

Program 5517-S Contract Term: October 1, 2021 through September 30, 2022 plus four option years

Title: W-2, Affordable Care Act (ACA), 1099 and Retired Pay Statements

ITEM	DESCRIPTION	BASIS OF AWARD	Corporate Communications Group, Capitol Heights,		St. Louis Presort St. Louis, MO		HM Health Solutions d/b/s HM Document Solutions Mckees Rocks,		The Print House, Brooklyn NY		GPO Estimate based on previous costs	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPLETE PRODUCT</b>											
A	W-2 ACA, 1099 Statements printing/imaging in black including binding and inserting, per statement											
(1)	Makeready and/or setup	2	\$2,500.00	\$5,000.00	\$0.00	\$0.00	\$200.00	\$400.00	\$300.00	\$600.00	\$0.00	\$0.00
(2)	Running.....per 1000 copies .....	43	\$125.00	\$5,375.00	\$60.50	\$2,601.50	\$410.00	\$17,630.00	\$180.00	\$7,740.00	\$55.00	\$2,365.00
B	Retired Pay Statements printing/imaging in black											
(1)	Makeready and/or setup	15	\$2,500.00	\$37,500.00	\$0.00	\$0.00	\$1,200.00	\$18,000.00	\$300.00	\$4,500.00	\$0.00	\$0.00
(2)	Running.....per 1000 copies .....	203	\$125.00	\$25,375.00	\$71.50	\$14,514.50	\$410.00	\$83,230.00	\$180.00	\$36,540.00	\$65.00	\$13,195.00
C	Envelopes printing/imaging in black											
(1)	Makeready and/or setup	17	\$2,500.00	\$42,500.00	\$0.00	\$0.00	\$300.00	\$5,100.00	\$50.00	\$850.00	\$0.00	\$0.00
(2)	Running.....per 1000 copies .....	246	\$40.00	\$9,840.00	\$31.90	\$7,847.40	\$60.00	\$14,760.00	\$40.00	\$9,840.00	\$23.00	\$5,658.00
<b>I.</b>	<b>PROOFS, AUTHOR ALTERATIONS, PRIOR TO PRODUCTION SAMPLES:</b>											
A	PDF Proofs.....each.....	17	\$150.00	\$2,550.00	\$0.00	\$0.00	\$2,000.00	\$34,000.00	\$30.00	\$510.00	\$0.00	\$0.00
B	Author's Alterations.....per side.....	5	\$150.00	\$750.00	\$25.00	\$125.00	\$600.00	\$3,000.00	\$100.00	\$500.00	\$25.00	\$125.00
C	Prior to Production Samples.....per set of 10.....	17	\$500.00	\$8,500.00	\$25.00	\$425.00	\$1,470.00	\$24,990.00	\$150.00	\$2,550.00	\$25.00	\$425.00
	TOTAL OFFER:			\$137,390.00		\$25,513.40		\$201,110.00		\$63,630.00		\$21,768.00
	DISCOUNT:		2%	\$2,747.80	0%	\$0.00	0%	\$0.00	0.25%	\$159.08	10.00%	\$2,176.80
	NET OFFER:			\$134,642.20		\$25,513.40		\$201,110.00		\$63,470.92		\$23,944.80
					<b>AWARD</b>							

\*Base on 10% increase for EPAs and paper incr

Created by KD  
Reviewed by CS

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GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**W-2, 1099, and Retired Pay Statements**

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

**U.S. Coast Guard**

Single Award

**BID OPENING:** Bids shall be opened at **2 p.m.** prevailing Chicago, IL time on  
**September 15, 2021.**

**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 program number “5517-S” and bid opening date “**September 15, 2021**” 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,” 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 **October 1, 2021 and ending September 30, 2022**, plus up to 4 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 contact Chuck Szopo at 312-353-3916 x6 or [cszopo@gpo.gov](mailto:cszopo@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](mailto: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 I.- 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. 1-18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.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.

