

U.S. GOVERNMENT PRINTING OFFICE  
Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes

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

Various Departments and Agencies

Multiple Award in each of Four Categories

**CONTRACT TERM:** The term of this contract is for the period beginning Date of Award and ending May 31, 2016, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**BID OPENING:** Bids shall be publicly opened on May 27, 2015, at 11:00 AM Central Time, Dallas, Texas.

**BIDDERS, PLEASE NOTE:** Minor changes scattered throughout; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. Note the change in minimum quantity and proofs.

Questions of a technical nature concerning this contract should be directed to Rachel Trussell at (214) 767-0451, Ext. 4. (No collect calls.)

Bids may be submitted via fax machine. The GPO fax number is (214) 767-4101. (See Contract Terms, Pub 310.2 (Rev. 6-01), Solicitation Provisions, 6. Facsimile Bids).

To submit a bid, contractors must execute and submit the 'Schedule of Prices' (pages 11 through 16) included within, and GPO Form 910, included within.

## SECTION I.- 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. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)). A copy of these publications, as well as other supplemental GPO contract documents, can be obtained at: <http://www.gpo.gov/vendors/gaocab.htm>

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site ( <http://www.gpo.gov/vendors/index.htm> ) where one can register as a GPO contractor using the ‘GPO Contractor Connection’ link in accordance with the furnished instructions on that page.

**NOTE:** Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

**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 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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Camera Copy/Government-furnished Material

**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 before expiration of the current contract term. 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 periodic pricing revision.

**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.

**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.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of 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 below. Pricing will thereafter be eligible for adjustment during the second and any succeeding 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 herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from Date of Award to May 31, 2016. 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.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" 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 the 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 February 28, 2015, 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: The Economic Price Adjustment (EPA) is NOT cumulative. The EPA is applied to the original contract price not to the original contract price plus any other EPAs applied.

**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.

**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 May 31, 2016 plus for such additional periods 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**QUANTITIES:** This contract is 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, and pursuant to the section entitled

"DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low 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, except when the shipping/delivery schedule cannot be met.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. If such orders are placed, contractor is to notify GPO Dallas immediately. Failure to do so may result in nonpayment.

**PAYMENT:** Contractors are required to submit all vouchers through the FAX Gateway. Each invoice submitted to GPO for payment must be for only one job and it must contain a copy of the print order and proof of delivery. If a delivery receipt contains proof of delivery for more than one job, the receipt must be duplicated and a copy submitted with each invoice. To get instructions, go to: <http://www.gpo.gov/vendors/payment.htm>

Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'

**SECTION 2.- SPECIFICATIONS**

**SCOPE:** These specifications cover the production of envelopes that require such operations as composition, printing, packing and delivery.

**TITLE:** Envelopes.

**FREQUENCY OF ORDERS:** It is anticipated that there will be approximately 120 orders per year. An order may consist of 1 to approximately 5 items. Based upon past performance, 5% of the orders will average 2 items, while the other 95% will consist of only 1 item.

**QUANTITY:** It is anticipated that the requirements will be as follows:

<u>Quantity per item</u>	<u>Percentage of items</u>
Category 1 – 500 through 5,000.....	36%
Category 2 – Over 5,000 up through 10,000.....	17%
Category 3 – Over 10,000 up through 50,000.....	24%
Category 4 – Over 50,000.....	23%

This is not to be construed as a guarantee of the volume of work that may be ordered under the contract.

Note: 500 copies shall be the minimum placed on the contract.

**TRIM SIZES:**

White Writing 20 lb or White Wove 24 lb

- 3-7/8 x 8-7/8" (#9)..... regular, window, security tint
- 4-1/8 x 9-1/2" (#10)..... regular, window, security tint
- 4-1/2 x 10-3/8" (#11)..... regular, window, security tint

