

| PROGRAM 3557-S (R-1)<br>Term: 4/30/19 through 3/31/20<br>TITLE: U.S. MARSHALS SERVICE FOLDERS |                        | BASIS OF<br>AWARD              | S&W Manufacturing<br>Florence, SC |                        |
|---|------------------------|--------------------------------|-----------------------------------|------------------------|
| ITEM NO.  | DESCRIPTION            |                                | UNIT RATE                         | COST                   |
| I.  | COMPLETE PRODUCT:      |                                |                                   |                        |
| (a)   | Item 1: Form USM-26:   |                                |                                   |                        |
| (1)   | Makeready and/or Setup | 1                              | NC                                | 0.00                   |
| (2)   | Running per 100 copies | 7                              | 480.00                            | 3,360.00               |
| (b)   | Item 2: Form USM-27:   |                                |                                   |                        |
| (1)   | Makeready and/or Setup | 4                              | NC                                | 0.00                   |
| (2)   | Running per 100 copies | 34                             | 49.00                             | 1,666.00               |
| (c)   | Item 3: Form USM-28:   |                                |                                   |                        |
| (1)   | Makeready and/or Setup | 4                              | NC                                | 0.00                   |
| (2)   | Running per 100 copies | 76                             | 22.50                             | 1,710.00               |
| (d)   | Item 4: Form USM-123:  |                                |                                   |                        |
| (1)   | Makeready and/or Setup | 4                              | NC                                | 0.00                   |
| (2)   | Running per 100 copies | 720                            | 22.80                             | 16,416.00              |
| (e)   | Item 5: Form USM-123A: |                                |                                   |                        |
| (1)   | Makeready and/or Setup | 4                              | NC                                | 0.00                   |
| (2)   | Running per 100 copies | 420                            | 92.00                             | 38,640.00              |
| (f)   | Item 6: Form USM-248:  |                                |                                   |                        |
| (1)   | Makeready and/or Setup | 4                              | NC                                | 0.00                   |
| (2)   | Running per 100 copies | 48                             | 35.00                             | 1,680.00               |
| (g)   | Item 7: Form USM-286:  |                                |                                   |                        |
| (1)   | Makeready and/or Setup | 4                              | NC                                | 0.00                   |
| (2)   | Running per 100 copies | 260                            | 16.00                             | 4,160.00               |
| (h)   | Item 8: Form USM-548   |                                |                                   |                        |
| (1)   | Makeready and/or Setup | 1                              | NC                                | 0.00                   |
| (2)   | Running per 100 copies | 13                             | 500.00                            | 6,500.00               |
|   |                        | <b>CONTRACTORS TOTALS</b>      |                                   | <b>\$74,132.00</b>     |
|   |                        | <b>PROMPT PAYMENT DISCOUNT</b> |                                   | <b>0.00%</b>           |
|   |                        | <b>DISCOUNTED TOTALS</b>       |                                   | <b>NET \$74,132.00</b> |

Abstract by: Teri Doughty-Shoffstall 4/16/2019

Reviewed by: Linda Price 04/19/2019

Contract Awarded to: S & W Manufacturing Co.

**THIS IS A RE-SOLICITATION WITH REVISED SPECIFICATIONS.**

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

U.S. Marshals Service Folders

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

U.S. Marshals Service, Landover, MD

Single Award

**TERM OF CONTRACT**

The term of this contract is for the period beginning Date of Award and ending March 31, 2020, plus up to four optional 12-month extension period(s) (April 1, 2020 through March 31, 2021, April 1, 2021 through March 31, 2022, April 1, 2022 through March 31, 2023, and April 1, 2023 through March 31, 2024) that may be added in accordance with the “Option to Extend the Term of Contract” clause in Section 1 of this contract. Special attention is directed to the “Economic Price Adjustment” clause in Section 1 of this contract.

**SUBMIT BID TO**

U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date. Bidder’s option to telefax quote to Columbus RO, (614) 488-4577.

Telegraphic and e-mail bids transmitted to GPO offices WILL NOT be considered. GPO personnel WILL NOT validate receipt of any bid prior to bid opening. Bids must be received by the below date and time, late quotes will not be considered.

BIDS ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time **April 16, 2019**

**BIDDERS PLEASE NOTE**

- Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.
- Reduced anticipated number of orders and increased number of copiers per order.
- 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 current contract available: <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/contract-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 function may be either the manufacture of the folders or the printing of the folders. Bidders who must subcontract both 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 Attributes -- Level IV. This shall include an image reproduced by any means.
- (b) Finishing 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 | Furnished Material        |

**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 THE 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 5 years (**March 31, 2024**) 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 **Date of Award through March 31, 2020**, 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 **December 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. NOTE: This contract does not have a Paper Price Adjustment clause.