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

Product Quality Levels:

- (a) Printing Attributes — Level IV.
- (b) Finishing Attributes — Level IV.

Inspection Levels from ANSI/ASQC Z1.4:

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average type dimension/ Electronic media

**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.

**PRODUCTION PLANS:** The contractor shall present, in writing, to the Contracting Officer within five (2) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

**THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.**

Backup Facility – The failure to deliver the products required under this specification in a timely manner would have an impact on the daily operations of USCG. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said locations for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the products required under this specification.

Plans for their contingency production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility. Part of the plan must also include the transportation of Government materials from one facility to another.

NOTE: All terms and conditions of this contract will apply to the backup facility.

Quality Control Plan – The contractor shall provide and maintain, within their own organization, an independent quality assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection, and acceptance provisions specified herein are met. The contractor shall perform, or have performed, the process controls, inspections, and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The contractor shall describe in detail their quality control/quality assurance and recovery plans describing how, when, and by whom the plans will be performed.

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control inspections performed on each run. Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The quality control plan must account for the number of pieces mailed daily, cover the security over the postage meters, and the security of the controls for the setting of the meters.

Quality Control Sample Plan – The plan must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production run, provide for back-up and re-running in the event of an unsatisfactory sample, and contain control systems that will detect defective, missing, or mutilated pieces.

The plan shall detail the actions to be taken by the contractor when either defects, missing, or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

The plan shall monitor all aspects of the job, including material handling and mail flow, to assure that the production and delivery of these statements meet specifications and Government requirements.

This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

The contractor must maintain quality control samples, inspection reports, and records for a period of no less than 120 calendar days subsequent to the date of the check tendered for final payment by the Government Publishing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

Computer System (Secure Network) Plan – To meet functional and assurance requirements, the security features of the computer network environment must provide for managerial, operational and technical controls.

Included with the Computer System Plan shall be a resume for each employee responsible for the monitoring and the programming of the contractor's computer system and file transmissions. If the contractor(s) plans to use a consultant for either task, a resume must still be included.

The operating security features of the system must have the following minimum requirements:

- Security Policy. Access to data is provided on a need-to-know basis, universal access is not granted. Contractor must define allowed users and rules of access. All computer monitors are password protected with a "strong" password. All passwords must expire and must be reset on a regular basis. Data must be stored on the main frame and can only be accessed by authorized personnel.
- Accountability. Computer systems must be secured from unauthorized access. All security features (audit trails, identification/authentication) must be available and activated to prevent unauthorized access to SBU information. Connection of non-approved devices to any workstation is prohibited. No user is permitted to install software on either a server or their desktop, preventing any reconstruction software from being installed. The policy should also provide for clearance of all protected information on objects before they are allocated out of or into the system, i.e., object reuse.

- Assurance. Access controls, audit logs and other security features must be implemented and working. The security system should be tested annually to assure it is functioning correctly. Contractor must have software to generate reports, or equivalent procedures.
- Documentation. Test documentation should be readily available that describes how and what mechanisms were tested and the results. Design documentation may also be required, along with a user's guide and facility manual.
- Encryption. Bitlocker Drive Encryption or similar is required. Additional enterprise server-based encryption measures may be implemented. Encryption measures should include all laptops or computers that will be removed from the facility.
- Web Accessible File Sharing. There shall be no dialup or broadband support for web accessible file sharing without documented review and approval by the agency.
- Backup. Contractor must provide full backup capability for continuous production of the final product as required in these specifications.

Mail Plan – This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve multi-level USPS automated presort postal discounts as outlined in the contract.

Material Handling and Inventory Control Plan – This plan should explain in detail how the following materials will be handled: incoming raw materials; work-in-progress materials; quality control inspection materials; USPS inspection materials; and all outgoing materials cleared for USPS pick-up/delivery.

