

PROGRAM 3557-S TERM: July 1, 2024 through June 30, 2024		BASIS OF AWARD	American Filing Solutions		BSP Filing		S&W Mfg (Smead Custom)	
TITLE: U.S. MARSHALS SERVICE FOLDERS			Kosciusko, MS		Kosciusko, MS		Florence, SC	
ITEM NO.	DESCRIPTION		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPLETE PRODUCT:</b>							
<b>1.</b>	<b>Classification Folders:</b>							
(a)	Form USM-26							
(1)	Makeready and/or Setup	1	-----	-----	NC	\$0.00	\$135.00	\$135.00
(2)	Running per 100 copies	10	\$1,038.70	\$10,387.00	\$799.00	\$7,990.00	\$570.74	\$5,707.40
(b)	Form USM-50							
(1)	Makeready and/or Setup	1	-----	-----	NC	\$0.00	\$190.00	\$190.00
(2)	Running per 100 copies	10	\$609.70	\$6,097.00	\$469.00	\$4,690.00	\$207.00	\$2,070.00
(c)	Form USM-123S							
(1)	Makeready and/or Setup	2	-----	-----	NC	\$0.00	\$190.00	\$380.00
(2)	Running per 100 copies	10	\$622.70	\$6,227.00	\$479.00	\$4,790.00	\$128.07	\$1,280.70
(d)	Form USM-547							
(1)	Makeready and/or Setup	1	-----	-----	NC	\$0.00	\$240.00	\$240.00
(2)	Running per 100 copies	15	\$622.70	\$9,340.50	\$479.00	\$7,185.00	\$449.00	\$6,735.00
(e)	Form USM-548							
(1)	Makeready and/or Setup	2	-----	-----	NC	\$0.00	\$190.00	\$380.00
(2)	Running per 100 copies	10	\$622.70	\$6,227.00	\$479.00	\$4,790.00	\$492.93	\$4,929.30
<b>2.</b>	<b>File Folders:</b>							
(a)	Form USM-27:							
(1)	Makeready and/or Setup	1	-----	-----	NC	\$0.00	\$60.00	\$60.00
(2)	Running per 100 copies	10	\$63.70	\$637.00	\$49.00	\$490.00	\$24.54	\$245.40
(b)	Form USM-28:							
(1)	Makeready and/or Setup	2	-----	-----	NC	\$0.00	\$69.00	\$138.00
(2)	Running per 100 copies	50	\$31.20	\$1,560.00	\$24.00	\$1,200.00	\$22.84	\$1,142.00
(c)	Form USM-123:							
(1)	Makeready and/or Setup	3	-----	-----	NC	\$0.00	\$87.00	\$261.00
(2)	Running per 100 copies	600	\$50.70	\$30,420.00	\$39.00	\$23,400.00	\$32.12	\$19,272.00
(d)	Form USM-123B:							
(1)	Makeready and/or Setup	2	-----	-----	NC	\$0.00	\$76.00	\$152.00
(2)	Running per 100 copies	100	\$50.70	\$5,070.00	\$39.00	\$3,900.00	\$30.43	\$3,043.00
(e)	Form USM-125:							
(1)	Makeready and/or Setup	2	-----	-----	NC	\$0.00	\$87.00	\$174.00
(2)	Running per 100 copies	40	\$50.70	\$2,028.00	\$39.00	\$1,560.00	\$177.40	\$7,096.00
(f)	Form USM-286:							
(1)	Makeready and/or Setup	2	-----	-----	NC	\$0.00	\$59.00	\$118.00
(2)	Running per 100 copies	70	\$28.60	\$2,002.00	\$22.00	\$1,540.00	\$23.31	\$1,631.70
<b>3.</b>	<b>File Divider Sets:</b>							
(a)	Form USM-123a:							
(1)	Makeready and/or Setup	4	-----	-----	NC	\$0.00	\$134.00	\$536.00
(2)	Running per 100 copies	80	\$122.20	\$9,776.00	\$94.00	\$7,520.00	\$91.00	\$7,280.00
(b)	Form USM-125A:							
(1)	Makeready and/or Setup	2	-----	-----	NC	\$0.00	\$134.00	\$268.00
(2)	Running per 100 copies	40	\$122.20	\$4,888.00	\$94.00	\$3,760.00	\$336.60	\$13,464.00
<b>CONTRACTORS TOTALS</b>				<b>\$94,659.50</b>		<b>\$72,815.00</b>		<b>\$76,928.50</b>
<b>DISCOUNT</b>			<b>1.00%</b>	<b>\$0.00</b>	<b>1.00%</b>	<b>\$728.15</b>	<b>Net</b>	<b>\$0.00</b>
<b>DISCOUNTED TOTALS</b>			<b>10 days</b>		<b>20 days</b>	<b>\$72,086.85</b>	<b>30 days</b>	<b>\$76,928.50</b>
			<b>120-05541 (Illinois)</b>		<b>Contractor Code: 230-1287</b>		<b>Contractor Code: 390-7729</b>	
			<b>Awarded Contractor</b>					

