

Program No 1826-S Term 8/1/19 To 7/31/20						
TITLE: Fee Envelopes						
			Nocona Envelope Inc. Nocona, TX		Printing Resources Inc. Cleveland, OH	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT (Except Items II. and III.):					
a.	Envelopes printed face only (pre-construction), per 1,000 envelopes					
1.	Category (1) 500 - 4,999	8	\$195.00	\$ 1,560.00	\$ 180.00	\$ 1,440.00
2.	Category (2) 5,000 - 19,999	74	\$126.00	\$ 9,324.00	\$ 155.00	\$ 11,470.00
3.	Category (3) 20,000 - 50,000	131	\$86.00	\$ 11,266.00	\$ 145.00	\$ 18,995.00
b.	Envelopes printed face and back (pre-construction), (flap and body with flap back), per 1,000 envelopes					
1.	Category (1) 500 - 4,999	1	\$212.00	\$ 212.00	\$ 220.00	\$ 220.00
2.	Category (2) 5,000 - 19,999	21	\$143.00	\$ 3,003.00	\$ 195.00	\$ 4,095.00
3.	Category (3) 20,000 - 50,000	25	\$89.00	\$ 2,225.00	\$ 185.00	\$ 4,625.00
II.	PAPER:					
a.	Kraft 24 lb., per 1,000 envelopes	174	\$6.00	\$ 1,044.00	\$ 160.00	\$ 27,840.00
b.	Kraft 28 lb., per 1,000 envelopes	20	\$7.00	\$ 140.00	\$ 180.00	\$ 3,600.00
c.	White or Colored Writing 24 lb., per 1,000 envelopes	62	\$6.00	\$ 372.00	\$ 200.00	\$ 12,400.00
III.	ADDITIONAL OPERATIONS:					
a.	Numbering, per 1,000 envelopes	599	\$8.00	\$ 4,792.00	\$65.00	\$ 38,935.00
b.	Content proof, per proof	4	\$10.00	\$ 40.00	\$20.00	\$ 80.00
c.	Composition, per composed envelope	7	\$15.00	\$ 105.00	\$20.00	\$ 140.00
d.	Shrink Wrap, per package	1545	\$0.45	\$ 695.25	\$2.00	\$ 3,090.00
IV.	SHIPPING CHARGES					
a.	Zone 1 CO, NM, UT					
(1)	Shipment up to 10 lbs, per each shipment	1	\$15.58	\$ 15.58	\$35.00	\$ 35.00
(2)	Shipment over 10 lbs. up to 40 lbs., per 10 lbs.	14	\$14.40	\$ 201.60	\$30.00	\$ 420.00
(3)	Shipment over 40 lbs. up to 120 lbs., per 10 lbs.	10	\$14.30	\$ 143.00	\$25.00	\$ 250.00
(4)	Shipment over 120 lbs., per 100 lbs.	16	\$121.00	\$ 1,936.00	\$200.00	\$ 3,200.00
b.	Zone 2 WY, MT, ID					
(1)	Shipment up to 10 lbs, per each shipment	1	\$16.27	\$ 16.27	\$35.00	\$ 35.00
(2)	Shipment over 10 lbs. up to 40 lbs., per 10 lbs.	1	\$15.00	\$ 15.00	\$30.00	\$ 30.00
(3)	Shipment over 40 lbs. up to 120 lbs., per 10 lbs.	1	\$14.50	\$ 14.50	\$25.00	\$ 25.00
(4)	Shipment over 120 lbs., per 100 lbs.	2	\$130.00	\$ 260.00	\$200.00	\$ 400.00
c.	Zone 3 AZ					
(1)	Shipment up to 10 lbs, per each shipment	1	\$13.02	\$ 13.02	\$35.00	\$ 455.70
(2)	Shipment over 10 lbs. up to 40 lbs., per 10 lbs.	2	\$12.00	\$ 24.00	\$30.00	\$ 60.00
(3)	Shipment over 40 lbs. up to 120 lbs., per 10 lbs.	1	\$11.50	\$ 11.50	\$25.00	\$ 25.00
(4)	Shipment over 120 lbs., per 100 lbs.	2	\$126.00	\$ 252.00	\$200.00	\$ 400.00
d.	East of the Mississippi					
(1)	Shipment up to 10 lbs, per each shipment	1	\$17.40	\$ 17.40	\$30.00	\$ 522.00
(2)	Shipment over 10 lbs. up to 40 lbs., per 10 lbs.	1	\$16.50	\$ 16.50	\$25.00	\$ 25.00
(3)	Shipment over 40 lbs. up to 120 lbs., per 10 lbs.	1	\$15.44	\$ 15.44	\$23.00	\$ 23.00
(4)	Shipment over 120 lbs., per 100 lbs.	1	\$130.00	\$ 130.00	\$180.00	\$ 180.00
e.	West of the Mississippi (Excluding Zones 1-3)					
(1)	Shipment up to 10 lbs, per each shipment	1	\$17.40	\$ 17.40	\$30.00	\$ 522.00
(2)	Shipment over 10 lbs. up to 40 lbs., per 10 lbs.	1	\$16.50	\$ 16.50	\$25.00	\$ 25.00
(3)	Shipment over 40 lbs. up to 120 lbs., per 10 lbs.	1	\$15.44	\$ 15.44	\$23.00	\$ 23.00
(4)	Shipment over 120 lbs., per 100 lbs.	1	\$130.00	\$ 130.00	\$180.00	\$ 180.00
	CONTRACTOR TOTALS			\$ 38,039.40		\$ 133,765.70
	DISCOUNT		1%	\$ 380.39	NET	\$ -
	DISCOUNTED TOTALS		20 Days	\$ 37,659.01		\$ 133,765.70
				AWARDED		
	Prepared by:					
	Reviewed by:					