Personnel Plan – This plan should include a listing of all personnel who will be involved with this contract. For any new employees, the plan should include the source of these employees, and a description of the training programs the employees will be given to familiarize them with the requirements of this program.

Production Plan – The contractor is to provide a detailed plan of the following:

- (a) list of all production equipment and equipment capacities to be utilized on this contract;
- (b) the production capacity currently being utilized on this equipment;
- (c) capacity that is available for these workloads; and,
- (d) if new equipment is to be utilized, documentation of the purchase order, source, delivery schedule and installation dates are required.

Security Control Plan – The contractor shall maintain in operation an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-Government business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party.
- (2) How the disposal of waste materials will be handled.
- (3) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

Materials Plan – How all accountable materials will be handled throughout all phases of production.

Production Area Plan – The contractor must provide a secure area(s) dedicated to the processing and storage of data for the statements, either a separate facility dedicated to this product, or a walled-in limited access area within the contractor's existing facility. Access to the area(s) shall be limited to security-trained employees involved in the production of these statements.

Part of the Production Area Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.

Contractor must have, in place, a building security system that is monitored 24 hours a day, seven (7) days a week, and a badging/keypunch system that limits access to Government materials (data processing center/production facility and other areas where Government materials with PII are stored or are accessible) that is only accessible by approved personnel. Contractor must present this information, in detail, in the production area plan.

Disposal of Waste Materials Plan – The contractor is required to demonstrate how all waste materials used in the production of sensitive USCG records will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed one-quarter inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor's printing site. The contractor must specify the method planned to dispose of the material.

**POSTAWARD CONFERENCE:** At the Government's option, immediately after award a postaward conference with contractor representative(s) may be held via telephone conference to discuss the requirements of the contract.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**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.

**OPTION TO EXTEND THE CONTRACT TERM (OPTION YEARS):** 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 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**EXTENSION OF 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 **October 1, 2021 and ending September 30, 2022**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2021, 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.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **October 1, 2021 and ending September 30, 2022** 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.

The security and confidentiality of Government legal documents handled and stored by the contractor during the execution of this contract are of critical importance. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor non-

responsible if such a deficit cannot be remedied by the contractor in a timely fashion and at no additional expense to the Government.

**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. 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 are to be completed by the contractor within the time specified in the order. 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.

When production covered by this contract is required before the dates specified under this contract, and the contractor will not accept the accelerated schedule, the Government may procure this requirement from another source for that accelerated schedule.

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.

**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.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. 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/vendors/how-to-get-paid>.

**NOTE:** 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.

**Invoicing of partial deliveries** of the print order quantities in accordance with the contract schedule **is allowed**. Contractor must include the complete confirmation of delivery with each partial payment invoice.

**CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH THE SCHEDULE OF PRICES FORMAT. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.**

**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.

**SECURITY:** This contract requires the reproduction of documents considered sensitive but unclassified (SBU). The contractor shall provide the necessary means, methods and facilities to ensure secure custody and strict accountability of all job materials while in the contractor's possession.

SBU information the agency provides to the contractor under this contract may include but is not limited to information such as Personally Identifiable Information (PII), Federal Tax Information (FTI), and/or sensitive agency information. Examples of such data are: Social Security Number, First and Last Name, Address, agency infrastructure diagrams, IP addresses, security audit results, etc.

**SECURITY WARNING (PII):** Information furnished on this contract will contain Personally Identifiable Information (PII). It is the contractor's responsibility to properly safeguard PII from loss, theft or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information.

Personally identifiable information is "information that can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Reference: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- Personal identification numbers, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number.
- Address information, such as street address or personal email address.
- Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

**SECURITY REQUIREMENTS: Protection of Confidential Information:**

- (a) The contractor shall restrict access to all confidential information obtained from the U.S. Coast Guard in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the postaward conference between the Contracting Officer and the responsible contractor representative.
- (b) The contractor shall process all confidential information obtained from the USCG in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from the USCG in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.