Light Brown Kraft

- 3-9/16 x 7-7/8" (check)..... 24 lb to 28 lb
- 3-7/8 x 8-7/8" (#9)..... 24 lb to 28 lb
- 4-1/2 x 9-1/2" (#10)..... 24 lb to 28 lb
- 6-1/2 x 9-1/2"..... 24 lb to 28 lb
- 7-1/2 x 10-1/2"..... 24 lb to 28 lb
- 9 x 12"..... 24 lb to 28 lb; 32 lb to 40 lb
- 9-1/2 x 12"..... 24 lb to 28 lb; 32 lb to 40 lb
- 9-1/2 x 12-1/2"..... 24 lb to 28 lb; 32 lb to 40 lb

**GOVERNMENT TO FURNISH:** Camera copy plus postal permit logos and facing identification marks (FIM) when required.

Occasionally, reprint copy will be furnished with revisions/changes that have to be typeset by the contractor (see "COMPOSITION" on page 7).

Print orders. Facsimile of Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except 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.

The GPO Imprint is waived.

**COMPOSITION:** Approximately 20% of the orders placed on this contract will require typesetting of one to approximately nine lines of type (average 4) from furnished copy. Approximately 5% of the orders will require a horizontal rule(s). Contractor must match type of reprint sample. All type set must comply with any applicable United States Postal Service regulations.

**PROOFS:** Generally, none required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted. However, occasional orders will require the contractor to submit an Adobe Acrobat PDF proof to an e-mail address specified on the print order. The Department will generally hold the proof for no more than one (1) workday and will provide approval, approval with comments or disapproval to the contractor via e-mail, fax or telephone. If a longer hold time is required, the print order will specify.

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

White Writing or Wove, basis weight: 20-24 lbs per 500 sheets, 17 x 22", equal to JCP Code V20.

Kraft (light brown shade), basis weight: 24 to 28 lbs per 500 sheets, 17 x 22", equal to JCP Code V10.

Kraft (light brown shade), basis weight: 32 to 40 lbs per 500 sheets, 17 x 22", equal to JCP Code V10.

**PRINTING:** Print one side only in a single color of ink, usually black. Match Pantone number as indicated on the print order.

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (h) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent.

**MARGINS:** Maintain margins as indicated on copy.

**CONSTRUCTION:** Writing or Wove envelopes are open side with diagonal or side seams and a full gummed flap.

Kraft envelopes may be open side or open end with center, diagonal or side seams and a full gummed flap, as ordered.

Windows: size 1-1/8 x 4-1/2" or 1-1/8 x 4-3/4" as ordered: positioned 7/8" from left, 1/2" from bottom. Windows must be covered with a suitable transparent panel and glued firmly to the inside with no loose edges.

**PACKING:** Box in suitable units. Pack in shipping containers. Each shipping container must not exceed 40 pounds when fully packed.

**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 execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of 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 government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address indicated on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

**DISTRIBUTION:** All shipments must be f.o.b. destination. Refer to page 14 for the distribution percentages by zones.

**Return of Government Furnished Material:** The contractor must return all camera copy furnished by the Government. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the pickup and return of furnished materials and furnishing samples must be borne by the contractor.

**SCHEDULE:** No definite schedule can be established at this time. Orders will be scheduled according to the work involved and the time that can be allowed. However, no order will be required in less than five workdays.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Contractor will be required to pickup print order, copy, and furnished material at the U.S. Government Printing Offices located at 1100 Commerce Street, Room 731, Dallas, TX 75242 or at 1531 Connally



Street, Suite 2, Building 6629, JBSA Lackland AFB, TX 78236-5514 or from NASA Johnson Space Center, 2101 NASA Parkway, Bldg 227, Door 2, Houston, TX 77058.

NOTE: The majority of the orders will be picked up from the Dallas, Texas GPO Office.

When deliveries are consigned to addresses within Shipping Zones 1 through 8 (as defined on page 14), the schedule date indicated on the print order must be accepted as the date delivery is made to the destination and not the date of delivery to a common or other carrier.

Deliveries consigned to all other Shipping Zones must be delivered to a common or other carrier on the date indicated on the print order.

Failure to comply with required Delivery/Ship dates may result in withholding further offers.

Schedule will begin the workday after notification of the availability of print order and furnished material.

