

PROGRAM TITLE	4591-S - Term of Contract Date of Award through January 31, 2018 Miscellaneous Envelopes		Printing Resources, Inc Cleveland, Ohio		The Print House Brooklyn, NY		WBC Inc. dba Lithexcel Albuquerque, NM	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PRINTING AND MANUFACTURING OF ENVELOPES:</b>							
1.	Printing on 20 or 24 lbs. White Writing:							
(a)	4-1/8 x 9-1/2" ...per 100 envelopes:							
(1)	Fully Gummed Flap	200	\$4.50	\$900.00	\$3.00	\$600.00	\$4.10	\$820.00
2.	Printing on 24, 28, or 32 lbs. Light Brown or Brown Kraft:							
(a)	5-3/4 x 9-1/2" ...per 100 envelopes							
(2)	Peel and Seal Flap	800	\$14.95	\$11,960.00	\$20.00	\$16,000.00	\$14.90	\$11,920.00
(b)	5-3/4 x 10-1/2" ...per 100 envelopes							
(1)	Fully Gummed Flap	400	\$15.95	\$6,380.00	\$15.00	\$6,000.00	\$8.90	\$3,560.00
(2)	Peel and Seal Flap	400	\$16.95	\$6,780.00	\$20.00	\$8,000.00	\$16.20	\$6,480.00
(c)	6 x 10-1/2" ...per 100 envelopes							
(1)	Fully Gummed Flap	600	\$15.95	\$9,570.00	\$8.00	\$4,800.00	\$8.90	\$5,340.00
(2)	Peel and Seal Flap	500	\$16.95	\$8,475.00	\$12.00	\$6,000.00	\$16.20	\$8,100.00
(d)	9 x 11-1/2" ...per 100 envelopes:							
(2)	Peel and Seal Flap	300	\$36.55	\$10,965.00	\$20.00	\$6,000.00	\$18.10	\$5,430.00
(e)	9-1/2 x 12-1/2" ...per 100 envelopes:							
(1)	Fully Gummed Flap	400	\$12.50	\$5,000.00	\$16.00	\$6,400.00	\$10.50	\$4,200.00
(f)	10 x 15" ...per 100 envelopes:							
(2)	Peel and Seal Flap	100	\$25.59	\$2,559.00	\$50.00	\$5,000.00	\$41.80	\$4,180.00
(g)	12 x 16" ...per 100 envelopes:							
(1)	Fully Gummed Flap	150	\$38.29	\$5,743.50	\$25.00	\$3,750.00	\$32.60	\$4,890.00
<b>II.</b>	<b>ADDITIONAL OPERATIONS:</b>							
(a)	Typesetting, up to and including 10 typelines...per item	14	\$10.00	\$140.00	\$20.00	\$280.00	\$20.00	\$280.00
(b)	PDF proofs...per item	14	N/C	\$0.00	N/C	\$0.00	\$5.00	\$70.00
(c)	Print interior (any size) with security tint...per 100 envelopes	200	\$5.00	\$1,000.00	\$1.50	\$300.00	\$4.00	\$800.00
(d)	Die-cut Standard Window...per 100 envelopes	100	\$5.00	\$500.00	\$5.00	\$500.00	\$2.00	\$200.00
(e)	Die-cut Non-Standard Window...per 100 envelopes	1,100	\$7.50	\$8,250.00	\$5.00	\$5,500.00	\$5.00	\$5,500.00
(f)	Pickup/Return material furnished as hard copy...per order	14	\$30.00	\$420.00	\$25.00	\$350.00	\$25.00	\$350.00
	<b>CONTRACTORS TOTALS</b>			<b>\$78,642.50</b>		<b>\$69,480.00</b>		<b>\$62,120.00</b>
	<b>PROMPT PAYMENT DISCOUNT</b>		<b>Net</b>	<b>\$0.00</b>	<b>0.25%</b>	<b>\$173.70</b>	<b>1.00%</b>	<b>\$621.20</b>
	<b>DISCOUNTED TOTALS</b>		<b>30 Days</b>	<b>\$78,642.50</b>	<b>20 Days</b>	<b>\$69,306.30</b>	<b>20 Days</b>	<b>\$61,498.80</b>

