

PROGRAM:	575-S								
TITLE:	Various Envelopes								
AGENCY:	Department of Justice (Federal Bureau of Investigation)								
TERM:	Date of Award thru November 30, 2021								
			THE PRINT HOUSE	PRINTING RESOURCES, INC.					
		BASIS OF	Brooklyn, NY	Cleveland, OH					
		AWARD	UNIT RATE	COST	UNIT RATE	COST			
I.	PREPRESS OPERATIONS:								
(a)	Typesetting up to 10 lines . . . per order-----	1	25.00	25.00	N/C	0.00			
(b)	PDF soft proof . . . per proof-----	10	25.00	250.00	N/C	0.00			
(c)	Prior to production samples . . . per order-----	10	900.00	9,000.00	500.00	5,000.00			
II.	PRINTING AND CONSTRUCTION:								
	<i>Running per 1,000 Copies -</i>								
	1. White Writing Envelope (24-lb.) -								NEW
(a)	No. 9 Envelope (3-7/8 x 8-7/8")								TERM CONTRACT
	with security tint-----	4	90.00	360.00	27.50	110.00			
(b)	No. 10 Envelope (4-1/8 x 9-1/2")								
	without window - with security tint-----	38	70.00	2,660.00	27.50	1,045.00			
(c)	No. 10 Envelope (4-1/8 x 9-1/2")								
	with window and security tint-----	25	85.00	2,125.00	29.50	737.50			
(d)	7-3/8 x 4-3/4" with blue security tint-----	8	600.00	4,800.00	59.50	476.00			
2.	Light-Brown (Kraft Shade) Envelope (24-lb.) -								
	6 x 9-1/2" with security tint-----	5	850.00	4,250.00	69.50	347.50			
3.	Light-Brown (Kraft Shade) Envelope (28-lb.) -								
(a)	9 x 12" with security tint and metal clasp closure-----	75	150.00	11,250.00	219.00	16,425.00			
(b)	9-1/2 x 12" with security tint-----	81	125.00	10,125.00	115.00	9,315.00			
(c)	10 x 13" with security tint-----	1	3,200.00	3,200.00	135.00	135.00			
(d)	10 x 15" with security tint-----	50	190.00	9,500.00	205.00	10,250.00			
(e)	12 x 16" with security tint-----	25	245.00	6,125.00	285.00	7,125.00			
4.	Tyvek-Finish Envelope (18-lb.) -								
	10 x 13" with button and string closure-----	12	4,200.00	50,400.00	2,950.00	35,400.00			
III.	PACKING AND DISTRIBUTION:								
(a)	Packing and sealing shipping containers . . . per container-----	225	2.00	450.00	N/C	0.00			
(b)	Palletizing . . . per pallet-----	10	50.00	500.00	N/C	0.00			
	CONTRACTOR TOTALS			\$115,020.00		\$86,366.00			
	DISCOUNT			0.25%		\$287.55	0.00%	\$0.00	
	DISCOUNTED TOTALS			\$114,732.45		\$86,366.00			
							(A W A R D E D)		

November 23, 2020

This is Amendment No. 1. The specifications in our invitation for bids on Program 575-S, scheduled for opening at 11:00 a.m., on November 24, 2020, are amended as follows:

- The bid opening date is extended to November 25, 2020.
- On page 9 of 17, under “CONSTRUCTION,” the 9 x 12” envelope requirements are changed from “open side” to “open end.” Additionally, the reusable, metal clasp closure is on the 9” dimension.
- All other specifications remain the same.

Amended bid or acknowledgement of amendment must be submitted using the method specified in the solicitation for bid submission – via email to: bidsapsdc@gpo.gov for this solicitation. Telephone or facsimile acknowledgement is not acceptable.

Bidder must acknowledge receipt of this amendment prior to bid opening. Failure to acknowledge receipt of amendment, by amendment number, prior to bid opening time, may be reason for bid being declared nonresponsive.

Sincerely,

LORRAINE CARTER
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Envelopes

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

Department of Justice
Federal Bureau of Investigation
(FBI)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning December 1, 2020 and ending November 30, 2021, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Washington, DC time, on November 24, 2020, at the U.S. Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will not be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will not be open to the public. Based on this, bidders must submit email bids for this solicitation to: bidsapsdc@gpo.gov. 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. on the bid opening date specified above will not be considered for award.)

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 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>.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived for envelopes.

SUBCONTRACTING: The predominant production function of this contract shall be either the printing of envelopes or the construction of envelopes. The predominant production function for printing contractors shall be the printing of envelopes, and the predominant production function for envelope contractors shall be the construction of envelopes. Bidders who must subcontract both the printing and construction 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 (page related) – Level IV.
- (b) Finishing Attributes (item related) – Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (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	O.K. Prior to Production Samples/O.K. Proofs/ Electronic Media/Camera Copy/Manuscript Copy

OPTION TO EXTEND THE TERM OF THE 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 five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

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 December 1, 2020 to November 30, 2021, 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 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 August 31, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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

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

These 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 JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS: 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 December 1, 2020 through November 30, 2021, 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 activity 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.