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

### **SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK**

Procurement under this solicitation will be divided into four categories as follows:

- Category 1: 500 through 5,000
- Category 2: Over 5,000 up through 10,000
- Category 3: Over 10,000 up through 50,000
- Category 4: Over 50,000

The Government will make multiple awards in each category since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone or email and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

**SECTION 4.- SCHEDULE. OF PRICES**

Bids offered are f o.b. destination.

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, in the category or categories for which bids are submitted. 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.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

All vouchers 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.

Cost of all required paper must be charged under Item I.

I. COMPLETE. PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Item II (shipping charges).

NOTE: All prices are per 1,000 envelopes

1. Regular, White Writing 20 lb or White Wove 24 lb

	<u>CATEGORIES</u>			
	(1)	(2)	(3)	(4)
(a) 3-7/8 x 8-7/8" (#9).....	\$_____	\$_____	\$_____	\$_____
(b) 4-1/8 x 9-1/2" (#10).....	\$_____	\$_____	\$_____	\$_____
(c) 4-1/2 x 10-3/8" (#11).....	\$_____	\$_____	\$_____	\$_____

\_\_\_\_\_  
Initials

I. COMPLETE PRODUCT (contd.):

2. Window, White Writing 20 lb or White Wove 24 lb

	<u>CATEGORIES</u>			
	(1)	(2)	(3)	(4)
(a) 3-7/8 x 8-7/8" (#9).....	\$ _____	\$ _____	\$ _____	\$ _____
(b) 4-1/8 x 9-1/2" (#10).....	\$ _____	\$ _____	\$ _____	\$ _____
(c) 4-1/2 x 10-3/8" (#11).....	\$ _____	\$ _____	\$ _____	\$ _____

3. Regular, White Writing 20 lb or White Wove 24 lb, Security Tint

	<u>CATEGORIES</u>			
	(1)	(2)	(3)	(4)
(a) 3-7/8 x 8-7/8" (#9).....	\$ _____	\$ _____	\$ _____	\$ _____
(b) 4-1/8 x 9-1/2" (#10).....	\$ _____	\$ _____	\$ _____	\$ _____
(c) 4-1/2 x 10-3/8" (#11).....	\$ _____	\$ _____	\$ _____	\$ _____

4. Window, White Writing 20 lb or White Wove 24 lb, Security Tint

	<u>CATEGORIES</u>			
	(1)	(2)	(3)	(4)
(a) 3-7/8 x 8-7/8" (#9).....	\$ _____	\$ _____	\$ _____	\$ _____
(b) 4-1/8 x 9-1/2" (#10).....	\$ _____	\$ _____	\$ _____	\$ _____
(c) 4-1/2 x 10-3/8" (#11).....	\$ _____	\$ _____	\$ _____	\$ _____

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(Initials)

I. COMPLETE PRODUCT (contd.):

5. Light Brown Kraft, 24 lb to 28 lb, Open Side

CATEGORIES

	(1)	(2)	(3)	(4)
(a) 3-9/16 x 7-7/8" (check).....	\$ _____	\$ _____	\$ _____	\$ _____
(b) 3-7/8 x 8-7/8" (#9).....	\$ _____	\$ _____	\$ _____	\$ _____
(c) 4-1/8 x 9-1/2" (#10).....	\$ _____	\$ _____	\$ _____	\$ _____
(d) 6-1/2 x 9-1/2".....	\$ _____	\$ _____	\$ _____	\$ _____
(e) 7-1/2 x 10-1/2".....	\$ _____	\$ _____	\$ _____	\$ _____
(f) 9 x 12".....	\$ _____	\$ _____	\$ _____	\$ _____
(g) 9-1/2 x 12".....	\$ _____	\$ _____	\$ _____	\$ _____
(h) 9-1/2 x 12-1/2".....	\$ _____	\$ _____	\$ _____	\$ _____

6. Light Brown Kraft, 32 lb to 40 lb, Open Side

CATEGORIES

	(1)	(2)	(3)	(4)
(a) 9 x 12".....	\$ _____	\$ _____	\$ _____	\$ _____
(b) 9-1/2 x 12".....	\$ _____	\$ _____	\$ _____	\$ _____
(c) 9-1/2 x 12-1/2".....	\$ _____	\$ _____	\$ _____	\$ _____

