

ITEM	DESCRIPTION	BASIS OF AWARD	Printing Resources Cleveland, OH		Kay Printing Clifton, NJ		Previous contractor Printing Resources Cleveland, OH	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I	COMPLETE PRODUCT: per 1,000 envelopes							
A.	500 up to 10,000 envelopes.							
1	Regular, (24 lb.), White Wove:							
(a)	3-7/8 x 8-7/8", No. 9.....	33	\$125.00	\$4,125.00	\$80.00	\$2,640.00	\$54.00	\$1,782.00
(b)	4-1/8 x 9-1/2", No. 10.....	168	\$130.00	\$21,840.00	\$75.00	\$12,600.00	\$54.00	\$9,072.00
(c)	4-1/2 x 10-3/8", No. 11.....	1	\$150.00	\$150.00	\$150.00	\$150.00	\$72.00	\$72.00
(d)	No. 9 with security tint	1	\$130.00	\$130.00	\$85.00	\$85.00	\$56.70	\$56.70
(e)	No. 10 with security tint	30	\$135.00	\$4,050.00	\$77.50	\$2,325.00	\$56.70	\$1,701.00
(f)	No. 11 with security tint	1	\$185.00	\$185.00	\$160.00	\$160.00	\$81.00	\$81.00
2	Window envelopes, 24 lb, White Wove:							
(a)	3-7/8 x 8-7/8", No. 9.....	1	\$130.00	\$130.00	\$85.00	\$85.00	\$57.60	\$57.60
(b)	4-1/8 x 9-1/2", No. 10.....	132	\$135.00	\$17,820.00	\$77.50	\$10,230.00	\$57.60	\$7,603.20
(c)	4-1/2 x 10-3/8", No. 11.....	1	\$225.00	\$225.00	\$160.00	\$160.00	\$76.50	\$76.50
(d)	No. 9 with security tint	1	\$140.00	\$140.00	\$90.00	\$90.00	\$60.30	\$60.30
(e)	No. 10 with security tint	10	\$145.00	\$1,450.00	\$80.00	\$800.00	\$63.30	\$633.00
(f)	No. 11 with security tint	1	\$235.00	\$235.00	\$175.00	\$175.00	\$88.20	\$88.20
3	Golden Kraft, 24 lb, open side:							
(a)	6 x 9".....	4	\$290.00	\$1,160.00	\$150.00	\$600.00	\$106.20	\$424.80
(b)	6 x 9-1/2".....	25	\$300.00	\$7,500.00	\$150.00	\$3,750.00	\$108.00	\$2,700.00
(c)	6-1/2 x 9-1/2".....	2	\$310.00	\$620.00	\$170.00	\$340.00	\$111.60	\$223.20
4	Golden Kraft, 28 lb, open side:							
(a)	7-1/2 x 10-1/2".....	1	\$360.00	\$360.00	\$225.00	\$225.00	\$171.00	\$171.00
(b)	9 x 12".....	17	\$340.00	\$5,780.00	\$175.00	\$2,975.00	\$158.40	\$2,692.80
(c)	9-1/2 x 12".....	96	\$320.00	\$30,720.00	\$150.00	\$14,400.00	\$153.00	\$14,688.00
(d)	9-1/2 x 12-5/8" - 12-5/8".....	17	\$340.00	\$5,780.00	\$175.00	\$2,975.00	\$158.40	\$2,692.80
(e)	10 x 13".....	1	\$380.00	\$380.00	\$250.00	\$250.00	\$171.00	\$171.00
(f)	10 x 15".....	3	\$500.00	\$1,500.00	\$250.00	\$750.00	\$125.00	\$375.00
(g)	11 x 13".....	10	\$600.00	\$6,000.00	\$250.00	\$2,500.00	\$387.00	\$3,870.00
(h)	12 x 16".....	5	\$700.00	\$3,500.00	\$300.00	\$1,500.00	\$738.00	\$3,690.00
5	Golden Kraft, 28 lb, open end:							
(a)	6 x 9".....	1	\$300.00	\$300.00	\$200.00	\$200.00	\$108.00	\$108.00
(b)	6-1/2 x 9-1/2".....	1	\$340.00	\$340.00	\$200.00	\$200.00	\$122.40	\$122.40
(c)	7-1/2 x 10-1/2".....	4	\$370.00	\$1,480.00	\$250.00	\$1,000.00	\$153.00	\$612.00
(d)	9 x 12".....	1	\$320.00	\$320.00	\$250.00	\$250.00	\$144.00	\$144.00
(e)	9-1/2 x 12-1/2" - 12-5/8".....	1	\$360.00	\$360.00	\$250.00	\$250.00	\$162.00	\$162.00
(f)	10 x 13".....	1	\$400.00	\$400.00	\$250.00	\$250.00	\$171.00	\$171.00
(g)	10 x 15".....	1	\$515.00	\$515.00	\$400.00	\$400.00	\$234.00	\$234.00
(h)	11-1/2 x 14-1/2".....	5	\$525.00	\$2,625.00	\$400.00	\$2,000.00	\$270.00	\$1,350.00
(i)	12 x 15-1/2".....	1	\$550.00	\$550.00	\$475.00	\$475.00	\$279.00	\$279.00
(j)	11 x 13".....	3	\$650.00	\$1,950.00	\$750.00	\$2,250.00	\$621.00	\$1,863.00
(k)	12 x 16".....	10	\$750.00	\$7,500.00	\$750.00	\$7,500.00	\$855.00	\$8,550.00
6	White Kraft, 28 lb., Open end:							
(a)	6 x 9".....	11	\$250.00	\$2,750.00	\$150.00	\$1,650.00	\$104.40	\$1,148.40
(b)	6-1/2 x 9-1/2".....	1	\$265.00	\$265.00	\$200.00	\$200.00	\$118.80	\$118.80
(c)	7-1/2 x 10-1/2".....	1	\$325.00	\$325.00	\$250.00	\$250.00	\$149.40	\$149.40
(d)	9 x 12".....	1	\$295.00	\$295.00	\$250.00	\$250.00	\$140.40	\$140.40
(e)	9-1/2 x 12-1/2" - 12-5/8".....	15	\$315.00	\$4,725.00	\$220.00	\$3,300.00	\$158.40	\$2,376.00
(f)	10 x 13".....	1	\$300.00	\$300.00	\$250.00	\$250.00	\$167.40	\$167.40
(g)	10 x 15".....	5	\$495.00	\$2,475.00	\$300.00	\$1,500.00	\$230.40	\$1,152.00
(h)	11-1/2 x 14-1/2".....	1	\$500.00	\$500.00	\$450.00	\$450.00	\$266.40	\$266.40
(i)	12 x 15-1/2".....	1	\$525.00	\$525.00	\$475.00	\$475.00	\$275.40	\$275.40
(j)	11 x 13".....	1	\$625.00	\$625.00	\$850.00	\$850.00	\$585.00	\$585.00
(k)	12 x 16".....	1	\$725.00	\$725.00	\$900.00	\$900.00	\$819.00	\$819.00
7	White Kraft, 24-28 lb., Open Side							
(a)	6 x 9".....	1	\$275.00	\$275.00	\$125.00	\$125.00	\$102.60	\$102.60
(b)	6-1/2 x 9-1/2".....	1	\$290.00	\$290.00	\$170.00	\$170.00	\$104.40	\$104.40
(c)	9 x 12".....	1	\$325.00	\$325.00	\$175.00	\$175.00	\$154.80	\$154.80
(d)	9-1/2 x 12-1/2" - 12-5/8".....	1	\$350.00	\$350.00	\$175.00	\$175.00	\$154.80	\$154.80