#### **PRE-AWARD SURVEY**

In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award 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.

#### **ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS**

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

#### **ORDERING**

Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through March 31, 2020** 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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 (and/or shipment as 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. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax, will be unable to respond to questions of a technical nature or transfer any inquiries.

## **PAYMENT**

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Contractor's billing invoice must be itemized in accordance with the line items in "[SECTION 4. – SCHEDULE OF PRICES.](#)"

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

## **SECTION 2. – SPECIFICATIONS**

### **SCOPE**

These specifications cover the production of folders requiring such operations as manufacture and assembly, printing, laminating, drilling, rounding corners, reinforcing holes, die cutting, binding with cloth strips, attaching fasteners, inserting inner leaves, packaging, and delivery.

### **TITLE**

U.S. Marshals Service Folders

### **INSPECTION OF MATERIAL**

Samples of each item shall be examined at the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 between the hours of 9:00 a.m. and 3:00 p.m. local Columbus, Ohio time, on any workday prior to the day of bid opening.

Examination of the samples by the bidder is an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the samples and thoroughly understand the nature and extent of the work to be performed.

### **ANTICIPATED REQUIREMENTS**

Based on anticipated usage, approximately 26 orders. Approximately 500 to 20,000 folders per order.

### **DESCRIPTION**

Contractor required to set type on the initial order of all items. Trim sizes and dimensions provided are approximate. Contractor to follow construction samples furnished at the beginning of the contract.

Color of stock/paper shall be of a uniform shade and close match by visual inspection of the samples described above. The Contracting Officer reserves the right to reject shipments of any order printed on the stock/paper the color of which, in his opinion, materially differs from that of the color samples.

Color of stock/paper may be achieved by surface tinting both sides.

The following is anticipated:

#### **ITEM 1: FORM USM-26 “SEIZED PROPERTY RECORD FOLDER, REAL PROPERTY”**

Use/Durability: Folders are issued to various office staff members and are handled on a monthly or quarterly basis for a duration of up to 6 years. Folders are used in an office setting and are subject to stacking, carrying, rotating, and storage in non-controlled environmental conditions. The Government anticipates that the folders will be opened and closed repeatedly at an estimated rate of 3 times per month. Each folder can be expected to carry up to 100 sheets of paper and must allow users to affix additional information inside the folder as often as necessary.

Folders must therefore perform under the usage conditions described for a period of no less than 6 months and up to 6 years.

Anticipated Usage: 1 order per year, anticipate 500 to 1,000 copies per order.

Flat Trim Size: 24” x 14-3/4” (includes 4-1/2 x 14-3/4” expansion strip)