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

U.S. GOVERNMENT PUBLISHING OFFICE

Denver, CO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Fee Envelopes

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

Various Government Departments and Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2019 and ending July 31, 2020, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

QUOTES OPENING: Quotes shall be publicly opened at 11:00 a.m., prevailing Denver, CO, time, on July 11, 2019.

QUOTATION SUBMISSION: Submit quote in an envelope with solicitation to U.S. Government Publishing Office, Denver Regional Office, Suite 208, 12345 West Alameda Parkway, Lakewood, CO 80228-2842. Facsimile bid in response to this solicitation are permitted. Facsimile bid may be submitted directly to the GPO Denver Regional Office, Fax No. (303) 236-5332. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised January 2018. **BID MUST BE RECEIVED BY ABOVE DATE AND TIME; LATE BIDS WILL NOT BE CONSIDERED.**

OFFERORS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following:

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 "BID" Form is no longer required. Offerors are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Beverly Boecher at (303) 236-5292, x4; or email bboecher@gpo.gov or infodenver@gpo.gov.

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 (revised 8-02)).

GPO Contract Terms (GPO Publication 310.2) –

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

GPO QATAP (GPO Publication 310.1) –

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

SUBCONTRACTING: Subcontracting will not be permitted.

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

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-5. Text and Image Position	Misplacement, Skewness, Supplied Electronic Media
P-7. Type Quality and Uniformity	Supplied Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 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 August 1, 2019 through July 31, 2020, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending April 30, 2019, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and various jacket numbers 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 August 1, 2019 through July 31, 2020, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor 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: The GPO Denver office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification a copy of the approved billing certification sheet and the accompanying print order with all additional pages are to be submitted by the agency and the contractor to the GPO Denver office via fax (303) 236-5332 or email to: infodenver@gpo.gov.

After examination and certification by the ordering agency, contractor must submit 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/vendors/how-to-get-paid>.

