

PROGRAM 1554-S TITLE: VARIOUS ENVELOPES				NORTH AMERICAN ENV		THE PRINT HOUSE		PRINTING RESOURCES	
Term of Contract: March 1, 2021 through February 28, 2022 and 4 Option Years				Salt Lake City, UT		Brooklyn, NY		Cleveland, OH	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I. PRINTING ENVELOPES:									
Print face only in a single ink color:									
(a)	Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2":								
(1)	500 to 9,500 envelopes...per 100 envelopes	1,570	\$0.90	\$1,413.00	\$0.95	\$1,491.50	\$2.00	\$3,140.00	
(2)	10,000 to 49,500 envelopes...per 100 envelopes	10,160	\$0.75	\$7,620.00	\$0.75	\$7,620.00	\$1.25	\$12,700.00	
(3)	50,000 to 150,000 envelopes...per 100 envelopes	33,825	\$0.65	\$21,986.25	\$0.50	\$16,912.50	\$0.75	\$25,368.75	
(b)	Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2":								
(1)	500 to 9,500 envelopes...per 100 envelopes	280	\$2.00	\$560.00	\$5.00	\$1,400.00	\$2.50	\$700.00	
(2)	10,000 to 50,000 envelopes...per 100 envelopes	1,270	\$1.50	\$1,905.00	\$1.50	\$1,905.00	\$2.00	\$2,540.00	
(c)	Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2":								
(1)	500 to 9,500 envelopes...per 100 envelopes	650	\$2.00	\$1,300.00	\$5.00	\$3,250.00	\$2.50	\$1,625.00	
(2)	10,000 to 50,000 envelopes...per 100 envelopes	1,615	\$1.50	\$2,422.50	\$1.50	\$2,422.50	\$1.50	\$2,422.50	
(d)	Trim Sizes: 10 x 15" or 11 x 13":								
(1)	500 to 9,500 envelopes...per 100 envelopes	250	\$2.25	\$562.50	\$6.00	\$1,500.00	\$3.50	\$875.00	
(2)	10,000 to 50,000 envelopes...per 100 envelopes	200	\$2.00	\$400.00	\$3.00	\$600.00	\$2.50	\$500.00	
(e)	Trim Size: 12 x 16":								
(1)	500 to 9,500 envelopes...per 100 envelopes	95	\$4.00	\$380.00	\$9.00	\$855.00	\$4.00	\$380.00	
(2)	10,000 to 50,000 envelopes...per 100 envelopes	100	\$4.50	\$450.00	\$5.00	\$500.00	\$3.00	\$300.00	
II. STOCK/PAPER:									
(a)	White Writing/Wove (20 or 24 lbs.):								
(1)	Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2"...per 100 envelopes	45,555	\$1.70	\$77,443.50	\$1.50	\$68,332.50	\$1.50	\$68,332.50	
(b)	Light Brown Kraft (24 or 28 or 32 lbs.)								
(1)	Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2"...per 100 env.	940	\$5.50	\$5,170.00	\$3.50	\$3,290.00	\$3.50	\$3,290.00	
(2)	Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2"...per 100 envelopes	2,045	\$5.50	\$11,247.50	\$5.50	\$11,247.50	\$5.50	\$11,247.50	
(3)	Trim Sizes: 10 x 15" or 11 x 13"...per 100 envelopes	345	\$7.50	\$2,587.50	\$12.00	\$4,140.00	\$8.50	\$2,932.50	
(4)	Trim Size: 12 x 16"...per 100 envelopes	75	\$10.00	\$750.00	\$14.00	\$1,050.00	\$14.00	\$1,050.00	
(c)	White Kraft (24 or 28 or 32 lbs.)								
(1)	Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2"...per 100 env.	610	\$2.00	\$1,220.00	\$3.50	\$2,135.00	\$3.50	\$2,135.00	
(2)	Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2"...per 100 envelopes	220	\$3.50	\$770.00	\$5.50	\$1,210.00	\$5.50	\$1,210.00	
(3)	Trim Sizes: 10 x 15" or 11 x 13"...per 100 envelopes	105	\$4.50	\$472.50	\$15.00	\$1,575.00	\$8.50	\$892.50	
(4)	Trim Size: 12 x 16"...per 100 envelopes	120	\$10.00	\$1,200.00	\$15.00	\$1,800.00	\$14.00	\$1,680.00	
III. ADDITIONAL OPERATIONS:									
(a)	Print interior (any size) with security tint...per 100 envelopes	15,430	\$0.60	\$9,258.00	\$0.50	\$7,715.00	\$4.00	\$61,720.00	
(b)	Die-cut Standard Window...per 100 envelopes	26,260	\$0.30	\$7,878.00	\$0.25	\$6,565.00	\$0.25	\$6,565.00	
(c)	Die-cut Non-standard Window...per 100 envelopes	11,400	\$0.50	\$5,700.00	\$1.00	\$11,400.00	\$0.75	\$8,550.00	
(d)	Typesetting up to and including 20 typelines...per item	150	\$5.00	\$750.00	\$10.00	\$1,500.00	NC	\$0.00	
(e)	PDF proofs...per item	164	NC	\$0.00	NC	\$0.00	NC	\$0.00	
IV. SHIPPING CHARGES:									
1.	Delivered to Zone 1:								
(a)	Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2"...per 100 envelopes	44,745	\$0.60	\$26,847.00	\$0.75	\$33,558.75	\$0.75	\$33,558.75	
(b)	Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2"...per 100 env.	1,530	\$2.00	\$3,060.00	\$2.00	\$3,060.00	\$1.75	\$2,677.50	
(c)	Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2"...per 100 envelopes	2,250	\$2.50	\$5,625.00	\$2.00	\$4,500.00	\$2.25	\$5,062.50	
(d)	Trim Sizes: 10 x 15" or 11 x 13"...per 100 envelopes	425	\$3.00	\$1,275.00	\$3.75	\$1,593.75	\$3.00	\$1,275.00	
(e)	Trim Size: 12 x 16"...per 100 envelopes	185	\$3.50	\$647.50	\$4.20	\$777.00	\$5.00	\$925.00	
2.	Delivered to Zone 2:								
(a)	Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2"...per 100 envelopes	800	\$0.60	\$480.00	\$1.00	\$800.00	\$1.00	\$800.00	
(b)	All trim sizes other than IV. 2. (a) above	25	\$2.25	\$56.25	\$5.00	\$125.00	\$4.00	\$100.00	
3.	Delivered to Zone 3:								
(a)	Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2"...per 100 envelopes	10	\$0.60	\$6.00	\$2.50	\$25.00	\$2.25	\$22.50	
(b)	All trim sizes other than IV. 3. (a) above	45	\$2.25	\$101.25	\$5.00	\$225.00	\$6.00	\$270.00	
CONTRACTORS' TOTALS				\$201,544.25		\$205,081.00		\$264,847.50	
DISCOUNT			0.00%	\$0.00	0.25%	\$512.70	0.00%	\$0.00	
DISCOUNTED TOTAL			NET	\$201,544.25	20 DAYS	\$204,568.30	NET	\$264,847.50	