B	10,001 up to 50,000 envelopes.							
1	Regular, 24 lb, White Wove:							
(a)	3-7/8 x 8-7/8", No. 9.....	195	\$86.00	\$16,770.00	\$60.00	\$11,700.00	\$36.60	\$7,137.00
(b)	4-1/8 x 9-1/2", No. 10.....	482	\$91.00	\$43,862.00	\$50.00	\$24,100.00	\$39.60	\$19,087.20
(c)	4-1/2 x 10-3/8", No. 11.....	10	\$111.00	\$1,110.00	\$125.00	\$1,250.00	\$56.70	\$567.00
(d)	No. 9 with security tint	40	\$91.00	\$3,640.00	\$65.00	\$2,600.00	\$42.30	\$1,692.00
(e)	No. 10 with security tint	100	\$96.00	\$9,600.00	\$52.50	\$5,250.00	\$42.30	\$4,230.00
(f)	No. 11 with security tint	10	\$146.00	\$1,460.00	\$140.00	\$1,400.00	\$64.80	\$648.00
2	Window envelopes, 24 lb, White Wove:							
(a)	3-7/8 x 8-7/8", No. 9.....	10	\$96.00	\$960.00	\$65.00	\$650.00	\$43.20	\$432.00
(b)	4-1/8 x 9-1/2", No. 10.....	1560	\$101.00	\$157,560.00	\$52.50	\$81,900.00	\$43.20	\$67,392.00
(c)	4-1/2 x 10-3/8", No. 11.....	10	\$221.00	\$2,210.00	\$140.00	\$1,400.00	\$72.00	\$720.00
(d)	No. 9 with security tint	10	\$106.00	\$1,060.00	\$70.00	\$700.00	\$46.80	\$468.00
(e)	No. 10 with security tint	376	\$111.00	\$41,736.00	\$55.00	\$20,680.00	\$46.80	\$17,596.80
(f)	No. 11 with security tint	10	\$231.00	\$2,310.00	\$150.00	\$1,500.00	\$79.20	\$792.00
3	Golden Kraft, 24 lb., open side:							
(a)	6 x 9".....	10	\$270.00	\$2,700.00	\$135.00	\$1,350.00	\$90.00	\$900.00
(b)	6 x 9-1/2".....	30	\$280.00	\$8,400.00	\$135.00	\$4,050.00	\$91.60	\$2,748.00
(c)	6-1/2 x 9-1/2".....	10	\$290.00	\$2,900.00	\$155.00	\$1,550.00	\$91.60	\$916.00
4	Golden Kraft, 28 lb, open side:							
(a)	7-1/2 x 10-1/2".....	10	\$340.00	\$3,400.00	\$200.00	\$2,000.00	\$153.00	\$1,530.00
(b)	9 x 12".....	50	\$320.00	\$16,000.00	\$150.00	\$7,500.00	\$135.00	\$6,750.00
(c)	9-1/2 x 12".....	165	\$300.00	\$49,500.00	\$125.00	\$20,625.00	\$144.00	\$23,760.00
(d)	9-1/2 x 12-1/2" - 12-5/8"	10	\$320.00	\$3,200.00	\$150.00	\$1,500.00	\$135.00	\$1,350.00
(e)	10 x 13".....	10	\$360.00	\$3,600.00	\$225.00	\$2,250.00	\$160.20	\$1,602.00
(f)	10 x 15".....	20	\$480.00	\$9,600.00	\$225.00	\$4,500.00	\$180.00	\$3,600.00
(g)	11 x 13".....	20	\$580.00	\$11,600.00	\$225.00	\$4,500.00	\$351.00	\$7,020.00
(h)	12 x 16".....	10	\$680.00	\$6,800.00	\$250.00	\$2,500.00	\$689.35	\$6,893.50
5	Golden Kraft, 28 lb., Open end:							
(a)	6 x 9".....	10	\$280.00	\$2,800.00	\$175.00	\$1,750.00	\$90.00	\$900.00
(b)	6-1/2 x 9-1/2".....	10	\$320.00	\$3,200.00	\$175.00	\$1,750.00	\$93.60	\$936.00
(c)	7-1/2 x 10-1/2".....	10	\$350.00	\$3,500.00	\$225.00	\$2,250.00	\$153.00	\$1,530.00
(d)	9 x 12".....	10	\$300.00	\$3,000.00	\$225.00	\$2,250.00	\$135.00	\$1,350.00
(e)	9-1/2 x 12-1/2" - 12-5/8".....	10	\$340.00	\$3,400.00	\$225.00	\$2,250.00	\$153.00	\$1,530.00
(f)	10 x 13".....	10	\$380.00	\$3,800.00	\$225.00	\$2,250.00	\$160.20	\$1,602.00
(g)	10 x 15".....	10	\$495.00	\$4,950.00	\$350.00	\$3,500.00	\$207.00	\$2,070.00
(h)	11-1/2 x 14-1/2".....	10	\$505.00	\$5,050.00	\$350.00	\$3,500.00	\$261.00	\$2,610.00
(i)	12 x 15-1/2".....	10	\$530.00	\$5,300.00	\$425.00	\$4,250.00	\$270.00	\$2,700.00
(j)	11 x 13".....	10	\$630.00	\$6,300.00	\$700.00	\$7,000.00	\$441.00	\$4,410.00
(k)	12 x 16".....	10	\$730.00	\$7,300.00	\$700.00	\$7,000.00	\$687.60	\$6,876.00
6	White Kraft, 28 lb., Open end:							
(a)	6 x 9".....	10	\$230.00	\$2,300.00	\$125.00	\$1,250.00	\$84.60	\$846.00
(b)	6-1/2 x 9-1/2".....	10	\$245.00	\$2,450.00	\$175.00	\$1,750.00	\$88.20	\$882.00
(c)	7-1/2 x 10-1/2".....	10	\$305.00	\$3,050.00	\$225.00	\$2,250.00	\$147.60	\$1,476.00
(d)	9 x 12".....	10	\$275.00	\$2,750.00	\$225.00	\$2,250.00	\$129.60	\$1,296.00
(e)	9-1/2 x 12-1/2" - 12-5/8".....	10	\$295.00	\$2,950.00	\$210.00	\$2,100.00	\$147.60	\$1,476.00
(f)	10 x 13".....	10	\$280.00	\$2,800.00	\$225.00	\$2,250.00	\$154.80	\$1,548.00
(g)	10 x 15".....	10	\$475.00	\$4,750.00	\$275.00	\$2,750.00	\$201.60	\$2,016.00
(h)	11-1/2 x 14-1/2".....	10	\$480.00	\$4,800.00	\$425.00	\$4,250.00	\$255.60	\$2,556.00
(i)	12 x 15-1/2".....	10	\$505.00	\$5,050.00	\$450.00	\$4,500.00	\$264.60	\$2,646.00

