

| PROG#          | 6420-S: Base Year 02/29/16 thru 02/28/17                 |                      |           |                               |           |                           |           |                                 |           |                             |  |
|----------------|----------------------------------------------------------|----------------------|-----------|-------------------------------|-----------|---------------------------|-----------|---------------------------------|-----------|-----------------------------|--|
| *****          | *****                                                    | *****                | *****     | *****                         |           |                           |           |                                 |           |                             |  |
|                | Envelopes                                                |                      |           |                               |           |                           |           |                                 |           |                             |  |
|                |                                                          |                      |           | HAS Printing<br>Franklinville |           | Nocona Envelope<br>Nocona |           | Printing Resources<br>Cleveland |           | The Print House<br>Brooklyn |  |
| ITEM<br>NUMBER | ITEM DESCRIPTION                                         | BASIS<br>OF<br>AWARD | UNIT RATE | NY<br>COST                    | UNIT RATE | TX<br>COST                | UNIT RATE | OH<br>COST                      | UNIT RATE | NY<br>COST                  |  |
| *****          | *****                                                    | *****                | *****     | *****                         | *****     | *****                     | *****     | *****                           | *****     | *****                       |  |
|                |                                                          |                      |           |                               |           |                           |           |                                 |           |                             |  |
| I.             | COMPOSITION                                              |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (a)            | Composition - Text (per order)                           | 6                    | 15.00     | 90.00                         | 5.00      | 30.00                     | 10.00     | 60.00                           | 0.00      | 0.00                        |  |
|                |                                                          |                      |           |                               |           |                           |           |                                 |           |                             |  |
| II.            | PRINTING & DISTRIBUTION                                  |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (a)            | 4-1/8 x 9-1/2" #10/#9 No window, no tint                 |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 24                   | 20.00     | 480.00                        | 20.00     | 480.00                    | 12.00     | 288.00                          | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 228                  | 55.00     | 12,540.00                     | 30.00     | 6,840.00                  | 25.00     | 5,700.00                        | 23.50     | 5,358.00                    |  |
| (b)            | 4-1/8 x 9-1/2" #10/#9 No window, with tint               |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 3                    | 20.00     | 60.00                         | 20.00     | 60.00                     | 14.00     | 42.00                           | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 21                   | 61.00     | 1,281.00                      | 32.00     | 672.00                    | 25.00     | 525.00                          | 26.00     | 546.00                      |  |
| (c)            | 4-1/8 x 9-1/2" #10/#9 With Window, No Tint               |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 2                    | 20.00     | 40.00                         | 20.00     | 40.00                     | 14.00     | 28.00                           | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 20                   | 58.00     | 1,160.00                      | 31.00     | 620.00                    | 25.00     | 500.00                          | 26.00     | 520.00                      |  |
| (d)            | 4-1/8 x 9-1/2" #10/#9 With Window, with Tint             |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 45                   | 20.00     | 900.00                        | 20.00     | 900.00                    | 16.00     | 720.00                          | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 2,126                | 65.00     | 138,190.00                    | 33.00     | 70,158.00                 | 25.00     | 53,150.00                       | 26.00     | 55,276.00                   |  |
| (e)            | 4-1/8 x 9-1/2" With window, with Tint. Print Face & Flap |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 6                    | 20.00     | 120.00                        | 30.00     | 180.00                    | 16.00     | 96.00                           | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 473.00               | 68.00     | 32,164.00                     | 37.00     | 17,501.00                 | 25.00     | 11,825.00                       | 28.50     | 13,480.50                   |  |
| (f)            | 4-1/8 x 9-1/2" No window, with tint. Peel & Seal Flap    |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 4                    | 20.00     | 80.00                         | 50.00     | 200.00                    | 25.00     | 100.00                          | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 47.00                | 90.00     | 4,230.00                      | 60.00     | 2,820.00                  | 25.00     | 1,175.00                        | 42.50     | 1,997.50                    |  |
| (g)            | 4-1/8 x 9-1/2" With window, with Tint. Peel & Seal Flap  |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 5                    | 20.00     | 100.00                        | 50.00     | 250.00                    | 30.00     | 150.00                          | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 71                   | 97.00     | 6,887.00                      | 65.00     | 4,615.00                  | 25.00     | 1,775.00                        | 45.00     | 3,195.00                    |  |
| (h)            | 6-1/2 x 9-1/2" Kraft                                     |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 5                    | 20.00     | 100.00                        | 20.00     | 100.00                    | 30.00     | 150.00                          | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 23.00                | 140.00    | 3,220.00                      | 70.00     | 1,610.00                  | 25.00     | 575.00                          | 70.00     | 1,610.00                    |  |
| (i)            | 6-1/16 x 10-1/2" Kraft                                   |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 7.00                 | 20.00     | 140.00                        | 20.00     | 140.00                    | 40.00     | 280.00                          | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 18.00                | 225.00    | 4,050.00                      | 72.00     | 1,296.00                  | 25.00     | 450.00                          | 80.00     | 1,440.00                    |  |
| (j)            | 9-1/2 x 12" Kraft                                        |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 28.00                | 20.00     | 560.00                        | 20.00     | 560.00                    | 40.00     | 1,120.00                        | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 172.00               | 180.00    | 30,960.00                     | 75.00     | 12,900.00                 | 80.00     | 13,760.00                       | 75.00     | 12,900.00                   |  |
| (k)            | 10 x 15" Kraft                                           |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 1.00                 | 20.00     | 20.00                         | 30.00     | 270.00                    | 59.00     | 59.00                           | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 2.00                 | 185.00    | 370.00                        | 135.00    | 270.00                    | 150.00    | 300.00                          | 150.00    | 300.00                      |  |
| (l)            | 12 x 16" Kraft                                           |                      |           |                               |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 6.00                 | 20.00     | 120.00                        | 30.00     | 180.00                    | 69.00     | 414.00                          | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 25.00                | 325.00    | 8,125.00                      | 170.00    | 4,250.00                  | 275.00    | 6,875.00                        | 180.00    | 4,500.00                    |  |
| (m)            | 12 x 15-1/2" White Kraft Catalog/Booklet                 |                      |           | 0.00                          |           |                           |           |                                 |           |                             |  |
| (1)            | Makeready                                                | 4.00                 | 20.00     | 80.00                         | 30.00     | 120.00                    | 79.00     | 316.00                          | 0.00      | 0.00                        |  |
| (2)            | Run (per 1,000)                                          | 6.00                 | 180.00    | 1,080.00                      | 155.00    | 930.00                    | 295.00    | 1,770.00                        | 220.00    | 1,320.00                    |  |
|                |                                                          |                      |           |                               |           |                           |           |                                 |           |                             |  |
|                | TOTAL                                                    |                      |           | 247,147.00                    |           | 127,992.00                |           | 102,203.00                      |           | 102,443.00                  |  |
|                | Discount                                                 |                      | 1.00%     | \$2,471.47                    | 1.00%     | \$1,279.92                | Net 30    | 0.00                            | 0.25%     | \$256.11                    |  |
|                | Net                                                      |                      |           | 244,675.53                    |           | 126,712.08                |           | 102,203.00                      |           | 102,186.89                  |  |
|                | Abstracted by: Bruce M. Canzanella                       |                      |           |                               |           |                           |           |                                 |           | AWARDED                     |  |
|                | Certified by: JMG                                        |                      |           |                               |           |                           |           |                                 |           |                             |  |