Abstracted by: Teresa Shoffstall 02/19/2021

Verified by: Linda Price 02/19/2021

Contract Awarded to: The Print House

AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Envelopes

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

Various Government Departments and Agencies

Single Award

TERM OF CONTRACT

The term of this contract is for 1 year (base year period of March 1, 2021 through February 28, 2022) and 4 option year periods (March 1, 2022 through February 28, 2023; March 1, 2023 through February 29, 2024; March 1, 2024 through February 28, 2025, and March 1, 2025 through February 28, 2026). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend the Term of the Contract”, and “Economic Price Adjustment”.

BID OPENING

Bids shall be opened at 11:00 a.m. prevailing Columbus, OH time on **February 19, 2021**.

BID SUBMISSION

Bidders MUST submit email bids to bidscolumbus@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The company name, program number, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. prevailing Columbus, Ohio Time on the bid opening date specified above will not be considered for award.

NOTICE TO BIDDERS

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Decreased maximum quantity for #9 and #10 envelopes, page 7. Added JCP Code V15, page 10. Minor changes to Distribution, pages 12 and 13. Minor changes to Schedule, page 13. Deleted Paper Price Adjustment and Prior-to-Production Samples. Special attention is directed to the bid submission provisions under “Additional Emailed Bid Submission Provisions” on page 5. Additional minor changes scattered throughout.