(j)	11 x 13".....	10	\$605.00	\$6,050.00	\$825.00	\$8,250.00	\$432.00	\$4,320.00
(k)	12 x 16".....	10	\$705.00	\$7,050.00	\$875.00	\$8,750.00	\$675.00	\$6,750.00
C	Over 50,001 envelopes.							
1	Regular, 24 lb White Wove:							
(a)	3-7/8 x 8-7/8", No. 9.....	50	\$66.00	\$3,300.00	\$55.00	\$2,750.00	\$33.75	\$1,687.50
(b)	4-1/8 x 9-1/2", No. 10.....	75	\$71.00	\$5,325.00	\$49.00	\$3,675.00	\$34.20	\$2,565.00
(c)	4-1/2 x 10-3/8", No. 11.....	50	\$91.00	\$4,550.00	\$120.00	\$6,000.00	\$54.00	\$2,700.00
(d)	No. 9 with security tint	50	\$71.00	\$3,550.00	\$60.00	\$3,000.00	\$36.90	\$1,845.00
(e)	No. 10 with security tint	60	\$96.00	\$5,760.00	\$51.50	\$3,090.00	\$37.35	\$2,241.00
(f)	No. 11 with security tint	50	\$126.00	\$6,300.00	\$140.00	\$7,000.00	\$57.60	\$2,880.00
2	Window envelopes, 24 lb, White Wove:							
(a)	3-7/8 x 8-7/8", No. 9.....	50	\$76.00	\$3,800.00	\$57.50	\$2,875.00	\$37.35	\$1,867.50
(b)	4-1/8 x 9-1/2", No. 10.....	4517	\$81.00	\$365,877.00	\$51.50	\$232,625.50	\$37.80	\$170,742.60
(c)	4-1/2 x 10-3/8", No. 11.....	50	\$201.00	\$10,050.00	\$140.00	\$7,000.00	\$61.20	\$3,060.00
(d)	No. 9 with security tint	292	\$86.00	\$25,112.00	\$58.50	\$17,082.00	\$40.50	\$11,826.00
(e)	No. 10 with security tint	2248	\$91.00	\$204,568.00	\$54.00	\$121,392.00	\$40.95	\$92,055.60
(f)	No. 11 with security tint	50	\$211.00	\$10,550.00	\$145.00	\$7,250.00	\$63.00	\$3,150.00
3	Golden Kraft, 24 lb., open side:							
(a)	6 x 9".....	575	\$250.00	\$143,750.00	\$85.00	\$48,875.00	\$81.00	\$46,575.00
(b)	6 x 9-1/2".....	50	\$260.00	\$13,000.00	\$110.00	\$5,500.00	\$84.60	\$4,230.00
(c)	6-1/2 x 9-1/2".....	50	\$270.00	\$13,500.00	\$110.00	\$5,500.00	\$86.40	\$4,320.00
4	Golden Kraft, 28 lb., open side:							
(a)	7-1/2 x 10-1/2".....	50	\$320.00	\$16,000.00	\$190.00	\$9,500.00	\$144.00	\$7,200.00
(b)	9 x 12".....	50	\$300.00	\$15,000.00	\$140.00	\$7,000.00	\$126.00	\$6,300.00
(c)	9-1/2 x 12".....	50	\$280.00	\$14,000.00	\$120.00	\$6,000.00	\$135.00	\$6,750.00
(d)	9-1/2 x 12-1/2" - 12-5/8"	50	\$300.00	\$15,000.00	\$140.00	\$7,000.00	\$126.00	\$6,300.00
(e)	10 x 13".....	50	\$340.00	\$17,000.00	\$200.00	\$10,000.00	\$151.20	\$7,560.00
(f)	10 x 15".....	50	\$460.00	\$23,000.00	\$200.00	\$10,000.00	\$171.00	\$8,550.00
(g)	11 x 13".....	50	\$560.00	\$28,000.00	\$210.00	\$10,500.00	\$297.00	\$14,850.00
(h)	12 x 16".....	50	\$660.00	\$33,000.00	\$240.00	\$12,000.00	\$657.00	\$32,850.00
5	Golden Kraft, 28 lb., Open end:							
(a)	6 x 9".....	50	\$260.00	\$13,000.00	\$165.00	\$8,250.00	\$81.00	\$4,050.00
(b)	6-1/2 x 9-1/2".....	50	\$300.00	\$15,000.00	\$165.00	\$8,250.00	\$84.60	\$4,230.00
(c)	7-1/2 x 10-1/2".....	50	\$330.00	\$16,500.00	\$210.00	\$10,500.00	\$144.00	\$7,200.00
(d)	9 x 12".....	50	\$280.00	\$14,000.00	\$200.00	\$10,000.00	\$126.00	\$6,300.00
(e)	9-1/2 x 12-1/2" - 12-5/8".....	50	\$320.00	\$16,000.00	\$210.00	\$10,500.00	\$144.00	\$7,200.00
(f)	10 x 13".....	50	\$360.00	\$18,000.00	\$275.00	\$13,750.00	\$151.20	\$7,560.00
(g)	10 x 15".....	50	\$475.00	\$23,750.00	\$320.00	\$16,000.00	\$198.00	\$9,900.00
(h)	11-1/2 x 14-1/2".....	50	\$485.00	\$24,250.00	\$320.00	\$16,000.00	\$252.00	\$12,600.00
(i)	12 x 15-1/2".....	50	\$510.00	\$25,500.00	\$375.00	\$18,750.00	\$261.00	\$13,050.00
(j)	11 x 13".....	50	\$610.00	\$30,500.00	\$500.00	\$25,000.00	\$432.00	\$21,600.00
(k)	12 x 16".....	50	\$710.00	\$35,500.00	\$500.00	\$25,000.00	\$675.00	\$33,750.00
6	White Kraft, 28 lb., Open end:							
(a)	6 x 9".....	50	\$210.00	\$10,500.00	\$120.00	\$6,000.00	\$75.60	\$3,780.00
(b)	6-1/2 x 9-1/2".....	50	\$225.00	\$11,250.00	\$150.00	\$7,500.00	\$79.20	\$3,960.00
(c)	7-1/2 x 10-1/2".....	50	\$285.00	\$14,250.00	\$200.00	\$10,000.00	\$138.60	\$6,930.00
(d)	9 x 12".....	50	\$255.00	\$12,750.00	\$180.00	\$9,000.00	\$120.60	\$6,030.00
(e)	9-1/2 x 12-1/2" - 12-5/8".....	50	\$275.00	\$13,750.00	\$190.00	\$9,500.00	\$138.60	\$6,930.00
(f)	10 x 13".....	50	\$260.00	\$13,000.00	\$195.00	\$9,750.00	\$145.80	\$7,290.00
(g)	10 x 15".....	50	\$455.00	\$22,750.00	\$250.00	\$12,500.00	\$192.60	\$9,630.00
(h)	11-1/2 x 14-1/2".....	50	\$460.00	\$23,000.00	\$250.00	\$12,500.00	\$248.40	\$12,420.00
(i)	12 x 15-1/2".....	50	\$485.00	\$24,250.00	\$350.00	\$17,500.00	\$255.60	\$12,780.00
(j)	11 x 13".....	50	\$585.00	\$29,250.00	\$500.00	\$25,000.00	\$387.00	\$19,350.00
(k)	12 x 16".....	50	\$685.00	\$34,250.00	\$500.00	\$25,000.00	\$531.00	\$26,550.00
II	ADDITIONAL OPERATIONS:							
(a)	Additional Cost for Accelarted Schedule....per order	12	\$750.00	\$9,000.00	\$150.00	\$1,800.00	\$135.00	\$2,200.08
	TOTAL OFFER:			\$2,067,440.00		\$1,222,479.50		991,845.08
	DISCOUNT:	0.00%		\$0.00	0.25%	\$3,056.20	0.00%	0.00
	NET OFFER:			\$2,067,440.00		\$1,219,423.30		991,845.08
						Awarded		