NOTE: Exception to the Billing Certification Requirement: On all GPO Denver placed print orders with print order series 25000, 45000, 65000, 85000, the billing certification requirement is WAIVED.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of fee envelopes requiring such operations as composition, printing, envelope construction, packing, and delivery.

TITLE: Fee Envelopes

FREQUENCY OF ORDERS: Approximately twenty orders per year.

QUANTITY:

Category #1 – 500 to 4,999 copies.

Category #2 – 5,000 to 19,999 copies.

Category #3 – 20,000 to 50,000 copies.

TRIM SIZES: 3 to 3¼" x 6" up to and including 7", with flap sizes 2-¾" up to and including 4-7/8", the majority with a flap size of 2-7/8".

GOVERNMENT TO FURNISH: Materials may be furnished as hard copy, manuscript, or electronic media.

Electronic media will be furnished as follows:

Platform: Macintosh OS 10.7.5 and newer; Windows 7 and newer.

Storage Media: FTP; Email; CD-ROM; DVD; Thumb Drive.

Software: Adobe Acrobat, version 10 or later

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

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CYMK to be used for color identification.

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

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

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 reproduction image. Any errors other than those described below, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency and the GPO printing specialist immediately upon discovery.

The contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- color issues and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used.

The contractor shall create or alter any necessary trapping, set proper screen angles and frequency, define proper file output selection for the imaging device being utilized, and ensure that the black type is a solid black, NOT a process build. 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 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. 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.

COMPOSITION: Composition may be required and will involve the typesetting up to approximately 56 lines of copy in a suitable typeface; with the majority of orders containing 35 lines of copy, 2 to 22 check boxes with the majority of orders containing 20 boxes, 15 to 40 rules with the majority of orders with 25 rules, add 1 to 3 agency logos with the majority of orders containing 2 logos. Contractor to typeset in font size suitable to fit the finished trim size for quality and appearance. Occasionally contractor may be required to pick up minor line art.

Contractor may be required to make minor adjustments to standardize trim size of envelopes.

PROOFS: When requested per print order one composite digital color content proof per requested envelope. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

When requested per print order contractor to submit one “Press Quality” 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.

When ordered, no charges will be allowed for PDF soft proofs.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

Submit proofs together with all of the furnished material to the contact and address as listed within submitted order.

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

Proof delivery notification: The contractor must notify the agency contact listed on the print order via phone call or email when the proofs are shipped to the department and provide the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the GPO that the proofs have not been returned.

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

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.

Government Paper Specification Standards No. 12 –

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2

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 opinion, materially differs from that of the color sample(s). All paper used in an order must be of a uniform shade.

The paper to be used will be indicated on each print order.

Light-Colored Brown (Kraft Shade) Envelopes, basis weight 24 lbs, and 28 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V10.

White or Colored Writing Envelopes, basis weight 24 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V20.

PRINTING: Envelopes print face only before conversion in black or a single ink color (envelope body prints face and on the flap), on occasion the envelope will print on the back of the flap as well.

All inks should be water resistant since the envelopes may be subject to outdoor exposure.

MARGINS: Margins will be as indicated on the print order or furnished copy. No bleeds required.

CONSTRUCTION: Open side, side seam, with gummed flap. Envelope may be die cut or adjustable die-cut. The flap depth will vary between 2-3/4" to 4-7/8". Perforate flap in one location up to the entire 7" way, in a variable location from the flap horizontal trim. Must be blind perforation. Continuous gum strip directly below the perforation between the flap fold. The throat of the envelope should not be so deep as to allow glue on flap to attach to contents.

NUMBERING: When ordered, sequential number in black or red ink, in one or two places (same number in both places). No missing numbers. Numbers to be approximately 3/16" high. All inks used including for numbering must be water resistant.

PACKING: Pack in suitable units.

When ordered, pack envelopes in ascending sequential order in suitable fashion to maintain numbering sequence during shipping. Indicate the range of numbers contained within the individual containers.