- (d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1), which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the USCG. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the contractor and contractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act.
- (f) All confidential information obtained from USCG for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be handled as confidential and may not be disclosed without the written permission of USCG. For willingly disclosing confidential tax return information in violation of the IRC, the contractor and contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.
- (i) If a subcontractor is used for the sorting and/or mailing of the statements of this contract, the subcontractor must conform to all security requirements of the contract.

**BREACH OF SECURITY:** Any information marked "Official Use Only" or "Sensitive But Unclassified (SBU)" made available in any format or to which access is provided, shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.

An SBU information breach includes any incident where SBU data is lost, misused, or compromised. This includes but is not limited to situations involving a misrouted file (a file meant for one entity or contractor is received by another entity or contractor) containing SBU data. In the case of an SBU breach, the contractor shall contact the agency main point of contact as soon as the incident is discovered but not later than 24 hours after discovery. The Government will take appropriate action and advise the contractor of further action, if any, required by the contractor and/or consequences resulting from the SBU Breach.

Should the contractor or a contractor's employee make any unauthorized inspection(s) or disclosure(s) of SBU information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

**BREACH NOTIFICATION:** The contractor is required to notify the agency main point of contact and the GPO contract administrator within one hour of determination of any actual or potential breach of data. The agency has an additional 30 minutes to prepare and submit the appropriate breach report to Department of Homeland Security, US-CERT. Contact the agency POC for the appropriate contact information.

**BREACH RESPONSIBILITY:** If it is determined that the contractor is responsible for a breach of data, contractor shall be responsible for all breach related costs (notification, credit monitoring, legal settlements, etc.) The agency shall determine if the contractor is responsible for any breach of data.

**TERMINATION OR SUSPENSION OF PRODUCTION:** If the Government determines that an authorized recipient has failed to maintain adequate safeguards (in the transmission, retention, and/or use of SBU) or has made any unauthorized inspections or disclosures of SBU, the Government may terminate or suspend transmission of SBU to any authorized recipient until the Government is satisfied that adequate steps have been taken to ensure adequate safeguards or prevent additional unauthorized inspections or disclosures (see IRC section 6103(p)(4) and (p)(7)).

**CRIMINAL/CIVIL SANCTIONS FOR DISCLOSURE OF INFORMATION:** Each officer or employee of any person at any tier to whom returns or return information is or may be disclosed shall be notified in writing by the person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure plus in the case of willful disclosure or a disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract and that inspection of any such returns or return information for a purpose or to an extent not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection plus in the case of a willful inspection or an inspection which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRC Sections 7213A and 7431.

Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

## PRIVACY ACT

- (a) The contractor agrees:
- 1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
  - 2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
  - 3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
- 1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
  - 2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
  - 3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

Pursuant to the Privacy Act, any contractor employee who willfully discloses the content of the retained Government material to any person or agency not entitled to receive it shall be subject to criminal penalty and a fine.

**FEDERAL TAX INFORMATION (FTI):** FTI generally indicates actual documents that can be used to file a false tax return such as W2s. Section 6103 of the Internal Revenue Code (26 U.S.C. §6103) requires that returns and return information must be kept confidential and may not be disclosed except as permitted by the Internal Revenue Code. The term “return” means any tax or information return, declaration of estimated tax, or claim for refund required by, provided for, or permitted under the Internal Revenue Code and filed with the Secretary of the Treasury. “Return information” is defined very broadly, and includes a taxpayer’s identity, the nature, source, or amount of his income, payments, deductions, the existence or progress of an audit, or any other data provided to or collected by the Secretary with respect to a return or determining the existence of tax liability for any person under the Internal Revenue Code. However, return information does not include data in a form which cannot be associated with or otherwise identify a particular taxpayer. Collectively, the IRS uses the term “federal tax information” or FTI to refer to any return or return information received by the IRS or secondary sources, including any information created by a recipient that is derived from return or return information.