U.S. GOVERNMENT PUBLISHING OFFICE
Northcentral Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Envelopes for Federal Printing (General Usage)

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

Various Departments and Agencies

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.** prevailing Chicago, IL time on

January 25, 2023.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to **bidschicago@gpo.gov** for this solicitation. See also “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS” below.

No other method of bid submission will be accepted at this time.

The contract number “1507-S” and bid opening date “**January 25, 2023**” must be specified in the subject line of the emailed bid submission. Bids received after “**2:00 p.m. Central**” on the bid opening date specified above will not be considered for award

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

1. Illegibility of bid.
2. Emails over 10 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

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 email, 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.

NOTE: Bidder must use the exact bid pages in “SECTION 4. – SCHEDULE OF PRICES,” (pages 11-12) and MUST NOT substitute their own bid formatting in their submitted bid. Substitution may result in a determination of the bid as non-responsive.

CONTRACT TERM: The term of this contract is for the period beginning **February 1, 2023 and ending January 31, 2024** plus up to 1 optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in this contract.

NOTE: Minor changes are scattered throughout. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

INFORMATION: For questions about these specifications call Thomas Ferguson at 312-353-5783 or tferguson@gpo.gov. Questions about these specifications should be forwarded at least 1 workday before the Bid Deadline, in order to be addressed prior to bid submission.

Email requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at kdodson@gpo.gov.

Doing Business with GPO Customer Services During the Coronavirus Pandemic:

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

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>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>). GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing. The predominant production function may NOT be sub-contracted.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Solicitation Provisions, Supplemental Specifications, and Contract Clauses (GPO Publication 310.2), is waived.

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.
- (c) Exceptions: Envelope window size, window position and skewness must not vary more than ± 1.6 mm (1/16 of one inch). A Major Defect will be assessed if tolerances are exceeded.

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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity depending on Government Furnished Material	OK'd Proofs Furnished camera copy/manuscript copy Average type dimensions
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 **two (2) 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 prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives via teleconference immediately after award. Contractor's preproduction personnel should be in attendance to discuss preproduction related issues.

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.

GOVERNMENT IN-PLANT INSPECTIONS: The Government shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, the Contracting Officer may require specific measures in cases where the contractor is found to be noncompliant with contract safeguards.

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 **February 1, 2023 to January 31, 2024**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", 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.

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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to "one calendar year" from the date the check is tendered as final payment.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of 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>.