When ordered, shrink-wrap, per package in quantities specified.

When ordered, place an unnumbered sample on outside of each shipping container.

LABELING AND MARKING:

Contractor's proof memo/form must be used on all proof packages with information identifying a point of contact, their phone number, and when the proof must be returned. Each package must be clearly labeled with the GPO jacket, purchase order and print order numbers, and the number or title of the product to which the proof(s) apply.

Contractor to download the GPO Form 905, R. 7-15 "Labeling and Marking Specifications" form, located at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf>, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Delivery f.o.b. destination.

A single shipment or several shipments totaling 120 lbs. or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable traceable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

At agency option, agency may provide their shipping account number, shipment type, with preferred carrier per print order.

Destinations may require lift gate and inside delivery.

SHIPPING CHARGES: When deliveries are subject to a special charge (i.e. "INSIDE DELIVERY", "LIFT-GATE SERVICE, PALLET JACK SERVICE, etc.) pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher/invoice and will be paid for at actual cost.

The contractor must return all supplied media furnished by the Government to the address on the print order. These materials must be packaged and returned separate from the entire job via any 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 returning furnished materials and submitting proofs must be borne by the contractor.

For each print order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the address furnished on the print order. The subject line of this message shall be "Distribution Notice for GPO jacket, program 1826-S, and print order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

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

When applicable, print orders and furnished material are to be picked up and returned to the agency specified in the print order, or to the U.S. Government Publishing Office; Denver Regional Office; 12345 W. Alameda Parkway, Suite 208; Lakewood, CO 80228-2842.

At the Government's option, the print order and furnished materials may be emailed to the contractor or uploaded to the contractor's FTP site.

When ordered, contractor to deliver and pick up hard copy proofs (together with the furnished electronic media and reference materials) from/to the agency contact listed on the print order. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO jacket, program, print order, and publication title. Contractor's contact information and phone number must be indicated inside the package.

Contractor's proof cover memo must include the date the proof is to be returned, and the contractor's point of contact with their phone number. Proof is to be sent directly to the ordering agency by the contractor. Contractor's standard "proof" label may be used (provided it contains full identification of the order) and includes a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. A reply from the agency to contractor's email will constitute return of proof.

When a PDF proof is requested, email proofs to the ordering agency per instructions provided on each print order. Subject line of email must contain the word "PROOF", and contain program 1826-S, print order, and publication title.

PDF Proof Delivery Notification: Call agency contact 1 day in advance of sending emailed proof to advise and insure delivery to active mail box, not junk mail.

If proofs are not returned by the ordering agency within the specified time, the contractor must notify the agency and the GPO printing specialist identified on page 1, that the proofs have not been returned. Contractor to include GPO jacket, program 1826-S and print order with all correspondence.

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 will be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Number of proof hold days will be specified on the print order. Note: The first workday after receipt of proofs by the agency is day one of the hold time.

The contractor must not print prior to receipt of an "OK to Print".

PROOF DELIVERY NOTIFICATION: The contractor must notify the agency via email and verify by phone call the email is received when the proofs are shipped to the department and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the agency that the proofs have not been returned. Send proof delivery notification per print order and confirm by phone call per print order. Include GPO program and print order with all correspondence.

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

At the Government's option, the print order and furnished materials may be picked-up, emailed, provided by agency secure server, or uploaded to the contractor's FTP site.

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

The schedule will be approximately two to four weeks from order placement to delivery at destination. It is anticipated one third to one half of the orders will require delivery within two weeks.

The ship/deliver date indicated on the print order shall bind the contractor and is the date products ordered must be delivered to the destination(s) specified.

The contractor should be aware that the deliveries are anticipated to deliver to national parks, some which may be located in remote areas.

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.