January 25, 2016

AMENDMENT NO. 1                      RE: PROGRAM 6420-S                      SPECIFICATIONS AMENDED

Bid opening date remains February 3, 2016.

- Page 7 of 12 under "STOCK/PAPER," sentences seven and eight should read, "For 6-1/2 x 9-1/2" and 6-1/16 x 10-1/2" and 9-1/2 x 12" Envelopes: Light-brown (Kraft shade) Envelope, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10."
- Page 7 of 12 under "PROOFS" add at the end of line 2, "When ordered, PDF proofs will be provided at no cost to the Government."
- Page 8 of 12 under "CONSTRUCTION," the first sentence should read "Envelopes to be open side with side or diagonal seams at government option, with water soluble gummed flap."
- Page 8 of 12 under "CONSTRUCTION," add after sentence two, "An occasional order may specify windows (glassine or equal), size 1-1/8" x 4-1/2", 3/4" from left, 1/2" from bottom."
- Page 8 of 12 under "DISTRIBUTION," the first paragraph should read, "Deliver f.o.b. destination to various locations. Based upon past performance, it is anticipated that approximately 35% of the orders will deliver to Tennessee; approximately 30% of the orders deliver to Alabama; approximately 22% of the orders deliver to South Carolina, approximately 10% of the orders deliver to Pennsylvania and approximately 3% of the orders deliver to the rest of the continental United States."