Abstract is available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature, contact Linda Price at lprice@gpo.gov or 614-488-4616, ext. 7 (no collect calls).

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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) is available at the following web address:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>

GPO QATAP (GPO Publication 310.1) is available at the following web address:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

Additional GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

SUBCONTRACTING

The predominant production function is printing as defined in Contract Clause 6, “Subcontracts”, of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). Subcontracting of printing is not permitted. Bidder who must subcontract printing will be declared non-responsible.

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs/Average Type Dimension
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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.

OPTION TO EXTEND CONTRACT TERM

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 (**February 28, 2026**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Term of Contract" clause. See also "Economic Price Adjustment" clause for authorized pricing adjustment(s).

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 **March 1, 2021 through February 28, 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 **November 30, 2020**, 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.

NOTE: This contract does not have a Paper Price Adjustment clause.

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS

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

PREAWARD SURVEY

In order to determine the responsibility of the 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.

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 **March 1, 2021 through February 28, 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.

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 activities identified on page 1.

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

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

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

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

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

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 75 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 Columbus, Ohio time 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.

PAYMENT

Submit all invoices via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Facsimile transmission should only be used when no samples are required with invoice, otherwise payment will be held up while the invoice is returned for the required sample(s).

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

After award, at Government's option, the contractor must submit a copy of the print order, contractor's invoice, a PDF of the finished product, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577.

Contractor's billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

SECTION 2. – SPECIFICATIONS

SCOPE

These specifications cover the production of various envelopes requiring such operations as electronic transmission of files, typesetting, proofs, die-cut windows, printing (including security tinting), packing, and delivery.

TITLE

Various Envelopes

NUMBER OF ORDERS

Based on prior year usage, approximately 185 orders per year, 1 to 10 items per order, anticipate 201 items.

TRIM SIZES AND QUANTITIES

A variety of trim sizes will be ordered, trim size(s) will be indicated on the individual print order. A minimum quantity of 500 envelopes per item. Items will be ordered in units of 500 envelopes. Anticipate the following:

Trim Sizes: 3-7/8 x 8-7/8" (#9)
4-1/8 x 9-1/2" (#10)

Quantities: 500 to 150,000 envelopes per item, 135 items:

- 500 to 9,500 envelopes per item, approximately 41 items.
- 10,000 to 49,500 envelopes per item, approximately 50 items.
- 50,000 to 150,000 envelopes per item, approximately 44 items.

Trim Sizes: 6 x 9"
6 x 9-1/2"
6 x 10-1/2"
6-1/2 x 9-1/2"

Quantities: 500 to 50,000 envelopes per item, 21 items:

- 500 to 9,500 envelopes per item, approximately 12 items.
- 10,000 to 50,000 envelopes per item, approximately 9 items.

Trim Sizes: 9 x 12"
9-1/2 x 12"
9-1/2 x 12-1/2"

Quantities: 500 to 50,000 copies per item, 32 items:

- 500 to 9,500 envelopes per item, approximately 24 items.
- 10,000 to 50,000 envelopes per item, approximately 8 items.

**Trim Sizes: 10 x 15”
11 x 13”**

Quantities: 500 to 50,000 envelopes per item, 9 items:

- 500 to 9,500 envelopes per item, approximately 7 items.
- 10,000 to 50,000 envelopes per item, approximately 2 items.

Trim Size: 12 x 16”

Quantities: 500 to 50,000 envelopes per item, 4 items:

- 500 to 9,500 envelopes per item, approximately 3 items.
- 10,000 to 50,000 envelopes per item, approximately 1 item.

NO QUANTITY VARIATION ALLOWED

GOVERNMENT TO FURNISH

PDF files (native or scanned), Microsoft Word and PowerPoint files (version 10 or greater) created on Mac and Windows platforms submitted on CD, DVD, via e-mail or FTP.

All screen and printer fonts will be furnished or embedded in files. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Government mailing indicia (G-Permits) will be included on furnished files. The contractor is cautioned that the furnished G-Permits may be used only for the purpose of printing envelopes as ordered under this contract.

Delivery/Shipping Status Report Form.

Print Orders (GPO Form 2511).

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 furnished material, 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.

ELECTRONIC PREPRESS

Immediately upon receipt and 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 Columbus GPO Contracting Office prior to further performance.

