

PROGRAM 2553-S									
Term of Contract: July 1, 2018 through June 30, 2019 plus 2 option years									
TITLE	CENSUS ENVELOPES	BASIS OF AWARD	CENVEO		HUSKY ENVELOPE PROD., INC		PRINTING RESOURCES, INC		
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
ITEM NO.	DESCRIPTION		Mt. Pleasant, PA	Walled Lake, MI	Cleveland, OH				
I.	MANUFACTURING/PRINTING:								
1.	Printing face (before construction) in single ink color (constructed face, back, and exterior flap):								
(a)	Quantities of 1,000 to 9,999 envelopes per 1,000 envelopes								
(1)	Format A	19	\$49.87	\$947.53	\$36.00	\$684.00	\$55.00	\$1,045.00	
(2)	Format B	6	\$387.12	\$2,322.72	\$49.00	\$294.00	\$85.00	\$510.00	
(3)	Format C	6	\$469.31	\$2,815.86	\$61.00	\$366.00	\$195.00	\$1,170.00	
(4)	Format D	4	\$121.33	\$485.32	\$120.45	\$481.80	\$195.00	\$780.00	
(b)	Quantities of 10,000 to 99,999 envelopes per 1,000 envelopes								
(1)	Format A	273	\$28.38	\$7,747.74	\$31.30	\$8,544.90	\$35.00	\$9,555.00	
(2)	Format B	120	\$199.23	\$23,907.60	\$20.43	\$2,451.60	\$65.00	\$7,800.00	
(3)	Format C	139	\$250.24	\$34,783.36	\$23.00	\$3,197.00	\$165.00	\$22,935.00	
(4)	Format D	40	\$74.39	\$2,975.60	\$48.89	\$1,955.60	\$165.00	\$6,600.00	
(c)	Quantities of 100,000 to 999,999 envelopes per 1,000 envelopes								
(1)	Format A	2,616	\$8.19	\$21,425.04	\$10.88	\$28,462.08	\$10.00	\$26,160.00	
(2)	Format B	950	\$28.94	\$27,493.00	\$15.02	\$14,269.00	\$22.00	\$20,900.00	
(3)	Format C	1,114	\$20.58	\$22,926.12	\$21.00	\$23,394.00	\$43.00	\$47,902.00	
(4)	Format D	612	\$19.15	\$11,719.80	\$29.50	\$18,054.00	\$30.00	\$18,360.00	
(d)	Quantities of 1,000,000 to 5,000,000 envelopes per 1,000 envelopes								
(1)	Format A	9,825	\$6.22	\$61,111.50	\$7.50	\$73,687.50	\$7.85	\$77,126.25	
2.	Printing additional ink color(s) on face before construction, per color per 1,000 envelopes								
(1)	Format A	5,901	\$0.47	\$2,773.47	\$0.50	\$2,950.50	\$0.75	\$4,425.75	
(2)	Format B	42	\$12.76	\$535.92	\$0.50	\$21.00	\$0.75	\$31.50	
(3)	Format C	154	\$1.47	\$226.38	\$0.50	\$77.00	\$0.75	\$115.50	
(4)	Format D	3	\$3.01	\$9.03	\$0.50	\$1.50	\$0.75	\$2.25	
3.	Printing back (before construction) in black ink (interior flap and throat or interior security tint) per 1,000 envelopes								
(1)	Format A	7,303	\$2.21	\$16,139.63	\$0.60	\$4,381.80	\$2.00	\$14,606.00	
(2)	Format B	1,074	\$2.58	\$2,770.92	\$0.60	\$644.40	\$5.00	\$5,370.00	
(3)	Format C	1,259	\$5.40	\$6,798.60	\$4.00	\$5,036.00	\$7.50	\$9,442.50	
(4)	Format D	653	\$10.15	\$6,627.95	\$6.00	\$3,918.00	\$9.38	\$6,125.14	
II.	STOCK/PAPER:								
(a)	Light Brown Kraft (24-lbs.) per 1,000 envelopes								
(1)	Format A	64	\$10.84	\$693.76	\$13.77	\$881.28	\$22.22	\$1,422.08	
(2)	Format B	2	\$42.18	\$84.36	\$20.05	\$40.10	\$31.35	\$62.70	
(3)	Format C	5	\$43.10	\$215.50	\$27.00	\$135.00	\$39.30	\$196.50	
(4)	Format D	3	\$43.10	\$129.30	\$36.41	\$109.23	\$48.85	\$146.55	
(b)	Light Brown Kraft (28-lbs.) per 1,000 envelopes								