Place a handwritten notation on page 12 of 12 that you have received this amendment. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

RICHARD W. GILBERT  
Customer Services

Written by: bmc

**TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND SUBMIT NO LATER THAN: 11:00 A.M., FEBRUARY 3, 2016.**

Submit bid to: U.S. Government Publishing Office, 2825 Noisette Boulevard, North Charleston, SC 29405-1819. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPO Charleston, Fax No. (843) 743-2068. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. ***NOTE: FAXED BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.***

U.S. GOVERNMENT PUBLISHING OFFICE  
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes

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

Various Federal Government Agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending February 28, 2017, plus up to four 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.

The abstract of prices from the previous contract is available at:  
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Charleston>

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

Direct all questions concerning these specifications to Bruce Canzanella (843) 743-2036, ext. 1, or email [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov).

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## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

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

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

**DISPUTES CLAUSE:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**SUBCONTRACTING:** Subcontracting is not allowed.

**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       | Approved Proofs/Electronic Media/Camera Copy/Manuscript Copy |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System                                      |

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five 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 adjustments.

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 28, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2015, 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.

**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.

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through February 28, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" 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 all the items set forth which are required to be purchased by the Government activity identified on page 1.

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

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

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

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

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

**PAYMENT:** Submit all billing to: U.S. Government Publishing Office, Comptroller, Stop FMCE, Financial Management Service, Washington, D.C. 20401.

TO ENSURE PAYMENT FROM GPO, PLEASE MAKE SURE TO USE THE GPO BAR CODE COVER SHEET WITH YOUR INVOICE. REFER TO THE FOLLOWING WEB PAGE FOR INSTRUCTIONS:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

**MODIFICATIONS:** If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is REQUIRED to contact the publishing specialist in writing for approval BEFORE proceeding.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of envelopes requiring such operations as electronic prepress, composition, proofs, printing, packing and distribution.

**TITLE:** Envelopes.

### **FREQUENCY OF ORDERS/QUANTITY/TRIM SIZES:**

NOTE: On occasion, more than one envelope may be ordered on the same print order requiring the same schedule.

| <u>Item</u>                                                                     | <u>Approximate No.<br/>of Orders/Year</u> | <u>Approximate<br/>Quantity/Order</u> |
|---------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------|
| No. 9 (3-7/8 x 8-7/8") or No.10 (4-1/8 x 9-1/2")                                | 24                                        | 9,500                                 |
| No. 9 (3-7/8 x 8-7/8") or No.10 (4-1/8 x 9-1/2") with security tint             | 3                                         | 7,000                                 |
| No. 9 (3-7/8 x 8-7/8") or No.10 (4-1/8 x 9-1/2") with windows                   | 2                                         | 10,000                                |
| No. 9 (3-7/8 x 8-7/8") or No.10 (4-1/8 x 9-1/2") with windows and security tint | 45                                        | 47,250                                |
| No. 10 (4-1/8 x 9-1/2") with windows and security tint, print face and flap     | 6                                         | 78,750                                |
| No. 10 (4-1/8 x 9-1/2") Peel and Seal and security tint                         | 4                                         | 11,750                                |
| No. 10 (4-1/8 x 9-1/2") Peel and Seal with windows and security tint            | 5                                         | 14,250                                |
| Kraft 6-1/2 x 9-1/2"                                                            | 5                                         | 4,500                                 |
| Kraft 6-1/16 x 10-1/2"                                                          | 7                                         | 2,600                                 |
| Kraft 9-1/2 x 12"                                                               | 28                                        | 6,125                                 |
| Kraft 10 x 15"                                                                  | 1                                         | 2,000                                 |
| Kraft 12 x 16"                                                                  | 6                                         | 4,100                                 |
| White Kraft Catalog/Booklet 12 x 15-1/2"                                        | 4                                         | 1,500                                 |

### **GOVERNMENT TO FURNISH:**

Usually camera copy or previously printed copies for use as camera copy will be furnished for the majority of the orders, including postal permit logos and FIM marks when required.

Occasionally, manuscript copy will be furnished with revisions/changes that have to be typeset by the contractor (see "Composition").

Electronic Media (on occasion):

Platform: Various Macintosh operating systems, or Windows 95, 98, 2000, NT, or XP operating systems.

Storage Media: CD or FTP site files.