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

TYPESETTING

When indicated on the individual print order, contractor to set up to 50 lines of type (usually 5 to 10). Contractor to set type in the font indicated on the print order or in the same or similar font to the furnished material.

Business Reply Mail (BRM) and Courtesy Reply Mail (CRM) envelopes and non-mailing envelopes may require extensive typesetting. Some orders will require typesetting of G-Permits and other USPS markings and barcodes.

Contractor is responsible for error-free typesetting.

REPRODUCIBLES

The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

PROOFS

When indicated on the individual print order, contractor to submit one "Press Quality" PDF "soft" proof (for content/assembly only) using the same Raster Image Processor (RIP) that will be used to produce the final product. PDF proof will be evaluated for text flow, image/window position, and color breaks. Proof will not be used for color match. Proof to be e-mailed to the address indicated on the individual print order. Government will hold proofs up to 2 workdays.

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

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

Contractor must not print prior to receipt of an "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" dated September 2019, found at: <https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards>.

Individual print order will indicate required stock/paper.

White Writing, basis size 17 x 22", 20 lbs. or 24 lbs. per 500 sheets, equal to JCP Code V20. Individual print order will indicate wove or writing finish (contractor's option when not specified). When weight is not indicated on the individual print order, contractor's option to use 20 lbs. or 24 lbs.

Light Brown Kraft, smooth finish, basis size 17 x 22", 24 lbs. (only when specified on the individual print order), 28 lbs., or 32 lbs. per 500 sheets, equal to JCP Code V10. When weight is not indicated on the individual print order, contractor's option to use 28 lbs. or 32 lbs.

White Kraft, smooth finish, basis size 17 x 22", 24 lbs. (only when specified on the individual print order), 28 lbs., or 32 lbs. per 500 sheets, equal to JCP Code V15. When weight is not indicated on the individual print order, contractor's option to use 28 lbs. or 32 lbs.

CONSTRUCTION

Most orders will require open side envelopes. An occasional order may require open end envelopes. When opening is not indicated on the individual print order, contractor to contact GPO for opening side. Expansion envelopes not required. Drilling and button-string closures not required.

Seams and Flaps

The individual print order will indicate the seam and flap style required. Fully gummed flap required unless split gummed flap is indicated on the individual print order.

Diagonal, high cut diagonal, side, or center seams will be required as indicated on the individual print order. When individual print order does not specify seam style, contractor to contact GPO for construction requirements.

Flaps to be square, slightly rounded (commercial), or pointed (executive) as indicated on the individual print order. Most orders will require slightly rounded (commercial) flaps. When individual print order does not specify flap style, contractor to contact GPO for construction requirements.

An occasional order will require envelopes to be compatible with specific inserter equipment. Exact seam and flap requirements will be provided with these orders. Contractor to notify GPO immediately upon receipt of order if envelopes cannot be manufactured to exact seam and flap tolerances indicated.

Windows

Some items will require single windows. Most windows will require clear or glassine or poly material securely attached to the interior of the envelope. Some windows will not require a covering. The individual print order will indicate the window size and location. Windows will be considered as "standard" or "non-standard".

Standard Windows: Die cut window size will be 1-1/8 x 4-1/2" and located 7/8" from left and 1/2" from bottom. Standard windows ordered on 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" envelopes only.

Non-Standard Windows: Any size window placed in any location other than standard window as defined above. When ordered on envelopes other than 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2", window is considered non-standard.

PRINTING

Print face only (after construction) in a single ink color. Flap printing not required. Majority of items print in black ink or in a single color of ink other than black (usually Pantone 280, 288, or 541 blue). Match Pantone number indicated on the print order.

Envelopes may require printing of BRM/CRM postal markings, G-Permits, Intelligent Mail Barcodes (IMb) and other USPS markings.

Some items will be for uses other than mailing, including jacket envelopes, interoffice and intraoffice envelopes (no drilling, no button-string closure), and similar non-mailing uses will be ordered and will print on full face (after construction).

Some items will require the contractor to print a security tint on the interior (on the back before manufacture) of the envelope. Government will specify either blue or black security tint, contractor's option only when not indicated on the individual print order.

Contractor may use stock design (no proprietary design or company logos allowed) for security tint but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein.