- Folded Trim Size:** Front Cover: 14-3/4 x 9-1/2"  
Back Cover: 14-3/4 x 10"  
Inner Leaves: 14-1/2 x 9" plus 1/2" tab, five (5) leaves with 1/3 cut tabs (positions 1 through 3 and 1 and 2) on the 14-1/2" dimension.
- Stock/Paper:** Front/Back Cover: Green 25-pt. pressboard, similar to Specialty Paperboard Guidex Type III Green, equal to JCP Code R10  
Inner Leaves: Natural Shade 250 lbs. file folder stock, equal to JCP Code P20.  
Cloth Strips: Gray pyroxylin impregnated book cloth that conforms to the American National Standard for fabrics for Book Covers, designated ANSI L29.1-1977 Group C or polyolefin book plastic.
- Construction:** File folder with five inner leaves, bound on both sides with a cloth strip. Cloth strip to create a 4-1/2" expansion (3/4" between each cover/leaf) with at least a 1/2" wide overlap onto each cover/leaf. This cloth strip must wrap around the ends, not cut flush. Inner leaves to have a 1-3/4" cloth strip on each side of the 14-1/2" dimension, these strips to be same kind and color material as outside strip and be cut flush. Score/fold cloth two times (3/8" each) between each leaf and fold to inside.  
Outer Covers: Round the two outside corners of the front and back covers.  
Inner Leaves: Tabbing – Each inner leaf to have 5 x 1/2" tab, 1/3 cut (positions 1 through 3 and 1 and 2), on the 14-1/2" outside edge. Round outside corner on each inner leaf and on tab. The top 9" dimension to have a 6 x 3/4" die cut area with fastener attached.  
Fasteners: Fasteners to be made of corrosion resistant, plated, bright finish metal or baked enamel finished metal, 0.013" plus/minus 0.001" thickness, Rockwell Hardness F-79 to F-89 and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexing cycles without fracture. The fasteners shall be produced with properly maintained dies to insure that finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. The fasteners shall be free from oil or grease.  
Outer Cover Fasteners: Each cover to be equipped with a permanently affixed, prong type, one piece, rust resistant metal fastener, similar to Remington Rand, Kompakt, Permclip, or other fastener of similar design and equal quality and durability. Prong width 1/4", length 7-1/2". Position fasteners 5/8" from top edge of cover to center of fasteners; centered on the 9-1/2" dimension of inside front cover and centered on the 10" dimension of inside back cover. Follow construction sample for placement.  
Inner Leaf Fasteners: Inner five (5) leaves to be equipped with a permanently affixed, twin prong type, one-piece, rust resistant metal fastener, capable of holding material on both sides of the leaf, similar to Remington Rand, Twinpakt, or other fastener of similar design and equal quality and durability. Prong width 7/32", length 6", centered on the 9" dimension. Fasteners shall be positioned on top edge of die-cut area on leaf, and 4-1/2" from inside (bind) edge of leaf to center of fasteners. Inner leaves shall be die-cut to accommodate fasteners which shall be "folded" over die-cut edge of leaves and securely crimped to leaf. Follow construction sample.
- Printing:** Outside of front cover prints black type/rule matter. Inside back cover prints black type/rule matter, landscape orientation on outer edge of 14-3/4" dimension. Inside front cover, outside back cover, and inner leaves are blank.

Shrink-film Wrap: Shrink-film wrap in units of 50 folders.

**ITEM 2: FORM USM-27 “SEIZED PROPERTY RECORD FOLDER”**

Anticipated Usage: 4 orders per year, anticipate 500 and 1,000 folders per order.

Flat Trim Size: 11-3/4” x 19-1/4” (before 1-1/4” fold-over)

Folded Trim Size: Front Cover: 11-3/4 x 8-1/2”  
Back Cover: 11-3/4 x 9-1/2” (after 1-1/4” fold-over)

Stock/Paper: High Finish Manila Tag, basis size 24 x 36”, 150 lbs. per 500 sheets equal to JCP Code P10.

Construction: Securely glue a 1-1/4” fold-over reinforcement strip along the entire 11-3/4” outside edge of the back leaf to the inside of the back leaf. Score and fold 9-1/2” from top of fold-over reinforcement to create front leaf and back leaf. Score the front leaf vertically along the entire 11-3/4” dimension in 3 locations: 1/4” from bottom, 1/2” from bottom, and 3/4” from bottom to allow for expansion.

Printing: Print outside of front leaf (after construction) and on back leaf fold-over in black ink. Front outside leaf to have Form Number and Title facing out.

Shrink-film Wrap: Shrink-film wrap in units of 50 folders.

**ITEM 3: FORM USM-28 “SEIZED PROPERTY RECORD FOLDER – CASH”**

Anticipated Usage: 4 orders per year, anticipate 1,500 and 3,000 folders per order.

Flat Trim Size: 11-7/8” x 19-1/4” (before 1” fold-over)

Folded Trim Size: Front Leaf: 11-7/8 x 8-3/4”  
Back Leaf: 11-7/8 x 9-1/2” (after 1” fold-over)

Stock/Paper: Blue, High Finish Folder Stock, basis size 24 x 36”, 150 lbs. per 500 sheets, equal to JCP Code P20.

Construction: Securely glue a 1” wide fold-over reinforcement strip along the entire 11-7/8” outside edge of the back leaf to the inside of the back leaf. Score and fold 9-1/2” from top of fold-over reinforcement to create front leaf and back leaf. Score the front leaf vertically along the entire 11-7/8” dimension in 2 locations: 3/8” from bottom and 3/4” from bottom to allow for expansion.

Printing: Print outside front leaf (after construction) and on back leaf fold-over in black ink. Front leaf to have Form Number and Title facing out.

Shrink-film Wrap: Shrink-film wrap in units of 50 folders.

**ITEM 4: FORM USM-123 “INVESTIGATIVE FILE FOLDER”**

Anticipated Usage: 4 orders per year, anticipate 15,000 and 20,000 folders per order.

Flat Trim Size: 9-1/4 x 29”

Folded Trim Size: Front Leaf: 8-3/4 x 14-1/2”  
Back Leaf: 8-3/4 x 14-1/2” plus 1/2 x 5” tab on the 14-1/2” dimension

Stock/Paper: Blue, High Finish Folder Stock, basis size 24 x 36”, 150 lbs. per 500 sheets, equal to JCP Code P20.



**Construction:** Die cut along 29" side to create a 1/2 x 5" tab on back leaf (after construction). Round corners of tab. Score and fold along entire 8-3/4" dimension, 14-1/2" from top to create front and back leaves. Score on front leaf (after construction) 3/8" from top 8-3/4" dimension for expansion.

**Fastener:** The inside back leaf must have a permanently affixed one-piece 2" capacity prong type, rust resistant metal fastener (Remington Rand, Kompakt, Permclip or equal). Prong width 7/32", length 7-1/2 to 7-3/4". Center of prong to be 1/2" from top 8-3/4" dimension and centered on the 8-3/4" dimension.

**Printing:** Print outside front leaf (after construction) and on inside back leaf on tab in black ink. Front leaf to have Form Number and Title facing out. Outside front leaf to have portrait orientation. No bleeds required.

**Shrink-film Wrap:** Shrink-film wrap in units of 50 folders.

**ITEM 5: FORM USM-123A "INVESTIGATIVE FILE FOLDER DIVIDERS"**

**Anticipated Usage:** 4 orders per year, anticipate 5,000 and 15,000 folders per order.

**Flat Trim Size:** 11" x 8-1/2" with 2 x 1/2" laminated tab (six dividers per set) 1/5 cut dividers in positions 1 through 5 and 1).

**Stock/Paper:** Blue, Index, basis size 25-1/2 x 30-1/2", 140 lbs. per 500 sheets, equal to JCP Code K10.

**Construction:** Six (6) dividers per set. Each divider to have 2 x 1/2" tab, 1/5 cut (positions 1 through 5 and 1) on the 11" dimension. Tabs must be reinforced by lamination method of a single thickness of clear plastic, cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the tab divider. Lamination to extend 1/4" onto body of divider. Round outside corner on each tab.

Drill two holes on left 8-1/2" dimension of the divider. Holes to be 3/8" in diameter, 2-3/4" center to center. Center of holes to be 1/2" from left side and centered on the 8-1/2" dimension.

Dividers are to be collated in tab order: "Interviews/Reports", "Miscellaneous", "Computer Inquiries", "NCIC/State Entry", "Fingerprints/Photo", and "Warrant" unless alternative divider name and/or tab order is indicated on the individual print order.

After collating, each set of six tab dividers are to be banded on the 11" dimension with a kraft paper band.

**Printing:** Dividers print face only in black ink in lower right corner. Tabs print face only in black ink before laminating. No bleeds required.

**Shrink-film Wrap:** Shrink-film wrap in units of 25 sets of dividers (6 dividers per set).

**ITEM 6: FORM USM-248 "PURCHASE/DELIVERY ORDER RECORD FOLDER"**

**Anticipated Usage:** 4 orders per year, anticipate 500 and 1,500 folders per order.

**Flat Trim Size:** 11-3/4" x 19-3/8" (before 1-1/8" fold-over)

**Folded Trim Size:** Front Leaf: 11-3/4 x 8-3/4"  
Back Leaf: 11-3/4 x 9-1/2" (after 1-1/8" fold-over)

**Stock/Paper:** High Finish Manila Tag, basis size 24 x 36", 150 lbs. per 500 sheets equal to JCP Code P10.

**Construction:** Securely glue a 1-1/8" fold-over reinforcement strip along the entire 11-3/4" outside edge of the back leaf to the inside of the back leaf. Score and fold 9-1/2" from top of fold-over reinforcement to create front leaf and back leaf. Score the front leaf vertically along the entire 11-3/4" dimension in 3 locations: 1/4" from bottom, 1/2" from bottom, and 3/4" from bottom to allow for expansion.

**Printing:** Print inside and outside of front and back leaves (after construction) and on back leaf fold-over in black ink. Front outside leaf to have Form Number and Title facing out.

**Shrink-film Wrap:** Shrink-film wrap in units of 50 folders.

**ITEM 7: FORM USM-286 "RECEIPT AND DISBURSEMENT RECORD FOLDER"**

**Anticipated Usage:** 4 orders per year, anticipate 500 and 10,000 folders per order.

**Flat Trim Size:** 11-3/4" x 19-3/8" (before 1-1/8" fold-over)

**Folded Trim Size:** Front Leaf: 11-3/4 x 8-3/4"  
Back Leaf: 11-3/4 x 9-1/2" (after 1-1/8" fold-over)

**Stock/Paper:** High Finish Manila Tag, basis size 24 x 36", 150 lbs. per 500 sheets equal to JCP Code P10.

**Construction:** Securely glue a 1-1/8" fold-over reinforcement strip along the entire 11-3/4" outside edge of the back leaf to the inside of the back leaf. Score and fold 9-1/2" from top of fold-over reinforcement to create front leaf and back leaf. Score the front leaf vertically along the entire 11-3/4" dimension in 3 locations: 1/4" from bottom, 1/2" from bottom, and 3/4" from bottom to allow for expansion.

**Printing:** Print outside front leaf (after construction) and on back leaf fold-over in black ink. Front leaf to have Form Number and Title facing out.

**Shrink-film Wrap:** Shrink-film wrap in units of 50 folders.

**ITEM 8: FORM USM-548 "PROTECTIVE INVESTIGATION FILE"**

**Use/Durability:** Folders are issued to various office staff members and are handled on a daily basis for the life of the investigation (several weeks to several years). Folders are used in an office setting and are subject to stacking, carrying, rotating, and storage in non-controlled environmental conditions. The Government anticipates that the folders will be opened and closed repeatedly on a daily basis. Each folder can be expected to carry up to 140 sheets of paper (approximately 20 sheets for each of 7 fasteners) and must allow users to affix additional information inside the folder as often as necessary.

Folders must therefore perform under the usage conditions described for the life of the investigation.

**Anticipated Usage:** 1 order per year, anticipate 500 to 2,000 copies per order.

**Flat Trim Size:** 11-3/4" x 24-1/2" (includes 5" expansion strip)

**Folded Trim Size:** Front Cover: 9-1/2 x 11-3/4"  
Back Cover: 10 x 11-3/4"  
Inner Leaves: 9 x 11-5/8" with four (4) 1-1/2 x 1/2" tabs, 1/7 cut (positions 4 through 7) on the 11-5/8" dimension.

**Stock/Paper:** Front/Back Cover: Red Pressboard, Type III, 25-pt. thickness. Red close match to PMS 201C. Match sample for color. Equal to JCP Code R10.

Inner leaves: White 18-pt Railboard Stock. Equal to JCP Code Q20.

Cloth Strips: Red pyroxylin impregnated book cloth that conforms to the American National Standard for fabrics for Book Covers, designated ANSI L29.1-1977 Group C or polyolefin book plastic.

Construction: File folder with four inner leaves, bound on both sides with a cloth strip. Cloth strip to create a 6" expansion (1" between each cover/leaf) with at least a 1/2" wide overlap onto each cover/leaf. Score/fold cloth between each leaf (2 folds, 1/2" each fold) and fold to inside.

Outer Covers: Round the two outside corners of the front and back covers.

Inner Leaves: Tabbing – Each inner leaf to have 1-1/2 x 1/2" tab, 1/7 cut (positions 4, 5, 6, and 7), on the 11-5/8" outside edge. Round outside corner on each inner leaf and on tab. Square outside corner of each inner leaf. Round outside corner on tabs. Laminate tab extensions.

Fasteners: Fasteners to be made of corrosion resistant, plated, bright finish metal or baked enamel finished metal, 0.013" plus/minus 0.001" thickness, Rockwell Hardness F-79 to F-89 and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexing cycles without fracture. The fasteners shall be produced with properly maintained dies to insure that finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. The fasteners shall be free from oil or grease.

Inner Leaf Fasteners: Back of Inner leaf 1 and front and back of inner-leaves 2 through 4 to be equipped with a permanently affixed, prong type, rust resistant metal fastener, capable of holding material on both sides of the leaf, similar to Remington Rand, Permclip, or other fastener of similar design and equal quality and durability. Prong width 1/8", length 7-1/2 to 7-3/4", centered on 9" dimension. Fasteners shall be positioned 5/8" from top edge of leaf to center of fastener, and 4-1/2" from inside (bind) edge of leaf to center of fasteners. Follow construction sample.

Printing: Print head-to-head in black ink. Outside front leaf prints type/rule matter plus USM seal; inside front leaf prints type matter; four inner leaves prints type matter head to head and tabs print with heads to outside of tabs; inside back leaf prints type matter with head to top and type/rule matter head to outside 11-3/4" dimension. Outside back does not print.

