. Affix labels to the front of the cartons. Also affix one sample of the contents to the side of the GPO label with the face of the envelope showing. All carton labels must face the outside of the pallet. Pack no more than 64,000 envelopes (32 cartons) per pallet. All cartons must be packed solid with a maximum weight of 45 pounds per carton.

All Envelope Shipping cartons will be affixed with a sample printed copy of that envelope which will be placed next to the GPO label and will be right reading when viewed on the pallets.

If more than one product is ordered on a single print order, the different printed products shall not be intermixed within shipping containers.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/mailing process.

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

Type III (4-way (partial), flush, assembled, nonreversible). Size L 40 x W 48", Full entry must be on the 48" width for San Francisco, Kansas City, and Philadelphia orders. Size 48 L x 40 W", full entry must be on the 40" width for Austin TX deliveries. Maximum height: 42", to include the pallet.

Group II (medium density wood) or Group III (high density wood), at contractor's option.

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

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area. No more than 64,000 envelopes per pallet. Contractor must NOT double stack pallets to ensure that no damaged is done during transit.

When multiple pallets are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

**LABELING AND MARKING:** Contractor must reproduce shipping carton label at 100% on white paper from furnished file, fill in appropriate fields and securely attach ONE LABEL TO THE END OF EACH CARTON. ALL shipping containers must contain a copy of the envelope affixed to the outside end alongside of the GPO label and the image on the envelope must be right reading when viewed on the pallets. Pallets/skids and GPO labels (in Control No area) are to contain a bar code which is configured with the contract number, print order number, quantity and title.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>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 copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address on the Print Order.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

Upon delivery of each shipment, the Financial Center will open one box from the shipment and inspect for warping or sealed/closed envelopes. If upon inspection the Financial Center deems the envelopes are unacceptable, THE ENTIRE SHIPMENT WILL BE REFUSED AND RETURNED TO THE CONTRACTOR AT NO COST TO THE GOVERNMENT.

A copy of the Government-furnished certificate must accompany the invoice sent to the U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

**DISTRIBUTION:** Deliver f.o.b. destination to one of two (2) locations. Each Print Order will give the specific delivery address. The complete delivery address will be on the individual print order. Inside delivery is required.

Kansas City Financial Center  
Attn: Administrative Officer Sherilyn Villegas, (816-414-2054)  
4241 NE 34th Street  
Kansas City, MO 64117

Philadelphia Financial Center  
Attn: Administrative Officer Ed Schneider (215-516-8058)  
13000 Townsend Road  
Philadelphia, PA 19154

GFM and five (5) sample envelopes (for each destination) from each print order to: Department of Treasury, JBAB, Bldg. 410/Door 123, 250 Murray Lane, SW, Washington, DC 20222, Attn: Tina Decker (1500 - room 6400J, 202-622-1402), via Fed Ex or UPS (not USPS). These samples must deliver on or before the delivery date on the print order and must be identified by the print order number and contract number.

Large truck shipments to Treasury's Philadelphia Regional Financial Center will be accepted between the hours of 8:00 am and 2:00 pm Eastern Standard Time. Deliveries to Treasury's Kansas City Regional Financial Center will be accepted between the hours of 8:00 a.m. and 3:00 p.m. Central Standard Time Monday through Friday, excluding Government holidays.

The contractor is required to call the Administrative Officer at each Treasury Regional Financial Center no less than 36 hours prior to scheduled shipment. Treasury will furnish names of contact persons and phone numbers after award.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 5351-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Contractor will be required to pick up print order, copy, and furnished material from Department of Treasury. Address will be provided when order is placed.

No definite schedule for pickup of material can be predetermined.

Orders will be scheduled according to the work involved (including hold time for proofs) and the time that can be allowed; however, no job will be required in less than ten workdays. The schedule will be indicated on the print order.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and delivery must be made within 21 calendar days (for orders up to 2 million copies) after notification that Print Order and Government Furnished Materials are available for pickup; with partial shipments for orders in excess of 2 million. The schedule will begin upon notification of the availability of print order and furnished material.

Contractor will have 14 to 21 calendar days to print and deliver a maximum of 2,000,000 envelopes per delivery date on print order for a normal delivery. Any print order requiring a delivery date in less than 13 calendar days will be at an accelerated rate.

The ship/deliver date indicated on the print order must be accepted as the date delivery is made to the destination and not the date of delivery to a common or other carrier.

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

**PROOF SCHEDULE:**

The contractor is to submit proof within four (4) workdays of notification of availability of print order and furnished materials.

Proofs will be withheld no more than two (2) workdays from receipt by the customer agency. The first workday after receipt of proofs at the Department is day one of the hold time.

If required, contractor to submit revised proofs within one (1) workday. (Black ink digital or laser proofs are acceptable for revised proofs.) Department to give "O.K. to Print", by telephone, within one (1) workday of receipt of revised proofs.

NOTE: If additional revised proofs are required, contractor to submit within one (1) workday after notification. The Department will notify the contractor of "O.K. to Print" or of any additional changes or corrections within one (1) workday after receipt of revised proofs.

### **SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

- I. (a) 1. 5  
2. 500
- (b) 1. 19  
2. 38,000
- II. (a) 399  
(b) 200

**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. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item will be declared non-responsive.

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

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

**I. PRINTING:** Prices offered shall include the cost of all required materials and operations (including proofs and paper) necessary for complete production of the product (printing in black on the face and security tint on inside of the envelope) listed in accordance with these specifications. Only one Makeready and/or Setup charge will be allowed per print order.

	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
(a) Window, Glassine, SW 24# White Wove Writing Envelopes ....	\$ _____	\$ _____
(b) Window, Glassine, DW 24# White Wove Writing Envelopes.....	\$ _____	\$ _____

**II. PACKING, SEALING, PALLETIZING, AND DELIVERY FOR DISTRIBUTION** (per skid): Prices offered must be all-inclusive, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications. All prices offered must be for the cost of one f.o.b. destination delivery from the contractor’s facility to the destinations listed below as defined in these specifications.

- (a) Kansas City, MO ..... \$ \_\_\_\_\_
- (b) Philadelphia, PA ..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**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).

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

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ 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 points(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.

**BIDDER'S 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 fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/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.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

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

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

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

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

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**THIS SECTION FOR GPO USE ONLY**

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

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