(1)	Format A	5	\$16.28	\$81.40	\$15.77	\$78.85	\$27.77	\$138.85	
(2)	Format B	2	\$48.84	\$97.68	\$23.45	\$46.90	\$39.18	\$78.36	
(3)	Format C	1	\$49.90	\$49.90	\$28.00	\$28.00	\$49.12	\$49.12	
(4)	Format D	1	\$49.90	\$49.90	\$42.41	\$42.41	\$61.06	\$61.06	
(c)	White Kraft (24-lbs) per 1,000 envelopes								
(1)	Format A	10,794	\$11.75	\$126,829.50	\$13.63	\$147,122.22	\$14.31	\$154,462.14	
(2)	Format B	2	\$48.87	\$97.74	\$20.96	\$41.92	\$27.50	\$55.00	
(3)	Format C	360	\$48.65	\$17,514.00	\$32.00	\$11,520.00	\$41.25	\$14,850.00	
(4)	Format D	40	\$49.93	\$1,997.20	\$38.26	\$1,530.40	\$55.00	\$2,200.00	
(d)	White Kraft (28-lbs) per 1,000 envelopes								
(3)	Format C	202	\$56.40	\$11,392.80	\$33.00	\$6,666.00	\$51.56	\$10,415.12	
(e)	White Writing/Wove (24-lbs) per 1,000 envelopes								
(1)	Format A	1,740	\$9.56	\$16,634.40	\$11.39	\$19,818.60	\$10.63	\$18,496.20	
(2)	Format B	1,070	\$33.08	\$35,395.60	\$16.53	\$17,687.10	\$17.40	\$18,618.00	
(3)	Format C	691	\$38.30	\$26,465.30	\$25.00	\$17,275.00	\$35.28	\$24,378.48	
(4)	Format D	612	\$38.30	\$23,439.60	\$31.16	\$19,069.92	\$45.00	\$27,540.00	
(f)	White Writing/Wove (25% Bond) (24-lbs) per 1,000 envelopes								
(1)	Format A	130	\$35.99	\$4,678.70	\$45.00	\$5,850.00	\$43.75	\$5,687.50	
III.	ADDITIONAL OPERATIONS:								
1.	Digital Content Proofs (2 sets), including stock/paper								
(a)	Format A Trim Sizes...per item	23	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00	
(b)	Format B Trim Sizes...per item	5	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00	
(c)	Format C Trim Sizes...per item	8	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00	
(d)	Format D Trim Sizes...per item	3	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00	
2.	PDF "Soft" Proofs (any trim size) (1 set) per item	8	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00	
3.	Prior-to-Production Samples, including stock/paper:								
(a)	Format A Trim Sizes per 100 samples	28	N/C	\$0.00	N/C	\$0.00	\$250.00	\$7,000.00	
(b)	Format B Trim Sizes per 100 samples	3	N/C	\$0.00	N/C	\$0.00	\$250.00	\$750.00	
(c)	Format C Trim Sizes per 100 samples	6	N/C	\$0.00	N/C	\$0.00	\$250.00	\$1,500.00	
(d)	Format D Trim Sizes per 100 samples	3	N/C	\$0.00	N/C	\$0.00	\$250.00	\$750.00	
4.	Die-Cut Windows (with or without patch), any size, any location, each window per 1,000 envelopes	14,842	\$4.86	\$72,132.12	\$3.25	\$48,236.50	\$6.23	\$92,465.66	
5.	Pallets per pallet	147	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00	
<b>CONTRACTOR TOTALS</b>				\$594,521.85		\$489,051.11		\$662,285.21	
<b>PROMPT PAYMENT DISCOUNT</b>				0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
<b>DISCOUNTED TOTAL</b>				NET \$594,521.85		NET \$489,051.11		NET \$662,285.21	
<b>ABSTRACTED BY: Teri Doughty-Shoffstall 06/28/2018</b>					<b>AWARDED</b>				
<b>VERIFIED BY: Linda Price</b>									
<b>AWARDED TO: Husky Envelope Products, Inc.</b>									