7. Light Brown Kraft, 32 lb to 40 lb, Open End

CATEGORIES

	(1)	(2)	(3)	(4)
(a) 9 x 12".....	\$ _____	\$ _____	\$ _____	\$ _____
(b) 9-1/2 x 12".....	\$ _____	\$ _____	\$ _____	\$ _____
(c) 9-1/2 x 12-1/2".....	\$ _____	\$ _____	\$ _____	\$ _____

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

**II. SHIPPING CHARGES:** The following charges cover the cost of shipping to destinations within each of the nine zones. Charges must be submitted in the order and manner requested; minimum charges will not be accepted.

Note: Failure to offer shipping charges to any zone will eliminate bidder from consideration for award of any order requiring delivery/shipment to a zone (or zones) for which shipping charges were not offered.

It is anticipated that the following percentages indicate the approximate number of items that will deliver/ship to the zone indicated.

- Zone 1 – 15%
- Zone 2 – 35%
- Zone 3 – 13%
- Zone 4 – 25%
- Zone 5 – 1%
- Zone 6 – 1%
- Zone 7 – 4%
- Zone 8 – 5%
- Zone 9 – 1%

**EXPLANATION OF SHIPPING CHARGES:** Destinations which are located within the various states and the District of Columbia will fall within one of nine Zones, as defined hereinafter:

Zone 1: Commercial zone of Amarillo, TX

Zone 2: Commercial zone of Dallas/Fort Worth, TX

Zone 3: Commercial zone of Waco/Temple, TX.

Zone 4: Texas (areas outside of zones 1, 2 and 3)

Zone 5: Commercial zone of Oklahoma City, OK

Zone 6: Oklahoma (areas outside zone 5)

Zone 7: Louisiana and Mississippi

Zone 8: Arkansas

Zone 9: Destinations other than the states of Texas, Oklahoma, Louisiana, Mississippi and Arkansas.

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(Initials)

**SHIPPING COSTS:** Deliver all shipments f.o.b. destination in accordance with "Shipping Charges" under Item II in the Schedule of Prices.

For the purpose of compensating suppliers for shipping charges to destinations falling within the 9 zones, except as provided under "Shipping Costs", bidders are to offer a price as indicated in Item II. Shipping Charges. The prices offered, as applicable, will be applied to the weight of the ordered quantity. For example, if the contractor offers a price of \$100.00 per cwt for shipments up to and including 120 lbs. for delivery to Zone 1 and the shipment weighs 50 lbs then the contractor is entitled to compensation of \$50.00.

Prices offered on this page are applicable to ALL CATEGORIES.

Cost per cwt

	Shipments up to and including <u>120 lbs</u> (A)	Shipments over 120 lbs but not exceeding <u>1,000 lbs</u> (B)	Shipments over 1,000 lbs but not exceeding <u>10,000 lbs</u> (C)	Shipments exceeding <u>10,000 lbs</u> (D)	Delivered/ shipped to Zone
(a)	\$ _____	\$ _____	\$ _____	\$ _____	1
(b)	\$ _____	\$ _____	\$ _____	\$ _____	2
(c)	\$ _____	\$ _____	\$ _____	\$ _____	3
(d)	\$ _____	\$ _____	\$ _____	\$ _____	4
(e)	\$ _____	\$ _____	\$ _____	\$ _____	5
(f)	\$ _____	\$ _____	\$ _____	\$ _____	6
(g)	\$ _____	\$ _____	\$ _____	\$ _____	7
(h)	\$ _____	\$ _____	\$ _____	\$ _____	8
(i)	\$ _____	\$ _____	\$ _____	\$ _____	9

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

**BIDDERS NAME AND SIGNATURE:** Fill out and return three copies of all pages in "Section 4.- Schedule of Prices" relating to the category or categories for which bids are submitted, initial or sign each in the space provided and submit with the original and duplicate copies (face and back) of GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

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

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



U.S. GOVERNMENT PRINTING OFFICE  
Printing Procurement Department

# BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. \_\_\_\_\_ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. \_\_\_\_\_

BID \_\_\_\_\_

Additional \_\_\_\_\_ Rate \_\_\_\_\_

Discounts are offered for prompt payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

In compliance with the above, the undersigned agrees, 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.

**Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.**

**COMPANY SUBMITTING BID**

**PERSON AUTHORIZED TO BID**

Company \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Signature \_\_\_\_\_

GPO Contractor Code (if known) \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Facsimile Number \_\_\_\_\_

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_  
(initials) (initials)

# Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

## REPRESENTATIONS.

**R-1. Small Business.** By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

**R-2. Small Disadvantaged Business Concern.** By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

**R-3. Women-Owned Small Business Concern.** By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

## CERTIFICATIONS.

**C-1. Covenant Against Contingent Fees.** Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

**C-2. Buy American Certification.** Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

**C-3. Clean Air and Water.** Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

**C-4. Certificate of Independent Price Determination.** Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that:

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Jan. 1999).** By submission of a bid—

(a)(1) The offeror certifies, to the best of its knowledge and belief, that—

(i) The offeror and/or any of its principals—

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

**C-6. Certification of Nonsegregated Facilities (Jan. 1999).** Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will—

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

### NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

\*\*\*\*\*SAMPLE BID ENVELOPE\*\*\*\*\*

In order to insure proper processing of all bids, the following  
Information is required on all contractor furnished bid envelopes:

**JACKET OR PROGRAM NO.** \_\_\_\_\_  
**FROM** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_

(Please check appropriate box)

- BID
- NO BID
- CONFIRMATION OF TELEPHONE/TELEGRAPH BID

POSTAGE  
STAMP  
REQUIRED

**U.S. Government Printing Office**  
**Dallas Regional Printing Procurement Office**  
**1100 Commerce Street, Room 731**  
**Dallas, TX 75242**