Shrink-film Wrap: Shrink-film wrap in units of 10 folders.

### **NO QUANTITY VARIATION ALLOWED**

### **GOVERNMENT TO FURNISH**

Print Orders (GPO Form 2511) and distribution list(s) will be furnished via e-mail. Construction and typesetting sample furnished f.o.b. contractor's plan at the beginning of the contract. Anticipate sample folders will be furnished when changes are made to the item.

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

NOTE: Exception to GPO Pub. 310.2, GPO imprint is not to appear 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.

### **TYPESETTING**

Orders will require typesetting all printed content on folders. Typesetting to be same or similar typeface as furnished samples.

After typesetting, contractor to save content to press ready PDF and maintain files until new copy is provided or until contract expiration whichever comes first. Upon expiration of contract, unless again the successful bidder, contractor will be required to delete files from all systems within 30 workdays of contract expiration.

### **REPRODUCIBLES**

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

No proofs required. Contractor is responsible for error-free typesetting.

### **MARGINS**

Margins will be as indicated on the print order or furnished sample.

### **SHRINK-FILM WRAPPING**

Shrink-film wrap as indicated under “Description” for each item.

### **LABELING AND MARKING**

Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

### **DEPARTMENTAL RANDOM COPIES (BLUE LABEL)**

All orders must be divided into equal sublots as indicated on the individual print order. 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 at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” hereafter.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

### **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. contractor’s city to all locations as indicated on the individual print order. It is anticipated that all deliveries will be in the 50 states and all U.S. territories. Anticipate up to 100 delivery locations per order. Most orders will have less than 25 delivery locations. Contractor to deliver via traceable means. Reimbursement will be made to the contractor upon receipt of properly completed airbill/freight bill.

The contractor is required to comply with GPO Contract Terms (GPO Pub. 310.2) Contract Clause 12. “Notice of Compliance with Schedules”. Failure to provide tracking information may result in inaccurate reporting of delivery records including late deliveries.

In order to successfully maintain the accuracy of contractor’s compliance records, immediately after shipment, contractor to e-mail shipment tracking information to the following addresses: [Nicole.timmons@usdoj.gov](mailto:Nicole.timmons@usdoj.gov) and [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov). 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) and furnished material.

Furnished material will be provided to the contractor at the time of award. Individual print orders and distribution list(s) will be e-mailed to the contractor.

It is anticipated that orders will be placed on a quarterly schedule, 6 to 8 orders per quarter, usually April/May, July/August, October/November, and January/February. It is anticipated that most orders will be placed on the same day and may have the same due date.

Complete production and shipment must be made within 30 workdays after receipt of print order.

The ship/delivery date indicated on the print order is the date products must be shipped to the address(es) listed on the individual print order. Complete delivery must be made within 5 work days of shipment.

**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 invoice for payment.

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

**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce 1 year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

| I.  | (1) | (2) |
|-----|-----|-----|
| (a) | 1   | 7   |
| (b) | 4   | 34  |
| (c) | 4   | 76  |
| (d) | 4   | 720 |
| (e) | 4   | 420 |
| (f) | 4   | 48  |
| (g) | 4   | 260 |
| (h) | 1   | 13  |

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city to all locations.

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.

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. COMPLETE PRODUCT:** Prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for the complete production and shipment of the products listed in accordance with these specifications.

|  | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running per<br/>100 Copies</u><br>(2) |
|--|--|--|
| (a) Item 1: Form USM-26..... each order.....   | \$ _____                                 | \$ _____                                 |
| (b) Item 2: Form USM-27..... each order.....   | \$ _____                                 | \$ _____                                 |
| (c) Item 3: Form USM-28..... each order.....   | \$ _____                                 | \$ _____                                 |
| (d) Item 4: Form USM-123..... each order.....  | \$ _____                                 | \$ _____                                 |
| (e) Item 5: Form USM-123A..... each order..... | \$ _____                                 | \$ _____                                 |
| (f) Item 6: Form USM-248..... each order.....  | \$ _____                                 | \$ _____                                 |
| (g) Item 7: Form USM-286..... each order.....  | \$ _____                                 | \$ _____                                 |
| (h) Item 8: Form USM-548..... each order.....  | \$ _____                                 | \$ _____                                 |

\_\_\_\_\_  
*(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 transportation charges are specified to be a factor in determination of award. 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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