After payment:

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES AND ISSUED TO GPO WITHIN 10 WORKDAYS AFTER COMPLETION OF EACH INDIVIDUAL PRINT ORDER. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES OR ISSUED TO GPO WITHIN 10 WORKDAYS AFTER ORDER COMPLETION MAY RESULT IN DELAYED PAYMENT.

In addition, contractor is required to email delivery receipts and final invoice in PDF format to originator of each GPO Form 2511 print order. All documents should be in one PDF file. Originator's email address will be found at the bottom of each GPO Form 2511 print order. Subject line of the email will be the print order number.

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of envelopes requiring such operations as copy pickup, composition, printing, packing, labeling and marking, and distribution.

TITLE: Various Envelopes for Federal Printing (General Usage).

Although this is an option year contract, all the estimates, averages, etc., are based upon one year's production.

FREQUENCY OF ORDERS: Approximately 250 orders per year.

QUANTITY: No guarantee can be made as to the number of print orders placed or quantities ordered. NO PLUS OF MINUS ALLOWED IN QUANTITIES ORDERED. However, it is anticipated that orders will fall within the following ranges:

From 500 to 10,000 envelopes – Most orders in the range of 2,000-5,000
From 10,001 to 50,000 envelopes – Most orders in the range of 15,000-25,000
50,001 to 100,000 envelopes – Most orders in the range of 75,000-100,000
100,001 to 200,000 envelopes

TRIM SIZES:

White Wove: With and without security tint

3-7/8 x 8-7/8" - regular, and window - No. 9 Commercial
4-1/8 x 9-1/2" - regular, and window - No. 10 Commercial
4-1/2 x 10-3/8" - regular, and window - No. 11 Commercial

Golden Shade Kraft: Open Side and Open End for sizes indicated below:

On 24 lb. Kraft 6 x 9"
6 x 9-1/2"
6-1/2 x 9-1/2"

On 28 lb. Kraft 7-1/2 x 10-1/2"
9 x 12"
9-1/2 x 12"
9-1/2 x 12-1/2"
9-1/2 x 12-5/8"
10 x 13"
10 x 15"
11 x 13"
12 x 16"

On 28 lb. Kraft: Open End only for sizes indicated below:

6 x 9"
6-1/2 x 9-1/2"
7-1/2 x 10-1/2"
9 x 12"
9-1/2 x 12-1/2" - 12-5/8"
10 x 13"
10 x 15"
11-1/2 x 14-1/2"
12 x 15-1/2"

11 x 13"

12 x 16"

On 28 lb. White Kraft: Open end for sizes indicated below:

6 x 9"

6-1/2 x 9-1/2"

7-1/2 x 10-1/2"

9 x 12"

9-1/2 x 12-1/2" - 12-5/8"

10 x 13"

10 x 15"

11-1/2 x 14-1/2"

12 x 15-1/2"

11 x 13"

12 x 16"

On 24-28 lb. White Kraft: Open side for sizes indicated below:

6 x 9"

6-1/2 x 9-1/2"

9 x 12"

9-1/2 x 12-1/2" - 12-5/8"

GOVERNMENT TO FURNISH: For most orders, manuscript copy will be furnished via email. All of the orders placed on this contract will require typesetting of approximately seven to ten lines of type with horizontal and/or vertical rules from furnished reprint sample or handwritten manuscript copy.

Contractor may be required to reproduce an occasional order from electronic media.

Print Order (GPO Form 2511).

A supply of blue labels and selection certificates for shipping Departmental Quality copies.

Facsimile for shipping container labels.

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

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

The contractor is required to furnish the postal indicia and Facing Identification Marks (FIMs), when required, in accordance with appropriate Postal Service regulations.

Recycled: All envelopes furnished under this contract must contain a minimum of 30% post consumer waste content, per JCP Code.

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 contract administrator on the print order at 312-353-5783.

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.

COMPOSITION: Most print orders will require typesetting and layout (composition) of approx. 10 lines of type, and, in most instances, sizing and compositing agency logo. Infrequently, orders may require up to 30 lines of type such as required for Business Reply Mail format.

Copy would include type, rules and business reply mail format with FIM bars and bar codes. Bar codes usually must reproduce from furnished camera copy unless the contractor has the software to generate barcodes acceptable to the Post Office. Composition may be photo-composition or laser imaging using the same or suitable similar typefaces and sizes to the copy furnished or as specified on order. The Government reserves the right to be the final judge of the acceptability of "suitable similar" typefaces.

Many orders will also require sizing and stripping in furnished logos or stripping in furnished logos, bar codes and FIM (facing identification marks). Orders with furnished camera copy for these items cannot be faxed to contractor.

If contractor typesets copy and no proof has been ordered by the Government, the contractor is responsible for the correctness of typeset copy.

For the purposes of this contract, photocomposition includes all typesetting produced by photographically creating the characters on sensitized paper or film, or laser imaging on plain paper. A minimum of 1,200 dpi image resolution is required.

PROOFS: PDF proofs will be required for most orders. e-mailed PDF proofs may occasionally be required. Proofs must have all elements in position; sizes and margins must be indicated. To ensure legibility, the contractor must use the finest setting on the facsimile machine. No separate charges will be allowed for proofs.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Proof will not be used for color match.

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.

The contractor must not print prior to receipt of an "OK 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" (March 2019): https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

NOTICE: Copies of the "Government Paper Specifications Standards No. 13," dated March 2019, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20401; or on the GPO web site @ <http://www.gpo.gov/vendors/sfas.htm>.

JCP V20, White Writing or Wove, basis weight: 20 to 24 lbs. per 500 sheets, 17 x 22".

JCP V10, Kraft Golden Shade, basis weight: 24, 28 to 32 lbs. per 500 sheets, 17 x 22".

JCP V10, White Kraft, basis weight: 28 to 32 lbs. per 500 sheets, 17 x 22".

PRINTING: Print one side only (side opposite the seams) in one color of ink, no printing on flap. Image will include type, logo, horizontal bars, FIM and/or barcodes. Approximately 70% of orders will print in black ink with approximately

30% of the orders printing in a color of ink other than black (usually blue). Match Pantone Matching System color number as indicated on the print order. All printing on envelopes must meet U.S. Postal regulations for mailing. No GPO imprint required.