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus OH

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Census Envelopes

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

Department of Commerce – Bureau of the Census, Suitland, MD

Single Award

**TERM OF CONTRACT**

The term of this contract is for the period beginning July 1, 2018 and ending June 30, 2019, plus up to two optional 12-month extension period(s) (July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021) that may be added in accordance with the “Option to Extend the Term of the Contract” clause in Section 1 of this contract. Special attention is directed to the “Economic Price Adjustment” clause in Section 1 of this contract.

**BID OPENING**

Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time on:

June 28, 2018

Bids must be received by above date and time, late bids will not be considered.

**SUBMIT SEALED BID TO**

U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid opening date. Bidder’s option to telefax quote to Columbus RO, (614) 488-4577. Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.

**BIDDERS PLEASE NOTE**

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Increased maximum quantity to 5,000,000 envelopes per item. Additional lesser changes are scattered throughout.

The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clause (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

Abstract of bids for Program 2553-S available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature call Linda Price at (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. 08/02)).

- GPO Contract Terms (GPO Publication 310.2):
  - <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms-01-18.pdf>
- GPO QATAP (GPO Publication 310.1):
  - <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

### **SUBCONTRACTING**

The predominant production functions are the manufacturing (construction) and printing of the envelopes. Bidders who must subcontract these operations 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 (form related) Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests and Inspections - General Inspection Level I.
- (b) Inspection of inserter jams, performance tests, and destructive tests - Special Inspection Level S-3.

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	Press Sheet Inspection (construction and content) or Prior-to-Production Samples (construction) and Approved Proofs (content)
P-9. Solid or Screen Tints Color Match	Pantone Matching System

### **EXTENSION OF TERM 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.

### **OPTION TO EXTEND TERM OF CONTRACT**

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 3 years (**June 30, 2021**) 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 **July 1, 2018 through June 30, 2019**, 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 **March 31, 2018**, 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.

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

### **PAPER PRICE ADJUSTMENT**

Paper prices charged under this contract will be adjusted in accordance with "*Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items*" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for "All Paper" will apply to all paper required under this contract.
2. The applicable index figures for the month of **July, 2018** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.



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.

#### **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](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

#### **PAYMENT**

Anticipate some of the Print Orders (GPO Form 2511) will contain multiple items. Each item must be itemized in accordance with the Schedule of Prices and a grand total must be entered on the contractor's invoice.

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at <https://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/finance/index.htm>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

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 custom window and non-window envelopes requiring such operations as manufacture and construction, proofs, prior-to-production samples, reproducibles, printing in up to two ink colors, press sheet inspections, packing, and delivery.

**TITLE**

Census Envelopes

**NUMBER OF ORDERS**

Approximately 38 print orders, up to 8 items per print order. Anticipate 47 items.

**TRIM SIZES**

Various trim sizes will be ordered and paid for in their respective “Format” classifications as follows:

*Table 1: Trim Sizes by Format*

<b>Format A</b>	<b>Format B</b>	<b>Format C</b>	<b>Format D</b>
3-7/8 x 8-7/8”	4-1/2 x 10-3/8”	8-3/4 x 11-3/4”	9-1/2 x 12-1/2”
4-1/8 x 9-1/2”	5-3/4 x 8-3/4”	8-7/8 x 11-3/4”	10 x 15”
	5-7/8 x 9”	9 x 11-1/2”	
	6-1/16 x 9-1/2”	9 x 11-3/4”	
	6-1/16 x 10-1/16”	9 x 12”	

**QUANTITY**

Each item ordered may have a quantity between 1,000 and 5,000,000 envelopes, regardless of trim size. Each item will be ordered and paid for in their respective “Quantity Group” classifications as described below. The following is anticipated:

*Table 2: Items by Quantity Group and Format*

<b>Quantity Group</b>	<b>Format A</b>	<b>Format B</b>	<b>Format C</b>	<b>Format D</b>
<b>1,000 to 9,999 envelopes</b>	3 items	3 items	2 items	2 items
<b>10,000 to 99,999 envelopes</b>	7 items	3 items	3 items	1 item
<b>100,000 to 999,000 envelopes</b>	8 items	2 items	5 items	2 items
<b>1,000,000 to 5,000,000 envelopes</b>	6 items	None	None	None

## **GOVERNMENT TO FURNISH**

Electronic media and GPO Form 2511 Print Order furnished via e-mail. Files created on Windows operating system. Files created in: InDesign 4 or later, Adobe Acrobat .PDF, Adobe Illustrator, Adobe PhotoShop, and Amgraf's One Form Designer Plus. Files will be furnished in composite PostScript format, and composite PDF with Acrobat job options file included. Postscript files will require color separations using Sytec or equivalent. Contractor to maintain electronic media files for the term of the contract.

## **FONTS**

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. An occasional order may require the contractor to embed the fonts into the electronic file.