Abstract Created: 06/21/2024 -- LLP  
Abstract Reviewed: 06/28/2024 -- RLW  
Awarded Contractor: BSP Filing -- 230-12877

U.S. GOVERNMENT PUBLISHING OFFICE

Northeast Regional Team

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 July 1, 2024 and ending June 30, 2025, plus up to three optional 12-month extension period(s) (July 1, 2025 through June 30, 2026, July 1, 2026 through June 30, 2027, and July 1, 2027 through June 30, 2028) 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.

**BID OPENING**

Bids shall be publicly opened virtually at 11:00 a.m., prevailing eastern time, on **June 20, 2024**.

All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) prior to bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of the bid opening.

**BID SUBMISSION**

Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 11:00 a.m. prevailing eastern time on the bid opening date specified above will not be considered for award.***

**NOTIFICATION TO BIDDERS**

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Added [USM-50F](#), [USM-123B](#), [USM-123S](#), [USM-125](#), [USM-125A](#), and [USM-547](#). Deleted USM-248. Additional changes scattered throughout.

Special attention is directed to [Bid Opening](#), [Bid Submission](#), and [Additional Emailed Bid Submission Provisions](#).

Abstract of current contract available: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

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

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**SECTION 1. – GENERAL TERMS AND CONDITIONS**

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**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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1):

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

**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 4 years (**June 30, 2028**) 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, 2024 through June 30, 2025**, 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, 2024**, 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.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

## **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 **July 1, 2024 through June 30, 2025** 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.

### **ADDITIONAL EMAILED BID SUBMISSION PROVISIONS**

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

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.

4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing eastern time and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

## **PAYMENT**

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 [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov).

**SECTION 2. – SPECIFICATIONS**

**SCOPE**

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

**TITLE**

U.S. Marshals Service Folders

**NUMBER OF ORDERS AND QUANTITY**

Based on anticipated usage, approximately 25 orders, 500 to 55,000 folders per order. Print Orders will be for Classification Folders, File Folders, or File Divider Sets. Anticipate one type of folder or divider set per Print Order.

**CLASSIFICATION FOLDERS**

Approximately 7 orders per year, 500 to 5,000 folders per order. Each folder has a front and back panel and either 4 or 5 inner dividers. Anticipate the following:

<b>Classification Folder</b>	<b>Dividers</b>	<b>Orders</b>	<b>Folders per Order</b>
USM-26, "Seized Property Record Folder, Real Property"	5 Inner Dividers	1	500 to 2,000
USM-50F, "Judicial Profile Folder"	4 Inner Dividers	1	1,000 to 4,000
USM-123S, "Sex Offender Investigation File Folder"	4 Inner Dividers	2	500 to 5,000
USM-547, "Protective Operation File Folder"	4 Inner Dividers	1	1,500 to 2,000
USM-548, "Protective Investigation File Folder"	4 Inner Dividers	2	500 to 2,500

**FILE FOLDERS**

Approximately 12 orders per year, 500 to 55,000 folders per order. Each folder has a front and back panel, no inner dividers. Anticipate the following:

<b>File Folder</b>	<b>Orders</b>	<b>Folders per Order</b>
USM-27, "Seized Property Record Folder"	1	1,000 to 8,500
USM-28, "Seized Property Record Folder, Cash"	2	1,000 to 8,500
USM-123, "Investigative File Folder"	3	10,000 to 50,000
USM-123B, "Investigative File (Adopted Cases) Folder"	2	3,000 to 55,000
USM-125, "Missing Child Unit Investigation File Folder"	2	500 to 2,500
USM-286, "Receipt and Disbursement Record Folder"	2	1,000 to 16,000

**FILE DIVIDER SETS**

Approximately 6 orders per year, 500 to 30,000 divider sets per order. Each divider set has six (6) 1/5 cut dividers in positions 1, 2, 3, 4, 5, and 1. Anticipate the following:

<b>File Divider Set</b>	<b>Orders</b>	<b>Dividers per Order</b>
USM-123a, "Investigative File Folder Dividers"	4	2,000 to 30,000
USM-125A, "Missing Child Unit Investigative File Folder Dividers"	2	500 to 2,500

Individual Print Order will indicate quantity required. Contractor to verify that the quantity on the furnished Distribution List matches the quantity on the Print Order. If there is a discrepancy between the two quantities, the contractor is to immediately notify USM and GPO before proceeding with print production.

### **TRIM SIZES**

Various trim sizes will be ordered. See "[Printing](#)" and "[Construction](#)" below.

### **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 plant 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 and dividers. Typesetting to be same or similar typeface as furnished samples.

Contractor required to set type on the initial orders of all items and when changes are made to a folder/divider. Unless otherwise provided, use construction samples furnished by USM to set type. Contractor to create a PDF of the typesetting to use as artwork and provide copies to USM and GPO.

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 10 workdays of contract expiration.

### **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**

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

### **MARGINS**

Margins will be as indicated on the Print Order or furnished sample.



**STOCK/PAPER**

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 13” dated September 2019.

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.

**CLASSIFICATION FOLDERS**

Folder Stock: Pressboard, Type III, 25-pt. thickness. Equal to JCP Code R10.

Divider Stock: USM-26 “Seized Property Record Folder, Real Property” requires five (5) dividers, Natural High-Finish Folder Stock, basis size 24 × 36”, 250-lbs. per 500 sheets, equal to JCP Code P20.

All other folders require four (4) dividers, 18-pt. Railroad Board Stock equal to JCP Code Q20.

Cloth Strip Material: 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.

Stock/Material Color: The following is anticipated:

Folder Name	Folder Stock	Divider Stock	Cloth Strip Material
USM-26, “Seized Property Record Folder, Real Property”	Green Pressboard. Match sample for color.	Natural Shade.	Gray Book Cloth. Match sample for color.
USM-50F, “Judicial Profile Folder”	Gray Pressboard. Match sample for color.	Contractor’s Option: White or Natural Shade.	Black Book Cloth. Match sample for color.
USM-123S, “Sex Offender Investigation File Folder”	Light Gray Pressboard. Match sample for color.	White Shade.	Gray Book Cloth. Close match to PMS 420C.
USM-547 “Protective Operation File Folder”	Light Gray Pressboard. Match sample for color.	White Shade.	Gray Book Cloth. Close match to PMS 420C.
USM-548 “Protective Investigation File Folder”	Red Pressboard. Close match to PMS 201C.	White Shade.	Red Book Cloth. Close Match to PMS 201C.