Software: Programs used will be Adobe Acrobat, QuarkXpress, Adobe Illustrator, Freehand, Adobe InDesign, and Adobe Photoshop, and Corel Draw. Any of the MS Office programs – Word, Excel, PowerPoint, Publisher, Access. NOTE: Current or near current versions of the above mentioned programs will be furnished.

All software upgrades (for specified applications which may occur during the term of the contract must be supported by the contractor.



Fonts: In most cases, printer and screen fonts will be furnished/embedded, as applicable. Occasionally contractor may be required to supply a standard TT or Type 1 font.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of contract.

Additional Information: Files will be furnished in native application format, PostScript, and/or PDF formats. Files may be saved as TIFF, EPS, GIF, and PDF – use of Government web sites may also be referenced for Government logos and seals. A visual of the furnished electronic files may be provided. GPO Form 952 "Desktop Publishing - Disk Information" will be provided with all discs when available.

Print orders.

Facsimile Transmission Sheets.

Distribution list provided as an MS Excel spreadsheet on CD with each order. Contractor to sort addresses in ZIP Code order and process in accordance with USPS regulations. (NOTE: The distribution list differs from order to order.)

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

A supply of selection certificates for shipping Departmental Random copies. Blue Label copies are not required.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the copy or in the electronic files, must not print on the finished product.

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

**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 Charleston RPPO Publishing Specialist prior to further performance.

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.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) 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 PDF files as digital deliverables when furnished by the Government.)

**COMPOSITION:** Occasionally manuscript copy will be furnished with revisions/changes that have to be typeset by the contractor. If a print order calls for artwork that identically matches previously composed files under this contract, the contractor is to utilize their archived files for production of the current print order, at no additional composition charges to the Government.

Based upon past performance, approximately 4% of the orders will require typesetting of approximately 1 to 8 lines of type (average 6) from furnished copy. Occasionally, orders will require 1 or 2 horizontal rules.

Composition requirements will be indicated on the print order.

**PROOFS:** When ordered, the contractor will be required to fax or e mail a proof if indicated on the print order. Email of a PDF proof may be acceptable when indicated on the print order.

Proof must be created using the same Raster Image Processor (RIP) that will be used to produce the product. It is understood that the proof supplied under this contract will match the final output.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

Contractor must not print prior to receipt of an "O.K. TO PRINT."

**STOCK/PAPER:** The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

For No. 9 and No. 10 Envelopes: White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

For 6-1/2 x 9-1/2" and 6-1/16 x 10-1/2" and 9-1/2 x 12" Envelopes: Light-brown (Kraft shade) Envelope, basis weight: 24 to 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

For 10 x 15" and 12 x 16" Envelopes: Light-brown (Kraft shade) Envelope, basis weight: 32 to 40 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

For 12 x 15-1/2" Catalog/Booklet Envelopes: White Kraft Envelope, basis weight: 32 to 40 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

No. 9 and No. 10 envelopes may be ordered with or without windows and with or without a security tint. Kraft envelopes will not be ordered with windows or a security tint.

**PRINTING:** Offset print face only (after manufacturing) with type and line matter in black or a color other than black. Products generally print face only. However, an occasional order may print face and flap, with type and line matter on the face in black or a color other than black, and a security tint in black or blue. Match Pantone number as indicated on the print order.

**MARGINS:** Maintain margins as indicated on the print order or furnished copy/file.

**CONSTRUCTION:** Envelopes to be open side with side seams with water soluble gummed flap.

When required, windows (glassine or equal), size 1-1/8 x 4-1/2", 7/8" from left, 1/2" from bottom. Windows must be firmly glued with no loose edges.

**PACKING:** Pack Suitable. All shipments 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 the delivery process.

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

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to various locations. Based upon past performance, it is anticipated that approximately 35% of the orders will deliver to Tennessee; approximately 30% of the orders deliver to Alabama; approximately 22% of the orders deliver to South Carolina, approximately 10% of the orders deliver to Pennsylvania and approximately 3% of the orders deliver to Vermont.

Deliveries will be accepted between the hours of 8:00 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency contact noted on the print order and to infocharleston@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. XXXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to the pickup and return of furnished materials and furnishing samples must be borne by the contractor.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

**SCHEDULE:** No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual print order.

Contractor will be required to pick up print order and furnished material at: U.S. Government Publishing Office, Charleston Regional Office, 2825 Noisette Boulevard, North Charleston, SC 29405-1819.

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.

Orders will be scheduled according to the work involved (including hold time for proofs) and the time that can be allowed. Complete production and delivery must be made in 5 to 15 workdays as indicated on the print order. The majority of orders will be for 10 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

### 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.      | 6   |       |
|         | (1) | (2)   |
| II. (a) | 24  | 228   |
| (b)     | 3   | 21    |
| (c)     | 2   | 20    |
| (d)     | 45  | 2,126 |
| (e)     | 6   | 473   |
| (f)     | 4   | 47    |
| (g)     | 5   | 71    |
| (h)     | 5   | 23    |
| (i)     | 7   | 18    |
| (j)     | 28  | 172   |
| (k)     | 1   | 2     |
| (l)     | 6   | 25    |
| (m)     | 4   | 6     |

#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

All invoices submitted to the GPO shall be based on the most economical method of production. 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 THAT HE/SHE SHALL NOT PERFORM ANY OPERATION OR PRODUCE ANY PRODUCT FOR WHICH HE/SHE HAS NOT QUOTED A PRICE UNDER THE CONTRACT. FURTHER, THE CONTRACTOR IS NOT TO ACCEPT PRINT ORDERS WHICH ARE OUTSIDE THE SCOPE OF THE CONTRACT. IF SUCH ORDERS ARE PLACED, CONTRACTOR IS TO NOTIFY GPO CHARLESTON IMMEDIATELY. FAILURE TO DO SO MAY RESULT IN NONPAYMENT.**

##### I. COMPOSITION:

Per Order.....\$\_\_\_\_\_

**II. PRINTING, CONSTRUCTION, AND DISTRIBUTION:** Prices offered must include all costs for materials and services (including paper) necessary for the printing, construction, and distribution of the product listed in accordance with these specifications.

|                                                                                                                             | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>1,000 Copies</u><br>(2) |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------|
| (a) No. 9 (3-7/8 x 8-7/8") and No. 10 (4-1/8 x 9-1/2"):<br>Without window and without security tint ..... per envelope..... | \$_____                                  | \$_____                                    |
| (b) No. 9 (3-7/8 x 8-7/8") and No. 10 (4-1/8 x 9-1/2"):<br>Without window and with security tint ..... per envelope.....    | \$_____                                  | \$_____                                    |
| (c) No. 9 (3-7/8 x 8-7/8") and No. 10 (4-1/8 x 9-1/2"):<br>With window and without security tint ..... per envelope.....    | \$_____                                  | \$_____                                    |

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

|                                                                                                                       | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running Per<br/>1,000 Copies</u><br>(2) |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------|
| (d) No. 9 (3-7/8 x 8-7/8") and No. 10 (4-1/8 x 9-1/2"):<br>With window and with security tint ..... per envelope..... | \$ _____                                 | \$ _____                                   |
| (e) No. 10 (4-1/8 x 9-1/2"):<br>With window, with security tint,<br>print face and flap..... per envelope.....        | \$ _____                                 | \$ _____                                   |
| (f) No. 10 (4-1/8 x 9-1/2") Peel and Seal Flaps:<br>Without window and with security tint ..... per envelope.....     | \$ _____                                 | \$ _____                                   |
| (g) No. 10 (4-1/8 x 9-1/2") Peel and Seal Flaps:<br>With window and with security tint ..... per envelope.....        | \$ _____                                 | \$ _____                                   |
| (h) Kraft (6-1/2 x 9-1/2") ..... per envelope.....                                                                    | \$ _____                                 | \$ _____                                   |
| (i) Kraft (6-1/16 x 10-1/2") ..... per envelope.....                                                                  | \$ _____                                 | \$ _____                                   |
| (j) Kraft (9-1/2 x 12")..... per envelope.....                                                                        | \$ _____                                 | \$ _____                                   |
| (k) Kraft (10 x 15") ..... per envelope.....                                                                          | \$ _____                                 | \$ _____                                   |
| (l) Kraft (12 x 16") ..... per envelope.....                                                                          | \$ _____                                 | \$ _____                                   |
| (m) White Kraft Catalog/Booklet (12 x 15-1/2")..... per envelope.....                                                 | \$ _____                                 | \$ _____                                   |

**BIDDERS NAME AND SIGNATURE:** Fill out and return via mail/telefax "Section 4. - Schedule of Prices," initial or sign in the space provided.

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_\_percent, \_\_\_\_\_calendar days.  
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

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

\_\_\_\_\_  
(Person to be contacted)

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

\_\_\_\_\_  
(Fax Number)

**CONTRACTOR CODE:** \_\_\_\_\_

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_