## **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 Linda Vaughn, Census, (301) 763-5157 with e-mail notification to Columbus GPO Contracting Office, [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov), 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.

## **FORMS**

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, form number, and revision date, carried on copy or film, etc., must not print on finished product. Exception to GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01): Do not print GPO imprint.

## **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.

## **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 contractor's production environment.

## **PROOFS**

Digital Content Proofs or “Press Quality” PDF “soft” Proofs are anticipated. Some orders may not require proofs.

### **DIGITAL CONTENT PROOFS**

When indicated on the individual print order, two sets of digital color content proofs of the envelope are required. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall include the die lines of the envelope with all elements in proper position (not pasted up), imaged face and back (as applicable), trimmed and folded to the finished size of the product, as applicable. Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

Deliver the proofs to the address(es) indicated on the individual print order (usually Jeffersonville, IN and Suitland, MD). The containers and accompanying documentation shall be marked PROOFS and shall include the GPO jacket, purchase order, program and print order numbers. All containers are to be labeled using bright colored stock.

### **PDF “SOFT” PROOFS**

When indicated on the individual print order, contractor to submit one set “Press Quality” PDF “soft” proof for content only using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof shall include the die lines of the envelope with all elements in proper position and will be evaluated for text flow and image position. Proofs will not be used for color match.

Contractor to e-mail proofs to the address(es) indicated on the individual print order with copy to [linda.j.vaughn@census.gov](mailto:linda.j.vaughn@census.gov) and [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov). The subject line of the e-mail shall include the Program Number and Print Order Number and identify the e-mail as “PROOFS”. Contractor to verify receipt of Proofs via telephone or e-mail 30 minutes after submission, contact the individual listed on the print order.

### **PROOF SCHEDULE**

Proofs must be submitted in time to allow for complete production run and delivery, including prior-to-production samples if required. Proofs will be held by the Government for two workdays.

### **PRIOR-TO-PRODUCTION SAMPLES**

When indicated on the print order, contractor shall submit up to 500 prior-to-production samples. The individual print order will indicate how many sets will be required.

The samples will be tested to ensure that envelopes will run through equipment specified on the individual print order and size and position of window and printing is correct. Various styles of envelopes with various trim sizes, window sizes, and window placements will be ordered. Anticipate the prior-to-production samples will be required the first time a style is ordered. The approved prior-to-production samples will serve as the specified standard for construction until prior-to-production samples are ordered again.

Samples shall be submitted within five workdays after proof approval. Unless otherwise indicated, samples are to be submitted to the Suitland, MD and/or Jeffersonville, IN address(es) indicated on the individual print order.

The containers and accompanying documentation shall be marked PRIOR-TO-PRODUCTION SAMPLES and shall include the GPO jacket, purchase order, program and print order numbers. All containers are to be labeled using label on bright colored stock. Each sample shall be constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

The Government will approve, conditionally approve, or disapprove the samples within two workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection.

Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the 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 shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

### **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. 12" dated March 2011 available at <https://www.gpo.gov/vendors/sfas.htm>.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

The stock/paper to be used will be indicated on the individual print order.

White or Light Brown Kraft Envelope, basis size 17 x 22", basis weight 24-lbs. or 28-lbs. per 500 sheets, equal to JCP Code V10.

White Writing/Wove Envelope, basis size 17 x 22", basis weight 24-lbs. per 500 sheets, equal to JCP Code V20.

White Writing/Wove Envelope with 25% Bond, basis size 17 x 22", basis weight 24-lbs. per 500 sheets, equal to JCP Code V40.

### **PRINTING**

Most items print in single ink color, usually black. Occasionally items will print in Pantone color other than black. Some items will print in two ink colors, usually black and Pantone 199 Red, however, other Pantone colors may be ordered. Pantone number(s) will be indicated on the individual print order.

All items print on the face before construction. This includes printing on the constructed exterior of the face, back, and flap.

Most items will require interior opaque security tint in black ink. When indicated on the individual print order, the security tint is to extend onto interior of flap (excluding gummed area). 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.

Some items will print content on the back of envelope before construction. This includes printing on constructed interior of the flap and throat. It is anticipated that these items will not require an interior opaque security tint. In the event a security tint is required, follow tinting instructions on individual print order.

Envelopes will require the contractor to print the furnished postal markings, including postal markings for Business Reply Mail (BRM) such as Facing Identification Marks (FIM), Business Reply Legends, and Government owned postage indicia imprints. These markings are critical components and must be legible by USPS processing equipment. Smearing or otherwise unreadable postal markings may result in an item being rejected. Any Government owned postage indicia furnished to the contractor on this contract may only be used for the purposes of this contract.