Privacy tint (when ordered): Inside of envelope to be printed in blue or black with contractor's standard privacy tint image. (This option may be ordered with or without window.)

NOTE: For the purposes of this contract, envelopes ordered with a privacy tint printed on inside will be considered as printing face only.

NOTE: No separate charges will be allowed for an ink color other than black or for a wash-up.

MARGINS: Maintain margins as indicated on copy.

CONSTRUCTION:

No. 9, 10, and 11 Envelopes: Writing or Wove envelopes, open side, diagonal seam, with gummed flap. All envelopes must be suitable for use on automatic inserting equipment.

Window No. 9, 10, and 11 Envelopes: Cover window with clear poly material, size 1-1/8 x 4-1/2" or 1-1/8 x 4-3/4", with rounded corners, positioned 3/4" or 7/8" from left edge, 1/2" from bottom. Contractor does have the option to use glassine (recyclable, environmentally friendly material) instead of poly.

Golden Kraft Envelopes: Envelopes may be either open side with diagonal/side seams, or open end with center seams as ordered, with gummed flap. No windows will be ordered on kraft envelopes.

White Kraft Envelopes: Envelopes open end/side with side/center seams as ordered, with gummed flap. No windows will be ordered on Kraft envelopes.

PACKING: No. 9 and No. 10 envelopes, pack in boxes of 500. Pack these boxes in 275 p.s.i. shipping containers not to exceed 45 lbs.

Kraft envelopes, pack in boxes of 250 or 500 as specified. Pack in 275 p.s.i. shipping containers not to exceed 45 lbs.

Pack in new shipping containers in equal quantities. Pack to prevent damage during shipment.

Any items damaged during shipping will be required to be re-fulfilled at contractor's expense, in an expedited manner, including expedited production and expedited shipping.

PALLETS: Pallets are required for all bulk shipments, in shipping containers, when the containers fill two layers or more on the pallet, unless the individual print order indicates that pallets cannot be used. Unless indicated otherwise, the maximum height including pallets is 55". Palletize in accordance with GPO contract Terms (Pub. 310.2, Rev. 6/01). Seldom will an order need pallets.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

Envelopes

Quantity <u>Ordered</u> Up to 3,200	Number of <u>Sublots</u> 50
---	-----------------------------------

3,201 to 10,000	80
10,001 to 35,000	125
35,001 and over	200

A copy of the PRINT ORDER/SPECIFICATIONS and a signed Government-furnished certificate of selection must be included. A copy of the blue label will be furnished with awarded contract for contractor to reproduce as needed.

GPO SAMPLES: Ship 1 copy of each order and a copy of the print order (marked Term Contract Production Samples) to: U.S. Government Publishing Office, Northcentral, 9302 W 79th PL. Schererville IN 46375, Attn: Compliance and the contract administrator. This sample is to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. No additional charge will be allowed for this sample.

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; 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 billing.

Delivery and/or Shipping information must be emailed to: VerifyChicago@gpo.gov. Simply enter the Program and Print Order numbers in the subject line of the email and indicate the method of shipping. This contract is **f.o.b. destination**, enter the date of delivery.

DISTRIBUTION: Deliver f.o.b. destination.

Most orders will be emailed from GPO to the contractor.

Pickup orders, if required, at the Northcentral Government Publishing Office. It is estimated that fewer than 2% of the orders will require a pickup. No additional charge will be allowed for these pickups.

The following is a list of states along with the anticipated percentage of orders delivering to that state:

Illinois – 37, Missouri – 14, Wisconsin – 12, Kansas – 10, Iowa – 3,
South Dakota – 3, Nebraska – 2, Minnesota – 2, North Dakota – 1.

The balance of orders are anticipated to deliver in the percentages indicated to the following zones:

Zone 1: The States of Mississippi, Alabama, Georgia, Florida, South Carolina, and North Carolina. – 4 Percent

Zone 2: The States of Louisiana, Arkansas, Oklahoma, and Texas. – 2 Percent

Zone 3: The States of New Mexico, Colorado, Wyoming and Utah. – 1 Percent

Zone 4: The States of Nevada, Arizona, and California. – 1 Percent

Zone 5: The States of Oregon, Washington, Idaho, and Montana. – 2 Percent

Zone 6: The States of Michigan, Ohio, Indiana, Kentucky, Tennessee, and West Virginia. – 5 Percent

Zone 7: The States of Virginia, Maryland, Delaware, Pennsylvania, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, Maine, and District of Columbia. – 1 Percent

The states most often ordering quantities of 50,000 and over are (but not limited to)
IA, IL, KS, MI, SD and WI.

Inside delivery to room number specified is required when indicated on the print order.

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

SCHEDULE: No definite schedule can be established at this time. Orders will be scheduled according to the work involved and the time that can be allowed. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Most furnished material will be emailed or picked up from: between the hours of 7:00 a.m. and 4:00 p.m. Furnished material may also require pick up from locations in any of the states listed above.

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

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

Regular Schedule:

<u>Number of Copies</u>	<u>Workdays Allowed</u>
Up to and including 100,000 Envelopes	10 to 14
100,001 to 200,000 Envelopes	15 to 20

Accelerated Schedule: approximately 5% of the orders will have an accelerated schedule.

<u>Number of Copies</u>	<u>Workdays Allowed</u>
500 to 10,000 envelopes	7 to 9

(1) When proofs are required, the contractor must email proofs to customer and GPO within 2 workdays after notification of available.

(2) The Government will hold proofs not more than 1 workday from receipt and approval or approval with corrections via email/facsimile machine.

(3) No additional time will be allowed if the contractor is late in providing proofs or submits proofs with printer's errors that require a second set of proofs as long as the agency holds the second proofs no longer than 1 workday.

The delivery date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

For example, if the contractor is notified by the government that an order (requiring proofs) will be emailed on Monday, August 6th, the contractor must email proofs by Wednesday, August 8th. The government will email an OK to print or OK to print with corrections by Thursday, August 9th. If contractor is notified of an "OK to print" or "OK to Print with corrections" on August 9th, contractor must complete production and delivery (at specified destination) 12 to 15 workdays later as indicated on print order. (Federal holidays are not considered workdays.)

Multiple print orders placed on any one workday will not exceed 200,000 total envelopes unless mutually agreed to by the Government and the contractor.

NOTE: All schedule dates are for delivery at destination. For orders where the contractor is allowed to deliver reimbursable, contractor must ship by method equal to UPS 3-day or ground service, to guarantee arrival at destination on or before the delivery date. Overnight or second day air charges are not authorized.

Return of Government-furnished material: The contractor must return all Government-furnished material, camera copy and/or disc furnished by the Government. These materials must be packaged and returned separate from the entire order

via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

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

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one 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 (a)	33	I. B. 1 (a)	195	I. C. 1 (a)	50
(b)	168	(b)	482	(b)	75
(c)	1	(c)	10	(c)	50
(d)	1	(d)	40	(d)	50
(e)	30	(e)	100	(e)	60
(f)	1	(f)	10	(f)	50
2 (a)	1	2 (a)	10	2 (a)	50
(b)	132	(b)	1560	(b)	4517
(c)	1	(c)	10	(c)	50
(d)	1	(d)	10	(d)	292
(e)	10	(e)	376	(e)	2248
(f)	1	(f)	10	(f)	50
3 (a)	4	3 (a)	10	3 (a)	575
(b)	25	(b)	30	(b)	50
(c)	2	(c)	10	(c)	50
4 (a)	1	4 (a)	10	4 (a)	50
(b)	17	(b)	50	(b)	50
(c)	96	(c)	165	(c)	50
(d)	17	(d)	10	(d)	50
(e)	1	(e)	10	(e)	50
(f)	3	(f)	20	(f)	50
(g)	10	(g)	20	(g)	50
(h)	5	(h)	10	(h)	50

5	(a)	1	5	(a)	10	5	(a)	50
	(b)	1		(b)	10		(b)	50
	(c)	4		(c)	10		(c)	50
	(d)	1		(d)	10		(d)	50
	(e)	1		(e)	10		(e)	50
	(f)	1		(f)	10		(f)	50
	(g)	1		(g)	10		(g)	50
	(h)	5		(h)	10		(h)	50
	(i)	1		(i)	10		(i)	50
	(j)	3		(j)	10		(j)	50
	(k)	10		(k)	10		(k)	50

6	(a)	11	6	(a)	10	6	(a)	50
	(b)	1		(b)	10		(b)	50
	(c)	1		(c)	10		(c)	50
	(d)	1		(d)	10		(d)	50
	(e)	15		(e)	10		(e)	50
	(f)	1		(f)	10		(f)	50
	(g)	5		(g)	10		(g)	50
	(h)	1		(h)	10		(h)	50
	(i)	1		(i)	10		(i)	50
	(j)	1		(j)	10		(j)	50
	(k)	1		(k)	10		(k)	50

7	(a)	1
	(b)	1
	(c)	1
	(d)	1

II. (a) 12

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 nonresponsive.

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

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

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

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.

I. COMPLETE PRODUCT: Prices shall include the cost of all required materials and operations necessary for the complete production and distribution (deliver at destination anywhere in the contiguous United States, see page 11) of the product listed in accordance with these specifications.

A. 500 up to 10,000 envelopes.

	Price per 1,000 envelopes
1. Regular, (24 lb.), White Wove:	
(a) 3-7/8 x 8-7/8", No. 9.....	\$ _____
(b) 4-1/8 x 9-1/2", No. 10	\$ _____
(c) 4-1/2 x 10-3/8", No. 11.....	\$ _____
(d) No. 9 with security tint	\$ _____
(e) No. 10 with security tint	\$ _____
(f) No. 11 with security tint	\$ _____
2. Window envelopes, 24 lb., White Wove:	
(a) 3-7/8 x 8-7/8", No. 9	\$ _____
(b) 4-1/8 x 9-1/2", No. 10	\$ _____
(c) 4-1/2 x 10-3/8", No. 11	\$ _____
(d) No. 9 with security tint.....	\$ _____
(e) No. 10 with security tint	\$ _____
(f) No. 11 with security tint	\$ _____

(Initials)

3. Golden Kraft, 24 lb., Open side:

- (a) 6 x 9" \$ _____
- (b) 6 x 9-1/2" \$ _____
- (c) 6-1/2 x 9-1/2" \$ _____

4. Golden Kraft, 28 lb., Open side:

- (a) 7-1/2 x 10-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" - 12-5/8" \$ _____
- (e) 10 x 13" \$ _____
- (f) 10 x 15" \$ _____
- (g) 11 x 13" \$ _____
- (h) 12 x 16" \$ _____

5. Golden Kraft, 28 lb., Open end:

- (a) 6 x 9" \$ _____
- (b) 6-1/2 x 9-1/2" \$ _____
- (c) 7-1/2 x 10-1/2" \$ _____
- (d) 9 x 12" \$ _____
- (e) 9-1/2 x 12-1/2" - 12-5/8" \$ _____
- (f) 10 x 13" \$ _____
- (g) 10 x 15" \$ _____
- (h) 11-1/2 x 14-1/2" \$ _____
- (i) 12 x 15-1/2" \$ _____
- (j) 11 x 13" \$ _____
- (k) 12 x 16" \$ _____

6. White Kraft, 28 lb., Open end:

- (a) 6 x 9" \$ _____
- (b) 6-1/2 x 9-1/2" \$ _____
- (c) 7-1/2 x 10-1/2" \$ _____
- (d) 9 x 12" \$ _____
- (e) 9-1/2 x 12-1/2" - 12-5/8" \$ _____
- (f) 10 x 13" \$ _____
- (g) 10 x 15" \$ _____
- (h) 11-1/2 x 14-1/2" \$ _____
- (i) 12 x 15-1/2" \$ _____
- (j) 11 x 13" \$ _____
- (k) 12 x 16" \$ _____

7. White Kraft, 24-28 lb., Open side:

- (a) 6 x 9" \$ _____
- (b) 6-1/2 x 9-1/2" \$ _____
- (c) 9 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" - 12-5/8" \$ _____

B. 10,001 up to 50,000 envelopes.

Price per
1,000 envelopes

1. Regular, (24 lb.), White Wove:

- (a) 3-7/8 x 8-7/8", No. 9 \$ _____
- (b) 4-1/8 x 9-1/2", No. 10 \$ _____
- (c) 4-1/2 x 10-3/8", No. 11 \$ _____