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 receiving payment. 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/agency/billing-and-payment>.

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 emailed 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 time (specified as the local time zone) 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.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of various envelopes requiring such operations as electronic prepress, printing, construction, packing, and distribution.

TITLE: Various Envelopes.

FREQUENCY OF ORDERS: Approximately 1 to 15 orders per month.

QUANTITY: Approximately 1,000 to 150,000 envelopes per order.

TRIM SIZES:

No. 9 (3-7/8 x 8-7/8") – plus flap
No. 10 (4-1/8 x 9-1/2") – plus flap (with and without window)
7-3/8 x 4-3/4" – plus flap
6 x 9-1/2" – plus flap
9 x 12" – plus flap
9-1/2 x 12" – plus flap
10 x 13" – plus flap
10 x 15" – plus flap
12 x 16" – plus flap

NOTE: Only one envelope type will be ordered on a print order.

GOVERNMENT TO FURNISH:

Tyvek™ Envelopes Only – Camera and/or manuscript copy consisting of text and line matter will be furnished to the contractor via USPS mail.

Balance of Envelopes – On rare occasion, camera and/or manuscript copy may be furnished to the contractor via USPS mail. However, electronic media will be furnished on the majority of orders as follows –

Platform: Windows (current or near current version).

Storage Media: CD; Email.

Software: Adobe Acrobat (current or near current version).

All platform system and software upgrades (for specific applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

Additional

Information: Files will be furnished in PDF format.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Address(es) for distribution will be specified on each print order.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files or on the furnished copy, 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 in accordance with these specifications.

COMPOSITION: When ordered, contractor will be required to typeset up to 10 lines of type. Contractor to match copy.

ELECTRONIC PREPRESS: 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency representative specified on the print order.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: When ordered, one (1) press-quality Adobe Acrobat (most current version) PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Proof must show all margins and dimensions, indicate trim marks, show flap, and show window size and placement – as applicable.

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 must not print prior to receipt of an “O.K. to Print.”

PRIOR TO PRODUCTION SAMPLES: When ordered, prior to the commencement of the contract production quantity, the contractor shall submit not less than 25 samples of the envelope ordered. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, and program numbers.

All samples shall be printed and constructed, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the paper required, as specified herein.

Contractor must submit samples to: FBI, Attn: Vonda Stokes, Room 1B973, 2400 Schuster Drive, Cheverly, MD 20781.

Contractor must furnish samples within three (3) workdays of receipt of furnished material or receipt of "O.K. to Print" on proofs, as applicable.

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

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

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

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

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

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

No. 9, No. 10, and 7-3/8 x 4-3/4" Envelopes –

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

6 x 9-1/2" –

Light-Brown (Kraft Shade) Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

9 x 12", 9-1/2 x 12", 10 x 15", and 12 x 16" –

Light-Brown (Kraft Shade) Envelope, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

10 x 13" –

Light-Brown (Kraft Shade) Envelope, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

Tyvek™-Finish Envelope, basis weight: 18 lbs. per 500 sheets, 17 x 22", equal to JCP Code V90.

PRINTING: Print face only (after construction) in black ink.

Envelopes shall accept printing, ink writing, and bar coding without feathering, blurring, smearing, or penetrating to the reverse side. Printing on all envelopes shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable USPS regulations.

All envelopes (except Tyvek) will require a security tint. The security tint must print on the inside (after construction) of the envelope in black ink – unless otherwise specified. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

NOTE: The security tint for the 7-3/8 x 4-3/4" envelope must print in blue ink.

GPO imprint is waived and must not print on the final product.

MARGINS: Contractor to maintain margins as indicated on print order or furnished file/copy.

CONSTRUCTION:

No. 9, No. 10, and 7-3/8 x 4-3/4" – Envelopes shall be open side, with gummed fold-over flap for sealing, and shall contain high-cut diagonal seams. Flap depth is at contractor's option but must comply with all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

When ordered, the face of the No. 10 envelope shall contain one die-cut address window with slightly rounded corners. Size and location of window is to be determined by the contractor provided that, when used, the visibility of the mailing address is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

Window is to be covered with a suitable transparent, low-gloss poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standards/requirements.

6 x 9-1/2", 9-1/2 x 12", 10 x 15", and 12 x 16" – Envelopes shall be open side, with gummed fold-over flap for sealing, and shall contain side seams. Flap depth is at contractor's option but must comply with all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

9 x 12" – Envelopes shall be open side, with gummed fold-over flap for sealing, and shall contain a center seam. Flap depth is at contractor's option but must comply with all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

The back of envelope (side with center seam) is to contain a reusable, metal clasp closure.

10 x 13" (Light-Brown (Kraft Shade) Envelope (28-lb.)) – Envelopes shall be open side, with gummed fold-over flap for sealing, and shall contain side seams. Flap depth is at contractor's option but must comply with all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. The sealed seams shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

10 x 13" (Tyvek™-Finish Envelope (18-lb.)) – Envelopes shall be open end, with non-gummed fold-over flap, and shall contain a center seam. Envelopes shall have a 1" expansion feature with gussets on both sides and expansion scores on flap and at closed end. Drill two (2) round holes, 3/8" in diameter, 2-3/4" center-to-center. Center of holes is 3/4" from end with flap and is centered on the 10" dimension.