MARGINS

Maintain margins as indicated on furnished material or print order. Margins for courtesy reply and business reply envelopes must comply with USPS Publication 25. No bleeds required.

PACKING

Pack in suitable shipping containers furnished by the contractor. Each shipping container must not exceed 45 lbs. when fully packed. Attach sample copy, face up, on the outside of each package.

Inner Packing: All items for trim sizes of 3-7/8 x 8-7/8" and 4-1/8 x 9-1/2" must be boxed in units of 500 envelopes per box before packing in shipping containers.

PALLETS

If individual print order does not provide additional instructions for deliveries requiring pallets, contractor to contact GPO for additional instructions.

Palletizing: Unless otherwise indicated on the individual print order, contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 1 020 x W 1 220 mm (L 40 x W 48"), Full entry must be on the 1 220 mm (48") width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 1 190 mm (47"). Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

LABELING AND MARKING

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

INSPECTION SAMPLES

When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034 ATTN: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION

Deliver f.o.b. destination to various destinations within the Continental United States (CONUS) including Washington, DC. Complete delivery addresses will be furnished with the individual print order. Destinations will fall within one of three shipping zones:

Zone 1: Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, Tennessee, West Virginia, and Wisconsin. **Most orders will deliver to Indiana, Kentucky, Ohio, Tennessee, or West Virginia.**

Zone 2: Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Vermont, Virginia, and Washington, DC. **Most orders will deliver to Virginia.**

Zone 3: Arizona, Arkansas, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming. **Most orders will deliver to Nevada.**

Inside delivery is required and is defined as delivery to a Government controlled space as directed.

Delivery Notification

It is anticipated that the majority of orders will require the contractor to make advanced delivery notification, including scheduling delivery appointments. Individual print order will specify what if any, type of delivery notification is required. Delivery notifications to be made via e-mail or telephone as indicated on the individual print order.

Some orders will require delivery driver to provide proof of identity in the form of private or commercial driver's license).

Delivery notifications to be made at no additional charge to the Government. Failure to make delivery notification or provide proof of identity as directed may result in any refusal of delivery. Any resulting additional delivery fees may be assessed to contractor.

SCHEDULE

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

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

<u>Number of Orders</u>	<u>Number of Workdays</u>
89	5 to 9
61	10 to 14
22	15 to 19
11	20 to 24
2	25 to 30

Up to 10 orders may be placed on any one day with all orders having the same delivery date. Contractor must be able to demonstrate the capability to print a minimum of 500,000 envelopes per workday.

When proofs are ordered, proofs will be held no longer than 2 workdays from receipt. A minimum of 7 workdays allowed for orders requiring proofs.

When non-standard windows are ordered, a minimum of 15 workdays will be allowed.

The ship/delivery date indicated on the print order is the date products must be received at the destination.

Unscheduled material such as shipping 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.

DELIVERY/SHIPPING STATUS INFORMATION

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

RECEIPT FOR DELIVERY

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

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 orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I.	(a)	(1)	1,570
		(2)	10,160
		(3)	33,825
	(b)	(1)	280
		(2)	1,270
	(c)	(1)	650
		(2)	1,615
	(d)	(1)	250
		(2)	200
	(e)	(1)	95
		(2)	100
II.	1.	(a)	45,555
	2.	(a)	940
		(b)	2,045
		(c)	345
		(d)	75
	3.	(a)	610
		(b)	220
		(c)	105
		(d)	120
III.		(a)	15,430
		(b)	26,260
		(c)	11,400
		(d)	150
		(e)	164
IV.	1.	(a)	44,745
		(b)	1,530
		(c)	2,250
		(d)	425
		(e)	185
	2.	(a)	800
		(b)	25
	3.	(a)	10
		(b)	45

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to various destinations within the Continental United States (CONUS) and Washington, DC.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production 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), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

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

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING ENVELOPES: Prices shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications, except for Items II. Stock/Paper, III. Additional Operations and IV. Inner-Packing, Packing, and Shipping Charges.