### **PRESS SHEET INSPECTION**

When indicated on the individual print order, final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, the contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval.

A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated January 2015 (available on GPO web site at: <https://www.gpo.gov/vendors/sfas.htm>).

### **NOTIFICATION**

Call Linda Vaughn at (301) 763-5157 and Columbus GPO at (614) 488-4616, ext. 7, with a minimum notice of 48 hours prior to availability of press sheets. This notification must provide the starting date and time of the first press form, as well as the tentative schedule for all subsequent press forms required for complete production.

On site press inspections must be scheduled Monday through Friday, exclusive of Federal holidays, and scheduled to begin between the hours of 7:00 a.m. and 7:00 p.m. local time. It is the contractor's responsibility to maintain and adjust inspection schedules, as required, to ensure all subsequent inspections are performed on following workdays.

Inspection schedules must allow Government representatives to complete approval of all press forms within the day/time requirements. Inspections must not be scheduled on weekends, or to “carry over to the following week” without prior approval by Linda Vaughn, Census, and the GPO Contracting Officer.

Linda Vaughn, Census, and the GPO Contracting Officer reserves the right to deny requests for press inspections/color approvals that conflict with these scheduling requirements. Failure to comply with these scheduling requirements may result in additional Government per diem, overtime, and/or travel related charges which may be chargeable to the contractor (See GPO Contract Terms, Pub. 310.2, (Rev. 6-01), Article 14. Inspection and Tests, (e) (1) & (2)).

### **MARGINS**

Follow furnished file for margins, no bleeds.

### **CONSTRUCTION**

Contractor required to construct (convert) envelope stock/paper into finished envelope. All construction elements (trim sizes, seams, flaps, window size, and window location) are critical components for all items ordered on the contract. After contractor completes delivery, envelopes will be further processed by Census on specific inserting and mailing equipment that will be indicated on each individual print order. Most envelopes produced under this contract will be used on the following equipment:

- Pitney Bowes Flowmaster System Inserters:
  - Model FL61
  - Model FLZ6
- Pitney Bowes High Speed Inserter:
  - Model ZXOB
- Gunther International Finishing System:
  - Model EP-4000

Other equipment that may also be used will be indicated on the individual print orders. It is the contractor’s responsibility to insure that envelopes produced meet the requirements specified by the equipment manufactures listed on the individual print orders.

### **SEAMS**

Seam placement will be indicated on each individual print order. The majority of items are open side. Trim sizes under Format A will have high-cut diagonal seams. Trim sizes under Format D will have side seams. Trim sizes under Formats B and C will have high-cut diagonal seams or side seams.

Anticipate an occasional item with trim sizes under Format D (usually 10 x 15”) will be open end with center seam.

### **FLAPS**

Individual print order will indicate if split-gummed or fully-gummed flaps are required. Items with side and center seams will require straight flap with minimum flap height of 2” and slightly rounded corners.

Orders with high-cut diagonal seams will require the minimum flap height to be 1-5/8” and the maximum flap height of 2” with throat depth to be a minimum 0.81” and a maximum 1” and tapered at an 8 to 15 degree angle. Envelopes to be sufficiently high cut as to prevent the flap adhesive from contacting the envelope contents (C.I.D. A-AA1446F March 10, 1994).

## WINDOWS

When windows are ordered they must be die-cut to the size specified and placed in the location specified on the individual print order. All windows will be rectangular in shape and have slightly rounded corners.

It is anticipated that most orders requiring windows will require one window on the face of the constructed envelope. An occasional order may require one window on the back of the constructed envelope, usually, but not limited to, trim sizes under Format C.

Most window envelope orders will require a clear, transparent window patch, contractor's option to use polystyrene or similar material. Window patch is to be securely adhered to interior of envelopes at a minimum of 4 mm (0.157") and a maximum of 5 mm (0.197") beyond die-cut area. The patch material is not to extend beyond 2 mm (0.079") of adherence line. Some window envelope orders will not require a window patch.