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for bulk delivery. These receipts must include the GPO jacket, program 1826-S, print order; total quantity delivered, number of cartons, quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's invoice for payment.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices bid in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's work 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 under this contract.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES":

		(1)	(2)	(3)	
I.	a.	8	74	131	
	b.	1	21	25	
II.	a.	174			
	b.	20			
	c.	62			
III.	a.	599			
	b.	4			
	c.	7			
	d.	1,545			
IV.		(1)	(2)	(3)	(4)
	a.	1	14	10	16
	b.	1	1	1	2
	c.	1	2	1	2
	d.	1	1	1	1
	e.	1	1	1	1

SECTION 4. - SCHEDULE OF PRICES

Quotes 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.

Quotes for each item listed in its respective format group, as defined in "Section 2 – Specifications," must include the cost of all required materials and operations in accordance with these specifications.

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quote, 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.

Quotes submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any bid 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 bid 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 invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

- I. COMPLETE PRODUCT (Except item II. Paper and Item III. Additional Operations): Prices quoted 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.

COST BY CATEGORY PER 1,000 ENVELOPES

	Category (1) 500 - 4,999	Category (2) 5,000 - 19,999	Category (3) 20,000 - 50,000
a. Envelopes printed face only (pre-construction)	\$ _____	\$ _____	\$ _____
b. Envelopes printed face and back (pre-construction) (flap and body with flap back)	\$ _____	\$ _____	\$ _____
 II. PAPER:			
a. Kraft 24 lb., per 1,000 envelopes	\$ _____		
b. Kraft 28 lb., per 1,000 envelopes	\$ _____		
c. White or Colored Writing 24 lb., per 1,000 envelopes	\$ _____		

Initials

III. ADDITIONAL OPERATIONS:

- a. Numbering, per 1,000 envelopes \$ _____
- b. Content proof, per proof \$ _____
- c. Composition, per composed envelope \$ _____
- d. Shrink Wrap, per package \$ _____

IV. SHIPPING CHARGES: The following charges cover the cost of shipping, as provided in "Section 1. – General Terms and Conditions", hereof, to destinations within each of the five zones (see below). Charges must be submitted in the order and manner requested; minimum charges will not be accepted.

Reimbursement for transportation costs for shipments will be made in accordance with the contractor's quoted shipping charges. Offeror must quote the specified unit charge for each zone listed below. Fractional parts will be prorated at the unit rate with the exception of charges under IV.(1)(a) though (e) - Shipments up to 10 lbs. The prices quoted, as applicable, will be applied to the weight of the ordered quantity.

IV.	Zone	Area	Per Shipment up to 10 lbs. (1)	Per Shipment over 10 lbs. up to 40 lbs. (2)	Per Shipment over 40 lbs. up to 120 lbs. (3)	Shipment over 120 lbs. (4)
a.	1	CO, NM, UT	\$ _____	\$ _____	\$ _____	\$ _____
b.	2	WY, MT, ID	\$ _____	\$ _____	\$ _____	\$ _____
c.	3	AZ	\$ _____	\$ _____	\$ _____	\$ _____
d.	4	East of the Mississippi	\$ _____	\$ _____	\$ _____	\$ _____
e.	5	West of the Mississippi (Excluding Zones 1-3)	\$ _____	\$ _____	\$ _____	\$ _____

NOTE: Failure to quote shipping charges to any zone may eliminate the offeror from consideration for award.

SHIPPING COSTS: Deliver all shipments f.o.b. destination in accordance with "SHIPPING CHARGES" under items IV. a. (1) through e.(4) in the "SCHEDULE OF PRICES".

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. destination is specified. If no shipping point is indicated above, it will be deemed that the offeror has selected the city and state shown below in the address block, and the quote or offer 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.

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the quote or 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 Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Offeror hereby acknowledges amendment(s) number(ed) _____

QUOTE ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this quote is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of quotes, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day quote acceptance period may result in expiration of the quote prior to award.

OFFEROR'S NAME AND SIGNATURE: Unless specific written exception is taken, the offeror, by signing and submitting a quote, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Offeror _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID



THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)