Print face only in a single ink color:

(a) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2":

- (1) 500 to 9,500 envelopes per 100 envelopes \$ _____
- (2) 10,000 to 49,500 envelopes per 100 envelopes \$ _____
- (3) 50,000 to 150,000 envelopes per 100 envelopes \$ _____

(b) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2":

- (1) 500 to 9,500 envelopes per 100 envelopes \$ _____
- (2) 10,000 to 50,000 envelopes per 100 envelopes \$ _____

(Initials)

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SCHEDULE OF PRICES

I. Printing Envelopes (Continued):

Print face only in a single ink color:

- (c) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2":
 - (1) 500 to 9,500 envelopes per 100 envelopes \$ _____
 - (2) 10,000 to 50,000 envelopes per 100 envelopes \$ _____
- (d) Trim Sizes: 10 x 15" or 11 x 13":
 - (1) 500 to 9,500 envelopes per 100 envelopes \$ _____
 - (2) 10,000 to 50,000 envelopes per 100 envelopes \$ _____
- (e) Trim Size: 12 x 16":
 - (1) 500 to 9,500 envelopes per 100 envelopes \$ _____
 - (2) 10,000 to 50,000 envelopes per 100 envelopes \$ _____

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of envelopes furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

- (a) White Writing/Wove (20 or 24 lbs.):
 - (1) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" per 100 envelopes \$ _____
- (b) Light Brown Kraft (24 or 28 or 32 lbs.):
 - (1) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2" per 100 envelopes \$ _____
 - (2) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" per 100 envelopes \$ _____
 - (3) Trim Sizes: 10 x 15" or 11 x 13" per 100 envelopes \$ _____
 - (4) Trim Size: 12 x 16" per 100 envelopes \$ _____
- (c) White Kraft (24 or 28 or 32 lbs.):
 - (1) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2" per 100 envelopes \$ _____
 - (2) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" per 100 envelopes \$ _____
 - (3) Trim Sizes: 10 x 15" or 11 x 13" per 100 envelopes \$ _____
 - (4) Trim Size: 12 x 16" per 100 envelopes \$ _____

III. ADDITIONAL OPERATIONS: The prices offered for each of the following items must include the cost of all required materials and operations necessary in accordance with these specifications.

- (a) Print interior (any size) with security tint per 100 envelopes \$ _____
- (b) Die-cut Standard Window per 100 envelopes \$ _____
- (c) Die-cut Non-standard Window per 100 envelopes \$ _____
- (d) Typesetting, up to and including 50 typelines per item \$ _____
- (e) PDF proofs per item \$ _____

(Initials)

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SCHEDULE OF PRICES

IV. INNER-PACKING, PACKING, AND SHIPPING CHARGES: The following charges cover the cost of packing of envelopes in shipping containers (including inner-packing of #9 and #10 envelopes), and shipping to destinations within each of the three zones listed below.

- (a) Delivered to Zone 1:
 - (1) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" per 100 envelopes \$ _____
 - (2) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2" or 6-1/2 x 9-1/2" per 100 envelopes \$ _____
 - (3) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" per 100 envelopes \$ _____
 - (4) Trim Sizes: 10 x 15" or 11 x 13" per 100 envelopes \$ _____
 - (5) Trim Size: 12 x 16" per 100 envelopes \$ _____

- (b) Delivered to Zone 2:
 - (1) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" per 100 envelopes \$ _____
 - (2) All trim sizes other than IV. 2. (a) above..... per 100 envelopes \$ _____

- (c) Delivered to Zone 3:
 - (1) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" per 100 envelopes \$ _____
 - (2) All trim sizes other than IV. 3. (a) above..... per 100 envelopes \$ _____

EXPLANATION OF SHIPPING ZONES: Destinations which are located within the various states and the District of Columbia will fall within one of three shipping zones:

Zone 1: Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, Tennessee, West Virginia, and Wisconsin. **Most orders will deliver to Tennessee, Ohio, or Kentucky.**

Zone 2: Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Vermont, Virginia, and Washington, DC. **Most orders will deliver to Connecticut or Maine.**

Zone 3: Arizona, Arkansas, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming. **Most orders will deliver to Utah, California, or Colorado.**

(Initials)

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SCHEDULE OF PRICES

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

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitations 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 point(s), in exact accordance with specifications.

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

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 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)

THIS SECTION FOR GPO USE ONLY

Contracting Officer: _____ Date _____ Certifier by: _____ Date _____
(Initials) (Initials)

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