The majority of window envelope orders will require the following window dimensions and placement:

Table 3: Window Dimensions for Face of Envelope

<i>Envelope Trim Size</i>	<i>Face Window Dimensions</i>	<i>Location from Left/Right</i>	<i>Location from Top/Bottom</i>
4-1/8 x 9-1/2"	1 x 5"	1" from Right	5/8" from Bottom
	1-1/2 x 5"	1/2" from Right or 3/4" from Left	5/8" from Bottom
	1-1/2 x 6-1/4" and 2 x 5"	3/4" from Left	5/8" from Bottom
5-3/4 x 8-3/4"	7/8 x 5"	1-1/8" from Right	1-7/8" from Top
5-7/8 x 9"	5/8 x 4-3/8"	3/4" from Left	1-5/8" from Top
6-1/16 x 9-1/2"	2 x 5"	3/4" from Right	1" from Bottom
	2-1/2 x 5"	1-3/4" from Right	3/4" from Top
6-1/16 x 10-1/16"	2-3/4 x 4-1/4"	1-1/8" from Right	2-1/8" from Top
8-3/4 x 11-3/4"	7/8 x 4"	1" from Right	1-1/16 from Bottom
8-7/8 x 11-3/4"	1-7/8 x 4"	1" from Right	2" from Bottom
9 x 11-1/2"	1-3/4 x 4-1/2"	1" from Left	2-1/2" from Top
9 x 11-3/4"	2-3/4 x 4-1/2"	1-1/8" from Right	2-7/8" from Top
9 x 12"	1-3/4 x 4-1/2"	1" from Left	2-1/2" from Top
	2-1/2 x 4-1/2"	1-1/8" from Right	2-7/8" from Top
	2-3/4 x 4-1/2"	1-3/8" from Right	2" from Top

Table 4: Window Dimensions for Back of Envelope

<i>Envelope Trim Size</i>	<i>Back Window Dimensions</i>	<i>Location from Left/Right</i>	<i>Location from Top/Bottom</i>
8-7/8 x 11-3/4"	1/2 x 1"	1" from Right	7/8" from Bottom
9 x 12"	1/2 x 1"	1" from Right	7/8" from Bottom
9 x 11-1/2"	3/4 x 1-1/4"	1" from Right	7/8" from Bottom

Other envelope trim sizes that are specified on the contract may be ordered with windows. Other window dimensions and window locations not listed above may be ordered.

NOTE: Envelopes with windows on the back will have side seams and will be positioned to prevent interference with the interior seam.

**PACKING**

Pack as indicated on the individual print order. Pack in boxes and shipping containers furnished by the contractor. Containers are not to exceed 35-lbs. per container. If container weight exceeds 35-lbs., contractor to notify Census immediately. Individual print order will indicate if flaps are to be folded down or not folded down for packing and shipping purposes. Individual print order will indicate the number of envelopes per box and the number of boxes per container.

**PALLETS/PALLETIZING**

The contractor will be required to furnish pallets for bulk shipments, in shipping containers, maximum 45 containers per pallet.

Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48" x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Cartons shall be of the appropriate dimensions so as to be stacked on the pallets, so that the length of each carton runs in the opposite direction to the row of cartons beneath/above, (i.e., interlocking 90-degree palletizing scheme), with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or row will not be accepted.

**LABELING AND MARKING**

Refer to Contract Terms and furnished Form 905. Form must be completed in its entirety with all boxes completed with appropriate information. A sample of a completed Form 905 will be provided at time of award or with first print order.

NOTE: Noncompliance with labeling and marking specifications may be cause for the Government to reject the shipment, at destination, and return it to the contractor at his expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL)**

All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on [www.gpo.gov](http://www.gpo.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

*Table 5: Blue Label Sample Plan*

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.gpo.gov](http://www.gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” clause below.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

**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 112B, Columbus, Ohio 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 Jeffersonville, IN and/or Suitland, MD addresses indicated on the individual print order.

During inclement weather or other emergency situations in the Jeffersonville, IN and/or Suitland, MD delivery locations, the Census Bureau has put in place emergency contact phone numbers for contractor use. The numbers will have information concerning the opening and operational hours affecting contractors delivering materials and reporting to the facilities. The phone number for Jeffersonville, IN is (812) 218-3911 and the phone number for Suitland, MD is (301) 763-4447.

On the same day that the product ships/delivers, the contractor must notify the ordering agency and GPO via e-mail (addresses provided after award) of the distribution. The subject line of the message shall be “Distribution Notice for (enter program and print order numbers)”. The notice must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

### **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) to be e-mailed with the furnished material. The schedule will begin one workday after receipt of furnished materials and print order.

Orders without prior-to-production samples will require complete production and delivery in a minimum of 10 workdays (inclusive of proof transit and hold time). It is anticipated that proofs will be held for 2 workdays.