AWARDED

Abstracted by: Teri Shoffstall 02/01/2017

Verified by: Linda Price 02/03/2017

**THIS IS A REPROCUREMENT WITH REVISED SPECIFICATIONS**

**THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).**

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Miscellaneous Envelopes

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

Department of Veterans Affairs, Indianapolis, Indiana

Single Award

**TERM OF CONTRACT:** The term of this contract is for Date of Award through January 31, 2018 and 4 option year periods (February 1, 2018 through January 31, 2019; February 1, 2019 through January 31, 2020, February 1, 2020 through January 31, 2021; and February 1, 2021 through January 31, 2022). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of Contract", and "Economic Price Adjustment."

**SUBMIT QUOTE TO:** U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. Quote must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and quote date or telefax your reply to Columbus RPPO (614) 488-4577. **Telegraphic and e-mail quotes transmitted to GPO offices WILL NOT be considered.**

**QUOTES ARE REQUESTED BY:** 2:00 p.m., prevailing Columbus, Ohio time, on

February 1, 2017

**QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.**

**BIDDERS PLEASE NOTE:** This is a reprocurement of a new contract. No previous abstract is available. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Revisions to number of orders, trim sizes, inside tint, Distribution, and Schedule. Additional changes throughout.

**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. 06/01)) 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):** <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).
- **Other GPO Forms:** <http://www.gpo.gov/vendors.sfas.htm>

## REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

**SUBCONTRACTING:** The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidders who must subcontract both operations may be declared nonresponsible.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

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

**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 (**January 31, 2022**) 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).

**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.

**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 January 31, 2018**, 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 **October 31, 2016**, 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' 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 January 31, 2018** 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 all the items set forth which are required to be purchased by the Government activities identified on page 1.

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

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

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

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

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

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

**PAYMENT:** Submit all invoices via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Invoices may also be mailed to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

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

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

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of various envelopes requiring such operations as copy pickup, typesetting, PDF proofs, die-cut windows, printing (including security tinting), packing, and delivery.

**TITLE:** Miscellaneous Envelopes

**NUMBER OF ORDERS:** Based on prior year usage, approximately 27 orders per year.

**QUANTITY:** 500 to 50,000 envelopes per order. Items will be ordered in units of 500 envelopes.

**ENVELOPE SIZES:** Envelope Size(s) will be indicated on the individual print order. Anticipate the following orders and average quantities:

Trim Size	Flap Type	Orders	Quantity
4-1/8 x 9-1/2"	Full Gum	2	10,000
5-3/4 x 9-1/2"	Peel and Seal	8	10,000
5-3/4 x 10-1/2"	Full Gum	4	10,000
5-3/4 x 10-1/2"	Peel and Seal	4	10,000
6 x 10-1/2"	Full Gum	2	30,000
6 x 10-1/2"	Peel and Seal	1	50,000
9 x 11-1/2"	Peel and Seal	2	15,000
9-1/2 x 12-1/2"	Full Gum	2	20,000
10 x 15"	Peel and Seal	1	10,000
12 x 16"	Full Gum	1	15,000

### NO QUANTITY VARIATION ALLOWED

**GOVERNMENT TO FURNISH:** Previously printed samples and/or manuscript copy, contractor required to pick up material as directed under "Schedule". PDF file (native or scanned) of VA logo and/or entire envelope and/or TIFF file of VA logo sent to contractor maintained e-mail address.

Contractor to maintain PDF file of each envelope with corresponding return address to use for reprints until changes are made to the envelope specifications or return address.

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

**ELECTRONIC PREPRESS:** Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Office prior to further performance.

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

**FORMS:** The following forms will be furnished at time of award or with individual print order:

- Delivery/Shipping Status Report Form.
- Form 905 (R. 3/90) “Labeling and Marking Specifications”.
- Print Orders (GPO Form 2511).

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the product(s) in accordance with these specifications.

**TYPESETTING:** When indicated on the individual print order, contractor to set up to 10 lines of type (usually 7 lines), VA logo (limited to scaling/positioning), and 1 rule. Contractor to set type in the same or similar font to the furnished material. Contractor responsible for error-free typesetting.