**LIABILITY FOR GOVERNMENT PROPERTY:** The contractor will be held responsible for replacing lost or damaged Government property, whether in the process of operations or in transit.

Contractor is required to furnish a courtesy copy of the invoice voucher via email within five (5) workdays of order completion to:

Marion Collazo  
Print Management Specialist  
U.S. Coast Guard  
Office of Information Management (CG-612)  
2703 Martin Luther King Jr Ave, S.E., Stop 7710  
Washington, DC 20593-7710  
Voice: (202)372.4683  
Fax: (202)475.3929  
[marion.w.collazo@uscg.mil](mailto:marion.w.collazo@uscg.mil)

**CONTRACTOR’S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.**

**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. The 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 mailers, each consisting of a statement and a mailing envelope, requiring such operations as: secure pickup of furnished materials, electronic prepress, printing/variable data imaging of sensitive information in a secure production environment, binding, folding, construction, inserting and distribution.

**TITLE:** W-2, 1099, and Retired Pay Statements.

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

### **FREQUENCY OF ORDERS:**

W-2 Statements: One order per year.

1099 Statements: One order per year.

Retired Pay Statements: Monthly.

**QUANTITY:** All Statements are enclosed in envelopes.

W-2 Statements: Approximately 22,000 copies per order.

1099 Statements: Approximately 20,000 copies per order.

Retired Pay Statements: Approximately 2,200 to 8,000 copies per order.

**NOTE:** Orders for the W-2, and 1099 Statements will be issued at the same time (Approximately mid-January). For the Retired Pay Statements, due to the various changes annually (e.g., COLA, Tax, Insurance), the quantity per order may increase in any calendar month to approximately 60,000 copies. This increase typically occurs approx. 2-5 times annually.

### **NUMBER OF PAGES:**

W-2 Statements: Face and back.

1099 Statements: Face and back.

Retired Pay Statements: Face and back

Window Envelopes: Face only (before construction) See "PRINTING" for details.

### **TRIM SIZES:**

All Statements: 8-1/2 x 11".

Envelopes: Number 10 (4-1/8 x 9-1/2"), plus flap.

**GOVERNMENT TO FURNISH:** Files for the statements will be furnished in batches of about 2,000 forms per batch (2,000 forms equals 4,000 front and back pages). All files and GPO Form 2511 Print Orders will be furnished via contractor-provided secure FTP site. All files will be created in the Windows and Linux operating systems, and the actual furnished files will be Adobe Acrobat PDF. At the Government's option, data files may be made available for pickup or emailed using secure encryption to the contractor as file attachments.

Prior to Production Samples: PDF files will be furnished for Prior to Production samples. These files will use actual data.



Furnished Fonts: Fonts provided, if any, (see “CONTRACTOR TO FURNISH”) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts for any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor archive immediately after completion of the production run.

GPO Form 2511 Print Order: Print orders will generally be enclosed with furnished materials or sent via email. At the Government’s option, print orders may be furnished as a hard copy, a faxed copy, or by email. Contractor must be able to accept via email.

**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 accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the Agency and Felicia McGurren at 312-353-3916 x3 in sufficient time to comply with the shipping schedule. 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 Assurance Through Attributes Program (QATAP) quality level. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

**DIGITAL DELIVERABLES:** It is not anticipated that digital deliverables will be required. However, in the event that the contractor is requested to modify furnished files, then upon completion of each order, the contractor must return a copy of the modified final files (digital deliverables) to the agency. 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, or by any means acceptable to the agency. The Government will not accept as digital deliverables PostScript files or any proprietary file formats other than those supplied unless specified by the Government. The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when originally furnished by the Government.

**TYPESETTING:**

It is anticipated that all artwork will be furnished in a completed format, with no typesetting required. If changes are to be made, it is anticipated that the agency will furnished revised files. At the agency’s option, the contractor may be required to make changes to furnished files such as enlarging or reducing page size.