Orders with prior-to-production samples will require complete production and delivery in a minimum of 20 workdays (inclusive to proof and prior-to-production transit and hold time). It is anticipated that proofs will be held for 2 workdays and prior-to-production samples will be held for 2 workdays.

The contractor shall submit proofs and prior-to-production samples to the Government in sufficient time to meet the required schedule. When revised proofs are ordered by the Government due to errors caused by the Government, additional workdays will be allowed in accordance with GPO Contract Terms, Article 12(c), Extension of Schedule.

The ship/deliver date indicated on the print order is the date products must be received at the addresses listed under "Distribution".

### **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.

Unscheduled material such as 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.

### **RETURN OF GOVERNMENT FURNISHED PROPERTY**

The contractor must deliver five envelopes of each job to the Suitland, MD address indicated on the individual print order. These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract. All expenses incidental to the pickup/return of proofs/prior-to-production samples, must be borne by the contractor. Unless again the successful bidder, the contractor must return all electronic files within five workdays after contract expiration.

**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 1 year’s product 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.		(1)	(2)	(3)	(4)
1.	(a)	19	6	6	4
	(b)	273	120	139	40
	(c)	2,616	950	1,114	612
	(d)	9,825	xxxx	xxxx	xxxx
2.		5,901	42	154	3
3.		7,303	1,074	1,259	653
II.		(1)	(2)	(3)	(4)
	(a)	64	2	5	3
	(b)	5	2	1	1
	(c)	10,794	2	360	40
	(d)	xxxx	xxxx	202	xxxx
	(e)	1,740	1,070	691	612
	(f)	130	xxxx	xxxx	xxxx
III.	1.	(a)	23		
		(b)	5		
		(c)	8		
		(d)	3		
	2.		8		
	3.	(a)	28		
		(b)	3		
		(c)	6		
		(d)	3		
	4.		14,842		
	5.		147		

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination for deliveries to Jeffersonville, IN, and Suitland, MD.

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

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

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

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

Bids submitted with NB (No Bid) , NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

Bids for each “Format” shall be for the trim size(s) listed as outlined in Section 2. – Specifications.

<u>FORMAT A</u>	<u>FORMAT B</u>	<u>FORMAT C</u>	<u>FORMAT D</u>
3-7/8 x 8-7/8”	4-1/2 x 10-3/8”	8-3/4 x 11-3/4”	9-1/2 x 12-1/2”
4-1/8 x 9-1/2”	5-3/4 x 8-3/4”	8-7/8 x 11-3/4”	10 x 15”
	5-7/8 x 9”	9 x 11-1/2”	
	6-1/16 x 9-1/2”	9 x 11-3/4”	
	6-1/16 x 10-1/16”	9 x 12”	

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.

Fractional parts of 1,000 will be prorated at the per 1,000 rate for Items I. Manufacturing/Printing and II. Stock/Paper.

Fractional parts of 100 will be prorate at the per 100 rate for Item III. Additional Operations, 3. Prior-to-Production Samples.

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

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***(Initials)***

***RETURN THIS PAGE TO GPO, COLUMBUS, OH RO***

**SCHEDULE OF PRICES**

**I. MANUFACTURING/PRINTING:** Prices must be all-inclusive and must include the cost of all required materials and operations necessary for the manufacturing and printing envelopes in accordance with these specifications, including distribution to Jeffersonville, IN and Suitland, MD, except for Item II. Stock/Paper and Item III. Additional Operations.

<u>FORMAT A</u>	<u>FORMAT B</u>	<u>FORMAT C</u>	<u>FORMAT D</u>
3-7/8 x 8-7/8"	4-1/2 x 10-3/8"	8-3/4 x 11-3/4"	9-1/2 x 12-1/2"
4-1/8 x 9-1/2"	5-3/4 x 8-3/4"	8-7/8 x 11-3/4"	10 x 15"
	5-7/8 x 9"	9 x 11-1/2"	
	6-1/16 x 9-1/2"	9 x 11-3/4"	
	6-1/16 x 10-1/16"	9 x 12"	

<u>Format A</u>	<u>Format B</u>	<u>Format C</u>	<u>Format D</u>
(1)	(2)	(3)	(4)