**FILE FOLDERS**

The following is anticipated:

Folder Name	Folder Stock
USM-27, “Seized Property Record Folder	High-Finish Manila Tag, basis size 24× 36”, 150 lbs. per 500 sheets equal to JCP Code P10
USM-28, “Seized Property Record Folder, Cash”	Blue, High-Finish Folder Stock, basis size 24 × 36”, 150 lbs. per 500 sheets, equal to JCP Code P20
USM-123, “Investigative File Folder	Blue, High-Finish Folder Stock, basis size 24 × 36”, 150 lbs. per 500 sheets, equal to JCP Code P20
USM-123B, “Investigative File (Adopted Cases) Folder”	Manila/Natural, High-Finish Folder Stock, basis size 24 × 36”, 150 lbs. per 500 sheets, equal to JCP Code P20
USM-125, “Missing Child Unit Investigation File Folder”	Light Blue, 25% Cotton Index, basis size 25.5 × 30.5”, 140 lbs. per 500 sheets, equal to JCP Code K20
USM-286 “RECEIPT AND DISBURSEMENT RECORD FOLDER”	High-Finish Manila Tag, basis size 24 × 36”, 150 lbs. per 500 sheets equal to JCP Code P10

## **FILE DIVIDER SETS**

Each divider set contains six (6) dividers that are 1/5 cut and in positions 1, 2, 3, 4, 5, and 1. Blue, Index, basis size 25-1/2 × 30-1/2", 140 lbs. per 500 sheets, equal to JCP Code K10. Contractor's option to floodcoat.

- USM-123a, "Investigative File Folder Dividers"
- USM-125A "Missing Child Unit Investigative File Folder Dividers"

## **PRINTING**

As described below, USM-547 "Protective Operation File Folder" prints black and blue and all other folders/dividers print in black ink. No bleeds required.

### **CLASSIFICATION FOLDERS**

#### **USM-26 "Seized Property Record Folder, Real Property"**

Outside front panel prints type and rules in black ink. Outside back panel is blank. Inside front panel is blank. Inside back panel prints type and rules in black ink.

Five (5) inner dividers are blank.

#### **USM-50F "Judicial Profile Folder"**

Outside front panel prints type and USM seal in black ink. Outside back panel and inside front and back panels are blank.

Four (4) inner dividers print face and back with type and rules in black ink. Tabs for dividers 1 through 3 print face and back in black ink. Tab for divider 4 prints face only in black ink. Tabs print before laminating.

#### **USM-123S "Sex Offender Investigation File Folder"**

Outside front panel prints type, rules, and USM seal in black ink. Outside back panel is blank. Inside front and back panels print type and rules in black ink.

Four (4) inner dividers print face and back in black ink. Tabs for dividers print face and back in black ink. Tabs print before laminating.

#### **USM-547 "Protective Operation File Folder"**

Outside front panel prints type, rules, and Judicial Security Division seal in grayscale and Pantone Blue ink. Outside back panel is blank. Inside front and back panels print type and rules in black ink.

Four (4) inner dividers print with type and rules on face and back in black ink. Tabs for dividers print face and back in black ink. Tabs print before laminating.

#### **USM-548 "Protective Investigation File Folder"**

Outside front panel prints type, rules, and USM seal in black ink. Outside back panel is blank. Inside front and back panels print type and rules in black ink.

Four (4) inner dividers print type and rules on face and back in black ink. Tabs for dividers print face and back in black ink. Tabs print before laminating.

## **FILE FOLDERS**

### **USM-27 “Seized Property Record Folder”**

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

### **USM-28 “Seized Property Record Folder – Cash”**

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

### **USM-123 “Investigative File Folder”**

Print outside front panel of folder (after construction) and on inside back panel of folder on tab in black ink. Front panel of folder to have Form Number and Title facing out.

### **USM-123B “Investigative File (Adopted Cases) Folder”**

Print outside front panel of folder (after construction) and on inside back panel of folder on tab in black ink. Front panel of folder to have Form Number and Title facing out.

### **USM-125 “Missing Child Unit Investigation File Folder”**

Print outside front panel of folder (after construction) and on inside back panel of folder on tab in black ink. Front panel of folder to have Form Number and Title facing out.

### **USM-286 “Receipt and Disbursement Record Folder”**

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

## **FILE DIVIDER SETS**

### **USM-123a “Investigative File Folder Dividers”**

Each divider set has six (6) dividers in positions 1, 2, 3, 4, 5, and 1. Dividers print face only in black ink in lower right corner. Tabs print face only in black ink before laminating.