An occasional order for Business Reply Mail (BRM) will be ordered, usually 4-1/8 x 9-1/2” envelope size. Contractor required to set BRM in accordance with USPS regulations in effect at time of order.

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

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

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

If any contractor’s errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor is cautioned that these proofs must be made from the final digital files that are to be delivered to the Government.

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

Contractor must not print prior to receipt of an “OK to Print”.



**NOTE:** When proofs are not ordered the contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

**STOCK/PAPER:** The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated March 2011.

White Writing, basis size 17 x 22”, 20 lbs. or 24 lbs. per 500 sheets, equal to JCP Code V20. When weight is not indicated on the individual print order, contractor’s option to use 20 lbs. or 24 lbs.

Light Brown or Brown Kraft, basis size 17 x 22”, 24 lbs., 28 lbs., or 32 lbs. per 500 sheets, equal to JCP Code V10. When weight is not indicated on the individual print order, contractor’s option to use 24 lbs., 28 lbs., or 32 lbs. When color is not indicated on the individual print order, contractor’s option to use Light Brown or Brown Kraft.

**PRINTING:** Print face only after construction in a single ink color. Majority of items print in black ink or in a single color of ink other than black (usually blue). Match Pantone number indicated on the print order.

Most envelope sizes will have return address and VA logo printing in the upper left corner (landscape orientation). It is anticipated that 9 x 11-1/2” envelopes will have return address and VA logo printing in lower left corner with type parallel to the 9” dimension (portrait orientation).

Anticipate most orders for 4-1/8 x 9-1/2” envelopes will require the contractor to print a security tint on the interior (on the back before construction) of the envelope. Envelopes printing in blue will have blue security tint all other envelopes will require black security tint.

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

**MARGINS:** Maintain margins as indicated on furnished material or print order. Margins for all envelopes, including business reply envelopes, must comply with USPS Domestic Mail Manual and Publication 25. No bleeds.

**CONSTRUCTION:** Envelope construction will be indicated on the individual print order.

**OPENINGS AND SEAMS:** 4-1/8 x 9-1/2” envelopes will be open side with diagonal seams, all other envelopes will be open side with side seams.

**FLAPS:** Commercial-style flaps for 4-1/8 x 9-1/2” envelope size, all other orders will have wallet-style flaps. Orders will require pressure-sensitive, self-adhesive flap covered with release liner (“Peel and Seal”) or fully gummed flap as indicated on the individual print order.

**WINDOWS:** Some items will require die-cut windows. Windows will require covering of suitable clear material securely attached to interior of window area. The individual print order will indicate the window size and location. Windows will be considered as “standard” or “non-standard”.

Standard Windows:     Size: 4-1/2 x 1-1/8”  
                                  Location: 7/8” from left and 1/2” from bottom  
                                  (standard windows ordered on 4-1/8 x 9-1/2” envelopes only)

**Non-Standard Windows:** Any size window placed in any location other than standard window as defined above. Anticipate most envelope sizes will have long dimension of window placed parallel to the long dimension of the envelope (landscape orientation). It is anticipated that 9 x 11-1/2" envelopes will have short dimension of window placed parallel to the long dimension of the envelope (portrait orientation).

**BULK PACKING:** Pack in suitable shipping containers furnished by the contractor. Each shipping container must not exceed 45 lbs. when fully packed.

**Inner Packing:** Individual print order will indicate the quantity of envelopes required for inner-packing (i.e. trim sizes of 4-1/8 x 9-1/2" must be boxed in units of 500 envelopes).

**LABELING AND MARKING:** Refer to Contract Terms and furnished Form 905.

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

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

**DISTRIBUTION:** Deliver f.o.b. destination to Indianapolis, IN address indicated on the individual print order.

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

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

<u>Number of Orders</u>	<u>Number of Workdays</u>
25	10 to 15
2	16 to 20

Contractor will be notified of availability of print order and furnished material by phone or by e-mail. When notified by e-mail, contractor will have 30 minutes to confirm receipt of e-mail to sender via Read Receipt (Outlook) or similar e-mail tracking method. Some orders will be furnished via e-mail and some will require the contractor to pick up print order and furnished material at Indianapolis, Indiana address as directed.