1. Printing face (before construction) in single ink color (constructed face, back, and exterior flap):
  - (a) Quantities of 1,000 to 9,999 envelopes, per 1,000 envelopes ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
  - (b) Quantities of 10,000 to 99,999 envelopes, per 1,000 envelopes ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
  - (c) Quantities of 100,000 to 999,999 envelopes, per 1,000 envelopes ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
  - (d) Quantities of 1,000,000 to 5,000,000 envelopes, per 1,000 envelopes ..... \$ \_\_\_\_\_      xxxx      xxxx      xxxx
2. Printing additional ink color(s), on face before construction, per color, per 1,000 envelopes..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
3. Printing back (before construction) in black ink (interior flap and throat or interior security tint), per 1,000 envelopes..... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

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

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**SCHEDULE OF PRICES**

**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 finished size of the envelopes. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

NOTE: Stock/Paper for Proofs and Prior-to-Production Samples is NOT billable under Item II. Stock/Paper. All charges for stock/paper of Proofs and Prior-to-Production Samples are to be included under Item III. Additional Operations.

<u>FORMAT A</u>	<u>FORMAT B</u>	<u>FORMAT C</u>	<u>FORMAT D</u>
3-7/8 x 8-7/8"	4-1/2 x 10-3/8"	8-3/4 x 11-3/4"	9-1/2 x 12-1/2"
4-1/8 x 9-1/2"	5-3/4 x 8-3/4"	8-7/8 x 11-3/4"	10 x 15"
	5-7/8 x 9"	9 x 11-1/2"	
	6-1/16 x 9-1/2"	9 x 11-3/4"	
	6-1/16 x 10-1/16"	9 x 12"	

	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>	<u>Format D</u>
	(1)	(2)	(3)	(4)
(a) Light Brown Kraft (24-lbs.), per 1,000 envelopes .....	\$ _____	\$ _____	\$ _____	\$ _____
(b) Light Brown Kraft (28-lbs.), per 1,000 envelopes .....	\$ _____	\$ _____	\$ _____	\$ _____
(c) White Kraft (24-lbs.), per 1,000 envelopes .....	\$ _____	\$ _____	\$ _____	\$ _____
(d) White Kraft (28-lbs.), per 1,000 envelopes .....	xxxx	xxxx	\$ _____	xxxx
(e) White Writing/Wove (24-lbs.) per 1,000 envelopes .....	\$ _____	\$ _____	\$ _____	\$ _____
(f) White Writing/Wove (25% Bond) (24-lbs.) per 1,000 envelopes .....	\$ _____	xxxx	xxxx	xxxx

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

**RETURN THIS PAGE TO GPO, COLUMBUS, OH RO**

**SCHEDULE OF PRICES**

**III. ADDITIONAL OPERATIONS:** Price offered for the following operations must include the cost of all required materials and operations.

<u>FORMAT A</u>	<u>FORMAT B</u>	<u>FORMAT C</u>	<u>FORMAT D</u>
3-7/8 x 8-7/8"	4-1/2 x 10-3/8"	8-3/4 x 11-3/4"	9-1/2 x 12-1/2"
4-1/8 x 9-1/2"	5-3/4 x 8-3/4"	8-7/8 x 11-3/4"	10 x 15"
	5-7/8 x 9"	9 x 11-1/2"	
	6-1/16 x 9-1/2"	9 x 11-3/4"	
	6-1/16 x 10-1/16"	9 x 12"	

1. Digital Content Proofs (2 sets), including stock/paper:
  - (a) Format A Trim Sizes ..... per item.....\$ \_\_\_\_\_
  - (b) Format B Trim Sizes..... per item.....\$ \_\_\_\_\_
  - (c) Format C Trim Sizes..... per item.....\$ \_\_\_\_\_
  - (d) Format D Trim Sizes ..... per item.....\$ \_\_\_\_\_
2. PDF “Soft” Proofs (any trim size) (1 set) ..... per item.....\$ \_\_\_\_\_
3. Prior-to-Production Samples including stock/paper:
  - (a) Format A Trim Sizes ..... per 100 samples .....\$ \_\_\_\_\_
  - (b) Format B Trim Sizes..... per 100 samples .....\$ \_\_\_\_\_
  - (c) Format C Trim Sizes..... per 100 samples .....\$ \_\_\_\_\_
  - (d) Format D Trim Sizes ..... per 100 samples .....\$ \_\_\_\_\_
4. Die-Cut Windows (with or without patch), any size,  
any location...each window ..... per 1,000 envelopes .....\$ \_\_\_\_\_
5. Pallets ..... per pallet.....\$ \_\_\_\_\_

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

**RETURN THIS PAGE TO GPO, COLUMBUS, OH RO**

**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)

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_

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