### **USM-125A “Missing Child Unit Investigative File Folder Dividers”**

Each divider set has six (6) dividers in positions 1, 2, 3, 4, 5, and 1. Dividers print face only in black ink in lower right corner. Tabs print face only in black ink before laminating.

## **CONSTRUCTION**

Construction samples will be furnished upon award of contract, when folders and dividers are revised, and when new folders are added to the contract. Construction samples will be shipped f.o.b. contractor’s plant by the government.

Contractor is cautioned that content and construction of folders and dividers may change throughout the contract term. Sufficient time will be provided to make the necessary revisions.

Contractor will maintain the current version of each folder and divider and, unless again the successful contractor, return it to USM within 10 days after expiration of contract.

## CLASSIFICATION FOLDERS

### 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.

#### Trim Size

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

Folded: Front Panel: 14-3/4 × 9-1/2”

Back Panel: 14-3/4 × 10”

Inner Dividers: 14-1/2 × 9” plus 1/2” tab, five (5) dividers with 1/3 cut tabs (positions 1 through 3 and positions 1 and 2) on the 14-1/2” dimension.

#### Construction

File folder with five inner dividers, bound on both sides with a cloth strip. Cloth strip to create a 4-1/2” expansion (3/4” between each panel/divider) with at least a 1/2” wide overlap onto each panel/divider. This cloth strip must wrap around the ends, not cut flush. Inner dividers 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 panel/divider and fold to inside.

#### *Front and Back Panels*

Round the two outside corners of the front and back panels.

#### *Inner Dividers*

Each inner divider to have 5 × 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 divider and on tab. The top 9” dimension to have a 6 × 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.

#### *Front and Back Panel Fasteners*

Each panel 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 panel to center of fasteners; centered on the 9-1/2” dimension of inside front panel and centered on the 10” dimension of inside back panel. Follow construction sample for placement.

*Inner Divider Fasteners*

Inner five (5) dividers 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 panel, 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 divider, and 4- $1/2$ " from inside (bind) edge of divider to center of fasteners. Inner dividers shall be die-cut to accommodate fasteners which shall be "folded" over die-cut edge of inner dividers and securely crimped to divider. Follow construction sample.

**USM-50F "Judicial Profile Folder"**

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.

Trim Size

Flat: 11- $3/4$ "  $\times$  24- $1/2$ " (includes 5" expansion strip)

Folded: Front Panel: 9- $1/2$   $\times$  11- $3/4$ "  
Back Panel: 10  $\times$  11- $3/4$ "

Inner Dividers: 9- $3/8$   $\times$  11- $5/8$ " with four (4) 1- $1/2$   $\times$   $1/2$ " tabs,  $1/7$  cut (positions 4 through 7) on the 11- $5/8$ " dimension.

Construction

File folder with four inner dividers, bound on both sides with a cloth strip. Cloth strip to create a 5" expansion (1" between each panel/divider) with at least a  $1/2$ " wide overlap onto each panel/divider. Score/fold cloth between each panel/divider (2 folds,  $1/2$ " each fold) and fold to inside.

*Front and Back Panels*

Round the two outside corners of the front and back panels.

*Inner Dividers:*

Each inner divider to have 1- $1/2$   $\times$   $1/2$ " tab,  $1/7$  cut (positions 4, 5, 6, and 7), on the 11- $5/8$ " outside edge. Round outside corner on each inner divider and on tab. Square outside corner of each inner divider. Round outside corner on tabs. Laminate tab extensions after printing.

*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 Divider Fasteners*

Front and back of all 4 inner dividers to be equipped with a permanently affixed, prong type, rust resistant metal fastener, capable of holding material on both sides of the divider, 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 divider to center of fastener, and 4- $1/2$ " from inside (bind) edge of divider to center of fasteners. Follow construction sample.

## **USM-123S “Sex Offender Investigation File Folder”**

### Trim Size

Flat: 11-3/4” × 24-1/2” (includes 5” expansion strip)

Folded: Front Panel: 9-1/2 × 11-3/4”

Back Panel: 10 × 11-3/4”

Inner Dividers: 9-3/8 × 11-5/8” with four (4) 1-1/2 × 1/2” tabs, 1/7 cut (positions 4 through 7) on the 11-5/8” dimension.

### 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.

### Construction

File folder with four inner dividers, bound on both sides with a cloth strip. Cloth strip to create a 5” expansion (1” between each panel/divider) with at least a 1/2” wide overlap onto each panel/divider. Score/fold cloth between each panel/divider (2 folds, 1/2” each fold) and fold to inside.

#### *Front and Back Panels*

Round the two outside corners of the front and back panels.

#### *Inner Dividers:*

Each inner divider to have 1-1/2 × 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 divider and on tab. Square outside corner of each inner divider. Round outside corner on tabs. Laminate tab extensions after printing.

#### *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 Divider Fasteners*

Front and back of all 4 inner dividers to be equipped with a permanently affixed, prong type, rust resistant metal fastener, capable of holding material on both sides of the divider, 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 divider to center of fastener, and 4-1/2” from inside (bind) edge of divider to center of fasteners. Follow construction sample.

## **USM-547 “Protective Operation File Folder”**

### Trim Size

Flat: 11-3/4” × 24-1/2” (includes 5” expansion strip)

Folded: Front Panel: 9-1/2 × 11-3/4”

Back Panel: 10 × 11-3/4”

Inner Dividers: 9 × 11-5/8” with four (4) 1-1/2 × 1/2” tabs, 1/7 cut (positions 4 through 7) on the 11-5/8” dimension.

### 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.

### Construction

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

#### *Front and Back Panels*

Round the two outside corners of the front and back panels.

#### *Inner Dividers*

Each inner divider to have 1-1/2 × 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 divider and on tab. Square outside corner of each inner divider. Round outside corner on tabs. Laminate tab extensions after printing.

#### *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.

#### *Front Panel Fastener*

Front panel 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 panel to center of fasteners; centered on the 9-1/2" dimension of inside front panel. Follow construction sample for placement.

#### *Inner Divider Fasteners*

Front and back of inner dividers to be equipped with a permanently affixed, prong type, rust resistant metal fastener, capable of holding material on both sides of the divider, 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 divider to center of fastener, and 4-1/2" from inside (bind) edge of divider to center of fasteners. Follow construction sample.

## **USM-548 "Protective Investigation File"**

### Trim Size

Flat: 11-3/4" × 24-1/2" (includes 5" expansion strip)

Folded: Front Panel: 9-1/2 × 11-3/4"

Back Panel: 10 × 11-3/4"

Inner Dividers: 9 × 11-5/8" with four (4) 1-1/2 × 1/2" tabs, 1/7 cut (positions 4 through 7) on the 11-5/8" dimension.

### 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.

### Construction

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

#### *Front and Back Panels*

Round the two outside corners of the front and back panels.

#### *Inner Dividers*

Tabbing – Each inner divider to have 1-1/2 × 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 divider and on tab. Square outside corner of each inner divider. 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 Divider Fasteners*

Back of inner divider 1 and front and back of inner dividers 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 divider, 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 divider to center of fastener, and 4-1/2" from inside (bind) edge of divider to center of fasteners. Follow construction sample.

## **FILE FOLDER**

### **USM-27 "Seized Property Record Folder"**

#### Trim Size

Flat: 11-3/4" × 19-1/4" (before 1-1/4" fold-over)

Folded: Front Panel: 11-3/4 × 8-1/2"  
Back Panel: 11-3/4 × 9-1/2" (after 1-1/4" fold-over)

#### Construction

Securely glue a 1-1/4" fold-over reinforcement strip along the entire 11-3/4" outside edge of the back panel to the inside of the back panel. Score and fold 9-1/2" from top of fold-over reinforcement to create front panel and back panel. Score the front panel 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.



### **USM-28 “Seized Property Record Folder – Cash”**

#### Trim Size

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

Folded: Front Panel: 11-7/8 × 8-3/4”  
Back Panel: 11-7/8 × 9-1/2” (after 1” fold-over)

#### Construction

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

### **USM-123 “Investigative File Folder”**

#### Trim Size

Flat: 9-1/4 × 29”

Folded: Front Panel: 8-3/4 × 14-1/2”  
Back Panel: 8-3/4 × 14-1/2” plus 1/2 × 5” tab on the 14-1/2” dimension

#### Construction

Die cut along 29” side to create a 1/2 × 5” tab on back panel (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 panels. Score on front panel (after construction) 3/8” from top 8-3/4” dimension for expansion.

#### *Fastener*

The inside back panel 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.

### **USM-123B “Investigative File (Adopted Cases) Folder”**

#### Trim Size

Flat: 9-1/4 × 29”

Folded: Front Panel: 8-3/4 × 14-1/2”  
Back Panel: 8-3/4 × 14-1/2” plus 1/2 × 5” tab on the 14-1/2” dimension

#### Construction

Die cut along 29” side to create a 1/2 × 5” tab on back panel (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 panels. Score on front panel (after construction) 3/8” from top 8-3/4” dimension for expansion.

#### *Fastener*

The inside back panel 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.

### **USM-125 “Missing Child Unit Investigation File Folder”**

#### Trim Size

Flat: 9-1/4 × 29-1/2”

Folded: Front Panel: 8-3/4 × 14-3/4"  
Back Panel: 8-3/4 × 14-1/2" plus 1/2 × 5" tab on the 14-3/4" dimension

#### Construction

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

#### *Fastener*

Back flap to be equipped with permanently affixed prong type, one-piece rust-resistant metal fastener, ribbed lengthwise for rigidity plus or minus 0.001" thickness with a Rockwell Hardness F-79 to F-89 and be of such ductility that it will withstand a minimum of 20 90-degree flexing cycle without fracture when tested. Fasteners to be free from burrs, sharp edges, flaws, cracks, and malfunctions which may cause injury to personnel or damage the filed papers. A 2-prong metal fastener to be in the No 1 position. Prongs to be 2-3/4" apart, center to center. Length of prongs to be 1-7/16" to 1-9/16". A plus/minus tolerance of 1/16" will be allowed. Fasteners to be permanently installed. Each flap to be die-cut and embossed so that the base of fastener will be flush on the outside of the folder with a minimum of thickness so as not to snag other folders while being removed from or inserted in files. Fastener to be secured to folder flap by means of no less than eight clinching ears of tabs.

### **USM-286 "Receipt and Disbursement Record Folder"**

#### Trim Size

Flat: 11-3/4" × 19-3/8" (before 1-1/8" fold-over)  
Folded: Front Panel: 11-3/4 × 8-3/4"  
Back Panel: 11-3/4 × 9-1/2" (after 1-1/8" fold-over)

#### Construction

Securely glue a 1-1/8" fold-over reinforcement strip along the entire 11-3/4" outside edge of the back panel to the inside of the back panel. Score and fold 9-1/2" from top of fold-over reinforcement to create front panel and back panel. Score the front panel 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.

### **FILE DIVIDER SETS**

#### **USM-123a "Investigative File Folder Dividers"**

#### Trim Size

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

#### Construction

Six (6) dividers per set. Each divider to have 2 × 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. Laminate after printing. 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.

## **USM-125A “Missing Child Unit Investigative File Folder Dividers”**

### Trim Size

Flat: 11” × 8-1/2” with 2 × 1/2” laminated tab (six dividers per set) 1/5 cut dividers in positions 1 through 5 and 1).

### Construction

Six (6) dividers per set. Each divider to have 2 × 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. Laminate after printing. 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”, “NCMEC”, and “Photo/Poster” 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.

### **PACKING**

Most orders for folders will shrink-film wrap before bulk packing. Orders for dividers may shrink-film wrap or kraft wrap before bulk packing.

### **INNER-PACKING**

Folders will shrink-film wrap. Dividers will kraft-wrap each set together and shrink-film wrap the kraft-banded sets. Unless otherwise indicated on the individual Print Order, the following is anticipated.

Shrink-film wrap in units of 50 folders:

- USM-26, “Seized Property Record Folder, Real Property”
- USM-27, “Seized Property Record Folder
- USM-28, “Seized Property Record Folder, Cash”
- USM-123, “Investigative File Folder
- USM-123B, “Investigative File (Adopted Cases) Folder”
- USM-125, “Missing Child Unit Investigation File Folder”
- USM-286, “Receipt and Disbursement Record Folder”

Shrink-film wrap in units of 10 folders:

- USM-123S, “Sex Offender Investigation File Folder”
- USM-547, “Protective Operation File Folder”
- USM-548, “Protective Investigation File Folder”

USM-50F, “Judicial Profile Folder”: Deliveries to Landover, MD are to shrink-film wrap in units of 10 folders. All other deliveries shrink-film wrap in suitable units.

USM-123a, “Investigative File Folder Dividers”: Kraft band each set of 6 dividers. Shrink-wrap in units of 25 divider sets. Each shrink-film wrapped package will have 150 dividers.

USM-125A, “Missing Child Unit Investigative File Folder Dividers”: Kraft band each set of 6 dividers. Shrink-wrap in units of 25 divider sets. Each shrink-film wrapped package will have 150 dividers.

## **BULK PACKING**

Unless indicated otherwise on the individual Print Order, contractor to bulk pack in suitable units in contractor-furnished shipping containers.

## **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, exact address will be provided on the individual Print Order.

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.

## **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 workdays of shipment to the 48 contiguous states and the District of Columbia. Complete delivery must be made within 10 workdays of shipment to Alaska, Hawaii, and all U.S. territories.

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.

### **DISTRIBUTION**

Deliver f.o.b. contractor's city to all locations as indicated on the individual Print Order.

It is anticipated that deliveries will be made to all 50 states, the District of Columbia, and all U.S. territories. Approximately 98% or more of the folders ordered on each print order will be delivered within the 48 contiguous states and the District of Columbia. Up to 2% of the folders ordered on each print order will be delivered to Alaska, Hawaii, and the U.S. territories.

Anticipate up to 150 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 invoice and all airbill(s) and freight bill(s).

### **DELIVERY/SHIPPING STATUS INFORMATION**

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: [karl.slazer@usdoj.gov](mailto:karl.slazer@usdoj.gov) and [compliance@gpo.gov](mailto:compliance@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.

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.

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**SECTION 3. – DETERMINATION OF AWARD**

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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)
1.	(a)	1	10
	(b)	1	10
	(c)	2	10
	(d)	1	15
	(e)	2	10
2.	(a)	1	10
	(b)	2	50
	(c)	3	600
	(d)	2	100
	(e)	2	40
	(f)	2	70
3.	(a)	4	80
	(b)	2	40

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**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 and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
1. Classification Folders:		
(a) Form USM-26..... each order .....	\$ _____	\$ _____
(b) Form USM-50F..... each order .....	\$ _____	\$ _____
(c) Form USM-123S..... each order .....	\$ _____	\$ _____
(d) Form USM-547..... each order .....	\$ _____	\$ _____
(e) Form USM-548..... each order .....	\$ _____	\$ _____

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

**E-MAIL THIS PAGE TO [BIDS@GPO.GOV](mailto:BIDS@GPO.GOV)**



**SCHEDULE OF PRICES**

**I. COMPLETE PRODUCT (Continued):**

	<u>Makeready and/or Setup</u> (1)	<u>Running per 100 Copies</u> (2)
2. File Folders:		
(a) Form USM-27..... each order .....	\$ _____	\$ _____
(b) Form USM-28..... each order .....	\$ _____	\$ _____
(c) Form USM-123..... each order .....	\$ _____	\$ _____
(d) Form USM-123B..... each order .....	\$ _____	\$ _____
(e) Form USM-125..... each order .....	\$ _____	\$ _____
(f) Form USM-286..... each order .....	\$ _____	\$ _____
3. File Divider Sets:		
(a) Form USM-123a..... each order .....	\$ _____	\$ _____
(b) Form USM-125A..... each order .....	\$ _____	\$ _____

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

**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. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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 \_\_\_\_\_