Contractor must use appropriate type size and layout that will meet all Postal Service requirements. Due to PII Security Requirements, no other information can show through the window and all forms must meet Postal Service tap test requirements.

The agency retains the right as to the final decision as to the acceptability of the typefaces and sizes used. Once approved, contractor may not make revisions without written approval from the agency.

**ENVELOPE INVENTORY:** If envelope copy is changed during the term of the contract, the contractor must comply with the new requirement, and cannot exhaust previous stock. The contractor must produce a new supply of envelopes using the current valid copy of the envelopes.

**PRIOR TO PRODUCTION SAMPLES:** Prior to production samples will be required on each order issued during the first year the contract is in effect for the W-2, and 1099 Statements, and on the first two (2) monthly orders issued for the Retired Pay Statements, and for all envelopes versions.

Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 30 sets of printed and assembled sample packages for the W-2, and 1099 Statement, and not less than 10 sets of printed and assembled sample packages for the Retired Pay Statements. No samples will be returned to the contractor. The container and accompanying documentation shall be marked "PRIOR TO PRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program number.

The contractor must not print prior to receipt of an "OK to Print."

**PDF PROOFS:** After the first year of production, the agency may waive preproduction samples and order PDF proofs. Contractor must confirm the proofing method with the agency.

The contractor must not print prior to receipt of an "OK to Print."

**AUTHOR'S ALTERATIONS:** Author's alterations (AA's) may occur during the proofing stage. At the Government's option, changes may be supplied by the Agency or requested from the contractor. It is anticipated that the agency will furnish revised files.

If ordered, Author's Alterations (AA's) proofs shall be PDF proofs, provided via email to one or more email addresses as provided by the Agency.

At the Government's option, Prior to Production samples may also, or alternatively, be requested as AA's proofs.

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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

**Statements:** White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10, or at contractor's option White Writing Paper, basis weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

**Envelopes:** White Writing Envelope, basis weight 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**PRINTING:**

All furnished forms will be provided with static and variable data already merged into completed PDF files. One side of each statement will have the personalized information, and the other side of the statement will have the corresponding address information, placed to show through the window envelope.

**Statements:** Print face and back in black ink. Printing consists of text and line matter.

**Envelopes:** Envelopes print face only (before construction) in black ink. Printing consists of text and line matter (including Government furnished mailing indicia).

**Window No. 10 Envelopes (to be used for both domestic and international mailers):** Window 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. Cover window with clear poly material, at contractor's option use glassine (recyclable, environmentally friendly material) instead of poly.

Envelopes require a security tint (lining is acceptable) printed on the inside (back – before construction) in black ink. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Envelope printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

**MARGINS:** Follow copy furnished.

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

**CONSTRUCTION OF ENVELOPES:** Envelope must be open side, with high-cut side or diagonal seams, at contractor's option and gummed fold-over flap for sealing. Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seam(s) shall not adhere to the inside of the envelope. Flap depth is at the contractor's option but must meet all USPS requirements and must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears and adhesive stains.

**INSERTING:** Letter-fold Statement and insert Statement into envelope. Seal all envelopes.

**BINDING OPERATIONS:** All Statements trim four sides.

Folding and Inserting: Letter-fold and insert each Statement into an envelope. It is the contractor's responsibility to determine the actual folding specifications for proper machine insertion.

Contractor must ensure that no blank forms are folded and inserted, and that no envelopes are sealed empty, including appropriate quality control reporting.

**Sealing:** Envelopes must be securely sealed after forms are inserted. Contractor must use a method of sealing such that envelopes are securely sealed at the time of sealing. Methods that rely on the pressure of the other envelopes to seal the bond are not acceptable. Envelopes must be securely sealed when entered into the mail stream and must not open until opened by the recipient.

**LABELING AND MARKING:** Refer to Labeling and Marking Specifications (GPO Form 905). See GPO Contract Terms Booklet, Publication 310.2. for more information.