If an agent is used for pickup of material, the contractor must provide an adequate supply of prepaid and completed manifests (airbills) listing his/her firm as both the shipper and the consignee.

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

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

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

**RETURN OF GOVERNMENT FURNISHED PROPERTY:** The contractor must return all material furnished by the Government, together with one printed sample of each job, to the address indicated on the individual print order.

These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

Contractor to maintain current envelope specifications and return addresses at contractor's plant until revised information is provided. Within 10 days of contract expiration, unless again the successful bidder, the contractor shall e-mail all PDF files to VA and GPO and then remove files from all contractor systems.

All expenses incidental to pick-up/return of furnished materials and furnishing sample copies must be borne by the contractor.

**SECTION 3. – DETERMINATION OF AWARD**

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

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

- I. 1. (a) (1) 200  
(2) xxxx
- 2. (a) (1) xxxx  
(2) 800
- (b) (1) 400  
(2) 400
- (c) (1) 600  
(2) 500
- (d) (1) xxxx  
(2) 300
- (e) (1) 400  
(2) xxxx
- (f) (1) xxxx  
(2) 100
- (g) (1) 150  
(2) xxxx
  
- II. (a) 14  
(b) 14  
(c) 200  
(d) 100  
(e) 1,100  
(f) 14

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to Indianapolis, IN.

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

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid) 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. PRINTING AND MANUFACTURE OF ENVELOPES:** Prices shall include the cost of all required materials and operations necessary for the complete production and delivery, including stock/paper, of the product listed in accordance with these specifications, except for Item II. Additional Operations.

<u>Fully Gummed Flap</u>	<u>Peel and Seal Flap</u>
(1)	(2)

1. Printing on 20 or 24 lbs. White Writing:

(a) 4-1/8 x 9-1/2" .....per 100 envelopes .....	\$ _____	xxxx
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\_\_\_\_\_  
(Initials)

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**SCHEDULE OF PRICES**

**I. PRINTING AND MANUFACTURE OF ENVELOPES (Continued):**

	<u>Fully Gummed Flap</u> (1)	<u>Peel and Seal Flap</u> (2)
2. Printing on 24, 28, or 32 lbs. Light Brown, or Brown Kraft:		
(a) 5-3/4 x 9-1/2" .....per 100 envelopes .....	xxxx	\$ _____
(b) 5-3/4 x 10-1/2" .....per 100 envelopes .....	\$ _____	\$ _____
(c) 6 x 10-1/2" .....per 100 envelopes .....	\$ _____	\$ _____
(d) 9 x 11-1/2" .....per 100 envelopes .....	xxxx	\$ _____
(e) 9-1/2 x 12-1/2" .....per 100 envelopes .....	\$ _____	xxxx
(f) 10 x 15" .....per 100 envelopes .....	xxxx	\$ _____
(g) 12 x 16" .....per 100 envelopes .....	\$ _____	xxxx

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

- (a) Typesetting, up to and including 10 typelines ..... per item.....\$ \_\_\_\_\_
- (b) PDF proofs..... per item.....\$ \_\_\_\_\_
- (c) Print interior (any size) with security tint ..... per 100 envelopes.....\$ \_\_\_\_\_
- (d) Die-cut Standard Window ..... per 100 envelopes.....\$ \_\_\_\_\_
- (e) Die-cut Non-standard Window ..... per 100 envelopes.....\$ \_\_\_\_\_
- (f) Pickup/Return Material Furnished as Hard Copy ..... per order .....\$ \_\_\_\_\_

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

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**SCHEDULE OF PRICES**

**QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE:** Fill out and return “Section 4. – Schedule of Prices”, initial or sign in the space provided. See page 1 for instructions on how and where to submit quote.

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_\_ percent, \_\_\_\_\_ calendar days. (Refer to Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

**BIDDER:** \_\_\_\_\_

\_\_\_\_\_  
(Street Address – City – State – Zip Code)

**BY:** \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

E-Mail Address: \_\_\_\_\_

**CONTRACTOR CODE (if known):** \_\_\_\_\_

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_

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