BIDS WILL BE RECEIVED UNTIL \_\_\_\_\_

AT 2 P.M. PREVAILING DALLAS TIME

1704.M	DESERT PAPER & ENV	FOWLER ENV	MEADWESTVACO	NATIONAL ENV/CO	NOCONA ENV & TAG	POSTAL ENV CO, INC	THE PRINT HOUSE	WBC INC Bba LITHEXCEL
<b>1. Regular, White Writing 20# or White Wove 24#</b>								
Categories 1								
(a) 3-7/8 x 8-7/8" #9	26.23	35.98	NO BID	23.48	23.9	49.73	40	55
(b) 4-1/8 x 9-1/2" #10	26.23	35.98	NO BID	23.48	23.9	49.48	40	55
(c) 4-1/2 x 10-3/8" #11	49.45	45.5	NO BID	36.72	34	59.18	45	70
Categories 2								
(a) 3-7/8 x 8-7/8" #9	24.42	32.98	NO BID	23.16	22.9	32.35	35	30
(b) 4-1/8 x 9-1/2" #10	24.42	32.98	NO BID	23.16	22.9	32.11	35	30
(c) 4-1/2 x 10-3/8" #11	47.08	41.5	NO BID	36.37	33	41.27	40	40
Categories 3								
(a) 3-7/8 x 8-7/8" #9	22.29	23.75	15.68	20.59	NO BID	22.16	18.5	28
(b) 4-1/8 x 9-1/2" #10	22.29	20.08	15.68	20.59	NO BID	21.97	18.5	28
(c) 4-1/2 x 10-3/8" #11	44.04	32.1	NO BID	33.33	NO BID	30.77	23.5	38
Categories 4								
(a) 3-7/8 x 8-7/8" #9	21.8	10.25	15.50	16.9	20.9	18.67	17	24.5
(b) 4-1/8 x 9-1/2" #10	21.8	14.7	15.37	16.9	20.9	18.44	17	24.5
(c) 4-1/2 x 10-3/8" #11	43.34	23.1	NO BID	25.2	31	27.16	22	30
<b>2. Window, White Writing 20# or White Wove 24#</b>								
Categories 1								
(a) 3-7/8 x 8-7/8" #9	29.28	37.88	NO BID	25.98	NO BID	54.26	42.5	60
(b) 4-1/8 x 9-1/2" #10	29.28	36.88	NO BID	25.98	25.9	52.15	42.5	60
(c) 4-1/2 x 10-3/8" #11	54.64	46.5	NO BID	40.22	39	64.51	47.5	91
Categories 2								
(a) 3-7/8 x 8-7/8" #9	27.49	34.78	NO BID	25.66	NO BID	36.6	37.5	45
(b) 4-1/8 x 9-1/2" #10	27.49	33.98	NO BID	25.66	24.9	34.36	37.5	45
(c) 4-1/2 x 10-3/8" #11	52.77	42.5	NO BID	39.87	38	46.27	42.5	81
Categories 3								
(a) 3-7/8 x 8-7/8" #9	25.33	20.7	17.79	23.09	NO BID	26.24	21	40
(b) 4-1/8 x 9-1/2" #10	25.33	20.98	17.11	23.09	23.9	24.37	21	40
(c) 4-1/2 x 10-3/8" #11	49.24	33.1	NO BID	36.89	NO BID	35.57	26	71
Categories 4								
(a) 3-7/8 x 8-7/8" #9	24.85	17.1	17.68	18.9	NO BID	22.68	19.5	37
(b) 4-1/8 x 9-1/2" #10	24.85	15.14	16.83	18.9	22.9	20.8	19.5	37
(c) 4-1/2 x 10-3/8" #11	48.54	25.05	NO BID	28.8	34	31.88	24.5	64
<b>3. Regular, White Writing 20# or White Wove 24# security unit</b>								
Categories 1								
(a) 3-7/8 x 8-7/8" #9	28.99	36.98	NO BID	27.98	27.9	53.44	42	56
(b) 4-1/8 x 9-1/2" #10	28.99	36.98	NO BID	27.98	27.9	52.67	42	57
(c) 4-1/2 x 10-3/8" #11	67.17	46.5	NO BID	41.22	38	72.43	50	82
Categories 2								
(a) 3-7/8 x 8-7/8" #9	27.22	33.98	NO BID	27.66	26.9	35.83	37	43
(b) 4-1/8 x 9-1/2" #10	27.22	33.98	NO BID	27.66	26.9	35.1	37	44
(c) 4-1/2 x 10-3/8" #11	56.59	42.5	NO BID	40.87	37	53.7	45	74
Categories 3								
(a) 3-7/8 x 8-7/8" #9	25.06	24.75	16.74	23.09	NO BID	25.5	20.5	38
(b) 4-1/8 x 9-1/2" #10	25.06	24.75	16.74	23.09	NO BID	24.84	20.5	38
(c) 4-1/2 x 10-3/8" #11	44.57	33.1	NO BID	35.89	NO BID	42.7	28.5	66
Categories 4								
(a) 3-7/8 x 8-7/8" #9	24.57	16.25	16.63	18.9	24.9	21.95	19	33
(b) 4-1/8 x 9-1/2" #10	24.57	16	16.42	18.9	24.9	21.26	19	33
(c) 4-1/2 x 10-3/8" #11	41.08	24.1	NO BID	27.2	35	33.89	27	60
<b>4. Window, White Writing 20 lb. or White Wove 24 lb. Security Unit</b>								
Categories 1								
(a) 3-7/8 x 8-7/8" #9	32.04	40.98	NO BID	30.48	NO BID	54	44.5	68
(b) 4-1/8 x 9-1/2" #10	32.04	40.98	NO BID	30.48	30	55.45	44.5	69
(c) 4-1/2 x 10-3/8" #11	69.87	49.5	NO BID	44.72	40	80.32	52.5	97
Categories 2								
(a) 3-7/8 x 8-7/8" #9	30.27	37.5	NO BID	30.16	NO BID	36.36	38.5	61
(b) 4-1/8 x 9-1/2" #10	30.27	37.5	NO BID	30.16	29	37.71	38.5	63
(c) 4-1/2 x 10-3/8" #11	59.62	45.5	NO BID	44.37	39	61.1	47.5	85