All expenses incidental to packing and labeling bundles and containers must be borne by the contractor.

**SORTING, ADDRESSING, AND MAILING IN ACCORDANCE WITH POSTAL SERVICE (USPS) REGULATIONS:**

All mailed forms must meet all USPS requirements, and industry standard best practices for optimal readability and usability. Return address block on envelopes must be in compliance with all postal

service requirements. Recipient address block on letter must meet all USPS requirements including those for typography, print quality, reflectance, barcode location, clear zones, tap test, etc. Contractor is responsible for reviewing all factors which could affect mail acceptance.

NCOA and CASS processing: Agency will complete all National Change of Address (NCOA) service database and the Coding Accuracy Support System (CASS) processing to verify addresses are NCOA and CASS certified.

**GPO SAMPLES:** Deliver two (2) samples per order along with a copy of the print order to the address noted in "Distribution". Mark package with Program Number and Print Order Number. This sample is to be delivered at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. No additional charge will be allowed for GPO samples. No selection certificate is required.

### **DISTRIBUTION:**

#### Mail F.O.B Contractor's City (at Government expense):

Each individual statement to both domestic and foreign addresses. Domestic mailing is nationwide, including the American Territories/Possessions. Contractor is responsible for all costs associated with transporting to the USPS.

Contractor will mail using furnished "Postage and Fees Paid" indicia; however, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply appropriate postage to each mailing. Contractor will be reimbursed for this postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

The contractor is cautioned that the "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Certificate of Conformance: When using Permit Imprint Mail, the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found on the GPO website at <http://www.gpo.gov/vendors/sfas.htm>.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

#### Contractor must guarantee 100% production of all statements.

Damaged Forms: Contractor must maintain a record of all damaged forms and a record of when these forms were regenerated. These records will be required to be provided to the agency upon request, and if not requested earlier, must be provided within one workday of the completion of the mailing. NOTE: ALL DAMAGED FORMS MUST BE REGENERATED AND MAILED WITHIN THE CONTRACT SCHEDULE.

Non-USPS Postage (Invalids): It is anticipated that a small quantity of mailings may contain mailing addresses deemed invalid (unqualified) by the U.S. Postal Service (may not qualify for the imprint). Contractor is required to apply the appropriate equivalent postage to Invalids. Contractor must notify the agency of any such non-qualifying pieces. At the Government's option, the contractor may be required to overnight these pieces to the agency at the contractor's expense.

- Contractor must mail the fully imaged mail pieces whose addresses are deemed invalid but have addresses that look like they can be mailed. This type of invalid address contains a name, street address, city, state, zip code and/or province and country.
- Contractor must return the fully imaged mail pieces to the agency when addresses are deemed invalid but do not look like they can be mailed (i.e., no address, incomplete address or nonsensical address).
- Contractor must provide two lists to the Government containing the claim numbers that have invalid mailing addresses. 1) Claim numbers with invalid addresses that were mailed by the contractor. 2) Claim numbers with invalid addresses that were not mailed but returned to the agency. The agency will use the files and lists to identify the claim numbers and correct the mailing addresses for future mailings.

F.O.B Destination (at contractor's expense via traceable means):

Prior to Production Samples: Must be delivered to: Commanding Officer, Coast Guard Pay and Personnel Center, Attn: Operations Division Chief, 444 SE Quincy Street, Topeka, KS 66683. Email [terry.l.fritz@uscg.mil](mailto:terry.l.fritz@uscg.mil)

GPO Samples: Deliver 2 samples by the most economical method per order along with a copy of the 2511 print order to: U.S. GPO Chicago Regional Office, Attn: Compliance Chuck Szopo, to residential Chicago, IL addresses to come. Include program number and print order number on package.

**EMAIL NOTIFICATION OF MAILING:** Upon completion of each order, contractor must notify the ordering agency (on the same day the order mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 5517-S, Print Order Number, Jacket Number." The notice must provide all applicable tracking numbers, mailing method, and title of product.