(Initials)

- (d) No. 9 with security tint \$ _____
- (e) No. 10 with security tint \$ _____
- (f) No. 11 with security tint \$ _____

2. Window envelopes, 24 lb., White Wove:

- (a) 3-7/8 x 8-7/8", No. 9 \$ _____
- (b) 4-1/8 x 9-1/2", No. 10 \$ _____
- (c) 4-1/2 x 10-3/8", No. 11 \$ _____
- (d) No. 9 with security tint..... \$ _____
- (e) No. 10 with security tint \$ _____
- (f) No. 11 with security tint \$ _____

3. Golden Kraft, 24 lb., Open side:

- (a) 6 x 9" \$ _____
- (b) 6 x 9-1/2" \$ _____
- (c) 6-1/2 x 9-1/2" \$ _____

4. Golden Kraft, 28 lb., Open side:

- (a) 7-1/2 x 10-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" - 12-5/8" \$ _____
- (e) 10 x 13" \$ _____
- (f) 10 x 15" \$ _____
- (g) 11 x 13" \$ _____
- (h) 12 x 16" \$ _____

5. Golden Kraft, 28 lb., Open end:

- (a) 6 x 9" \$ _____
- (b) 6-1/2 x 9-1/2" \$ _____
- (c) 7-1/2 x 10-1/2" \$ _____
- (d) 9 x 12" \$ _____
- (e) 9-1/2 x 12-1/2" - 12-5/8" \$ _____
- (f) 10 x 13" \$ _____
- (g) 10 x 15" \$ _____
- (h) 11-1/2 x 14-1/2" \$ _____
- (i) 12 x 15-1/2" \$ _____
- (j) 11 x 13" \$ _____
- (k) 12 x 16" \$ _____

6. White Kraft, 28 lb., Open end:

- (a) 6 x 9" \$ _____
- (b) 6-1/2 x 9-1/2" \$ _____
- (c) 7-1/2 x 10-1/2" \$ _____
- (d) 9 x 12" \$ _____
- (e) 9-1/2 x 12-1/2" - 12-5/8" \$ _____
- (f) 10 x 13" \$ _____
- (g) 10 x 15" \$ _____
- (h) 11-1/2 x 14-1/2" \$ _____
- (i) 12 x 15-1/2" \$ _____
- (j) 11 x 13" \$ _____
- (k) 12 x 16" \$ _____

(Initials)

C. Over 50,000 envelopes.

	<u>Price per</u> <u>1,000 envelopes</u>
1. Regular, (24 lb.), White Wove:	
(a) 3-7/8 x 8-7/8", No. 9.....	\$ _____
(b) 4-1/8 x 9-1/2", No. 10.....	\$ _____
(c) 4-1/2 x 10-3/8", No. 11.....	\$ _____
(d) No. 9 with security tint.....	\$ _____
(e) No. 10 with security tint.....	\$ _____
(f) No. 11 with security tint.....	\$ _____
2. Window envelopes, 24 lb., White Wove:	
(a) 3-7/8 x 8-7/8", No. 9.....	\$ _____
(b) 4-1/8 x 9-1/2", No. 10.....	\$ _____
(c) 4-1/2 x 10-3/8", No. 11.....	\$ _____
(d) No. 9 with security tint.....	\$ _____
(e) No. 10 with security tint.....	\$ _____
(f) No. 11 with security tint.....	\$ _____
3. Golden Kraft, 24 lb., Open side:	
(a) 6 x 9".....	\$ _____
(b) 6 x 9-1/2".....	\$ _____
(c) 6-1/2 x 9-1/2".....	\$ _____
4. Golden Kraft, 28 lb., Open side:	
(a) 7-1/2 x 10-1/2".....	\$ _____
(b) 9 x 12".....	\$ _____
(c) 9-1/2 x 12".....	\$ _____
(d) 9-1/2 x 12-1/2" - 12-5/8".....	\$ _____
(e) 10 x 13".....	\$ _____
(f) 10 x 15".....	\$ _____
(g) 11 x 13".....	\$ _____
(h) 12 x 16".....	\$ _____
5. Golden Kraft, 28 lb., Open end:	
(a) 6 x 9".....	\$ _____
(b) 6-1/2 x 9-1/2".....	\$ _____
(c) 7-1/2 x 10-1/2".....	\$ _____
(d) 9 x 12".....	\$ _____
(e) 9-1/2 x 12-1/2" - 12-5/8".....	\$ _____
(f) 10 x 13".....	\$ _____
(g) 10 x 15".....	\$ _____
(h) 11-1/2 x 14-1/2".....	\$ _____
(i) 12 x 15-1/2".....	\$ _____
(j) 11 x 13".....	\$ _____
(k) 12 x 16".....	\$ _____
6. White Kraft, 28 lb., Open end:	
(a) 6 x 9".....	\$ _____
(b) 6-1/2 x 9-1/2".....	\$ _____
(c) 7-1/2 x 10-1/2".....	\$ _____
(d) 9 x 12".....	\$ _____

(Initials)

(e) 9-1/2 x 12-1/2" - 12-5/8"	\$ _____
(f) 10 x 13"	\$ _____
(g) 10 x 15"	\$ _____
(h) 11-1/2 x 14-1/2"	\$ _____
(i) 12 x 15-1/2"	\$ _____
(j) 11 x 13"	\$ _____
(k) 12 x 16"	\$ _____

II. ADDITIONAL OPERATIONS:

(a) Additional Cost for Accelerated Schedule per order..... \$ _____

Contractor to state below if it has software to generate Post Office acceptable barcodes – including Intelligent Mail Barcodes (IMB) from manuscript copy. No additional charges will be allowed for pickup.

_____ Contractor has software, treat barcodes as manuscript.

_____ Does not have software, must receive/pickup barcodes as camera copy.

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

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.

CONTRACTOR'S NAME AND SIGNATURE: Fill out and return one copy of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. Additionally, see Page 1.

Contractor _____

(Street Address) (City – State – Zip)

By _____
(Signature and title of person authorized to sign this bid) (Date)

(Person to be Contacted) (Telephone Number) (Fax Number)

(Email Address) (Contractor's Code No.)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)