Back of envelope (side with center seam) shall contain a button and string closure. Button and string closure will consist of two (2), red, hard fiber buttons as follows –

- One button will be located on the outside of the flap. The button must have a suitable, hard fiber reinforcement patch on the inside of the flap and a metal eyelet plus a string that is not less than 12" in length.
- One button will be located on the back of the envelope. The middle of the button must have a metal eyelet and will be located approximately 7" from eyelet on the flap button. The metal eyelet must be able to penetrate the two thicknesses of the envelope stock at the center seam overlap.

PACKING: Contractor to box envelopes in suitable units or as indicated on the print order.

Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

Pallets will be required when indicated on the print order.

LABELING AND MARKING: Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be located at gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917, Certificate of Selection of Random Copies, which can be located at gpo.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. contractor's city to domestic and foreign destinations.

Domestic addresses are nationwide – including Alaska, Hawaii, American Territories, and APO/FPO addresses.

Orders may require distribution to multiple addresses.

Complete addresses and quantities will be furnished with each print order.

Contractor to ship by traceable means – *reimbursable*.

Contractor will be reimbursed for all shipping charges by submitting complete shipping receipts with billing invoice for payment.

Contractor may ship using reimbursable small package carrier or reimbursable parcel post, whichever is most economical to the Government. However, shipments to APO and FPO addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 575-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Upon completion of each order, contractor must return all furnished material (as applicable) to: FBI, Attn: Vonda Stokes, Room 1B973, 2400 Schuster Drive, Cheverly, MD 20781.

All expenses incidental to returning material (as applicable), submitting proofs and prior to production samples, and furnishing sample copies must be borne by the contractor.

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

Print order and furnished material will be either mailed to the contractor or furnished via email.

When ordered, contractor to email PDF proof to the agency representative specified on the print order.

No definite schedule for pickup of material/placement of orders can be predetermined.

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

- Complete production and distribution must be made within 7 to 10 workdays – as specified on the print order.
- When ordered, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided to the contractor via email. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)
- All proof time is included in the 7- to 10-workday schedule – as applicable.

NOTE: When ordered, contractor to submit prior to production samples within three (3) workdays of receipt of furnished material or receipt of "O.K. to Print" on proofs, as applicable. The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.

The ship/deliver date indicated on the print order is date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at: compliance@gpo.gov. Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 (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.	(a)	1
	(b)	10
	(c)	10

II.	1.	(a)	4
		(b)	38
		(c)	25
		(d)	8

	2.	5
--	----	---

	3.	(a)	75
		(b)	81
		(c)	1
		(d)	50
		(e)	25

	4.	12
--	----	----

III.	(a)	225
	(b)	10

THIS PAGE IS INTENTIONALLY BLANK.

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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 non-responsive.

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

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

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.” Failure to submit invoices as instructed may result in delay of payment or rejection of invoice.

I. PREPRESS OPERATIONS:

- (a) Typesetting up to 10 lines.....per order.....\$ _____
- (b) PDF soft proofper proof.....\$ _____
- (c) Prior to production samplesper order.....\$ _____

II. PRINTING AND CONSTRUCTION: Prices offered shall include the cost of all required materials and operations necessary (including any makeready and/or setup and stock/paper) for the complete printing and construction of the product listed in accordance with these specifications.

Running Per
1,000 Copies

1. White Writing Envelope (24-lb.) –

- (a) No. 9 Envelope (3-7/8 x 8-7/8”) with security tint.....\$ _____
- (b) No. 10 Envelope (4-1/8 x 9-1/2”) without window – with security tint.....\$ _____
- (c) No. 10 Envelope (4-1/8 x 9-1/2”) with window and security tint.....\$ _____
- (d) 7-3/8 x 4-3/4” with blue security tint.....\$ _____

(Initials)

Running Per
1,000 Copies

- 2. Light-Brown (Kraft Shade) Envelope (24-lb.) –
6 x 9-1/2” with security tint\$ _____

- 3. Light-Brown (Kraft Shade) Envelope (28-lb.) –
 - (a) 9 x 12” with security tint and metal clasp closure\$ _____
 - (b) 9-1/2 x 12” with security tint.....\$ _____
 - (c) 10 x 13” with security tint\$ _____
 - (d) 10 x 15” with security tint\$ _____
 - (e) 12 x 16” with security tint\$ _____

- 4. Tyvek™-Finish Envelope (18-lb.) –
10 x 13” with button and string closure\$ _____

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of all packing; shipping containers; all necessary wrapping and packing materials; all labeling and marking; and complete distribution, in accordance with these specifications.

- (a) Packing and sealing shipping containers..... per container.....\$ _____
- (b) Palletizing per pallet.....\$ _____

(Initials)

SHIPMENTS: 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. *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 email, 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's 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 Address) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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