**GPO "VERIFICATION OF DELIVERY":** Contractor MUST email delivery verification information to [VerifyChicago@gpo.gov](mailto:VerifyChicago@gpo.gov) WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of f.o.b. contractor city (at government's expense), enter the date of shipment. If a contract specifies f.o.b. destination (at contractor's expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

**RETURN OF GOVERNMENT FURNISHED MATERIALS:** Upon completion of each order, all Government furnished material must be securely returned to the originating address listed under "DISTRIBUTION". All expenses incidental to the pickup and return of furnished materials must be borne by the contractor.

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

Contractor is bound by the mailing date on the GPO Form 2511 Print Order. Additional proofs or Prior to Production samples required due to additional proof stages, author's alterations, or printer's errors, or any other delays, problems, or contract requirements will NOT be a cause for delay in the schedule. All mailing must be completed by the scheduled date.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the same workday as notification of the availability of print order and furnished material. The workday after notification will be the first workday of the schedule. Workdays are Monday through Friday, exclusive of Federal Holidays

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

	<u>WD After</u>
Contractor delivers Prior to Production samples or PDF proofs .....	5
Agency review of Prior to Production samples or PDF proofs .....	2
Contractor emails revised PDF proofs due to AA's (when required).....	1
Contractor must complete mailing and delivery at all destinations after "Ok to Print".....	7

All dates noted on the 2511 print order form are SHIPPING DATES (not delivery dates). The ship/deliver date indicated on the print order is the date products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. postal service.

GPO samples and returned government furnished materials must deliver within 3 days of the shipping date specified on the 2511 print order form.

Agency and contractor are required to send Prior to Production samples via overnight delivery the day before the due date. For example, the proofs or samples should be sent via overnight delivery on Monday if the proofs or samples are due the next workday on Tuesday.

Unless agency indicates otherwise, deliveries must be completed no later than 3:30 p.m. on the scheduled delivery date. Deliveries received after 4:00 p.m. will be considered as arriving the following workday.

Unscheduled material such as instructions, 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 (1) year's requirements 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".

	(1)	(2)
I. (A)	2	43
(B)	15	203
(C)	17	246

II. (A)	17
(B)	5
(C)	17

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are F.O.B. Contractor's City and F.O.B. Destination.

**Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted.** Bidder may bid in one category and no-bid the other categories. 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 within the category that a bidder is bidding on 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.

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

**CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.**

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

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

See next page.



**I. COMPLETE PRODUCT (Except for items in II. PROOFS):** Prices offered shall include the cost of all required materials and operations including but not limited to: receipt of files, prepress operations, secure printing/variable data imaging, binding, construction, folding, inserting and distribution of the products listed in accordance with these specifications.

For envelopes, all inside and outside printing must be included in one charge.

Only one "Makeready and/or Setup" charge will be allowed per item ordered regardless of the quantity run.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
A. W-2, 1099 Statements printing/imaging in black including binding and inserting, per statement .....	\$ _____	\$ _____
B. Retired Pay Statements printing/imaging in black.....	\$ _____	\$ _____
C. Envelopes printing/imaging in black.....	\$ _____	\$ _____

**II. PROOFS, AUTHOR ALTERATIONS, PRIOR TO PRODUCTION SAMPLES:** AA's charges must be supported by documentation submitted with the contractor's invoice voucher.

A. PDF Proofs.....	each .....	\$ _____
B. Author's Alterations.....	per side.....	\$ _____
C. Prior to Production Samples.....	per set of 10.....	\$ _____

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

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_,

Post Office located at Street Address \_\_\_\_\_.

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

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

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

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

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

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

Bidder

\_\_\_\_\_  
(Contractor Name) (GPO State & Contractor's Code)

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

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

By

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

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

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

\*\*\*\*\*

**THIS SECTION FOR GPO USE ONLY**

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

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COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID