

Program:	875-S							
Term:	November 9, 2016 to November 30, 2017							
Title:	Kraft Envelopes							
					NOCONA			
			HUSKY ENVELOPE		ENVELOPE & TAG INC.		PRINTING RESOURCES INC.	
		BASIS OF	WALLED LAKE, MI		NOCONA, TX		CLEVELAND, OH	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I	COMPLETE PRODUCT:							
1.	Light-brown (Kraft Shade) Envelope (28-lb.):							
(a)	6 x 9-1/2"per 100 envelopes.....	255	\$4.500	\$1,147.50	\$12.00	\$3,060.00	\$4.75	\$1,211.25
(b)	6-1/16 x 10-1/2"per 100 envelopes.....	25	\$4.500	\$112.50	\$13.00	\$325.00	\$4.95	\$123.75
2.	Light-brown (Kraft Shade) Envelope (32-lb.):							
(a)	9-1/2 x 12"per 100 envelopes.....	3640	\$6.300	\$22,932.00	\$14.50	\$52,780.00	\$5.69	\$20,711.60
(b)	9-1/2 x 12" with window.....per 100 envelopes.....	1950	\$6.600	\$12,870.00	\$16.00	\$31,200.00	\$7.00	\$13,650.00
3.	Light-brown (Kraft Shade) Envelope (40-lb.):							
(a)	11 x 13"per 100 envelopes.....	43	\$10.730	\$461.39	\$22.00	\$946.00	\$12.95	\$556.85
(b)	12 x 16"per 100 envelopes.....	200	\$16.520	\$3,304.00	\$28.00	\$5,600.00	\$16.00	\$3,200.00
	CONTRACTOR TOTALS			\$40,827.39		\$93,911.00		\$39,453.45
	DISCOUNT		0.00%	\$0.00	1.00%	\$939.11	0.00%	\$0.00
	DISCOUNTED TOTALS			\$40,827.39		\$92,971.89		\$39,453.45

Program:	875-S							
Term:	November 9, 2016 to November 30, 2017							
Title:	Kraft Envelopes							
					WBC INC.			
			THE PRINT HOUSE		LITHEXCEL		CURRENT CONTRACTOR	
		BASIS OF	BROOKLYN, NY		ALBUQUERQUE, MN		HUSKY ENVELOPE	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I	COMPLETE PRODUCT:							
1.	Light-brown (Kraft Shade) Envelope (28-lb.):							
(a)	6 x 9-1/2"per 100 envelopes.....	255	\$4.00	\$1,020.00	\$9.90	\$2,524.50	\$4.03	\$1,028.67
(b)	6-1/16 x 10-1/2"per 100 envelopes.....	25	\$10.00	\$250.00	\$10.90	\$272.50	\$8.25	\$206.20
2.	Light-brown (Kraft Shade) Envelope (32-lb.):							
(a)	9-1/2 x 12"per 100 envelopes.....	3640	\$6.00	\$21,840.00	\$12.90	\$46,956.00	\$5.32	\$19,368.44
(b)	9-1/2 x 12" with window.....per 100 envelopes.....	1950	\$7.00	\$13,650.00	\$15.60	\$30,420.00	\$5.69	\$11,101.35
3.	Light-brown (Kraft Shade) Envelope (40-lb.):							
(a)	11 x 13"per 100 envelopes.....	43	\$15.00	\$645.00	\$16.10	\$692.30	\$10.66	\$458.34
(b)	12 x 16"per 100 envelopes.....	200	\$17.50	\$3,500.00	\$20.50	\$4,100.00	\$14.71	\$2,942.80
	CONTRACTOR TOTALS			\$40,905.00		\$84,965.30		\$35,105.80
	DISCOUNT		0.25%	\$102.26	1.00%	\$849.65	0.00%	\$0.00
	DISCOUNTED TOTALS			\$40,802.74		\$84,115.65		\$35,105.80

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Kraft Envelopes

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

Department of Veterans Affairs (VA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of award** and ending **November 30, 2017**, 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.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **November 9, 2016**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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 June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., Eastern Standard Time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature call (202) 512-0310 (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO 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 (revised August 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

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

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

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

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. Proof/Average type dimension/ Electronic Media/Furnished copy
P-9. Solid Screen Tint Color Match	Pantone Matching System

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 periodic 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 **Date of award** to **November 30, 2017**, 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, 2017**, 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 pre-award survey at any of the contractor's/subcontractor's facilities used in the performance of this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **November 30, 2017**, 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", 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.

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.

PAYMENTS ON PURCHASE ORDER: When processing billing invoices for payment, contractor is to fax the completed invoice to GPO by utilizing the GPO barcode coversheet program application.

The barcode coversheet can be accessed at the following hyperlink below; contractor to follow the instructions as indicated: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

ALL invoice packages and envelopes MUST be mailed to: U.S. Government Publishing Office, Comptroller, Stop: FMCE, Financial Management Service, Washington, DC 20401.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

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

TITLE: Kraft Envelopes.

FREQUENCY OF ORDERS: It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. However, based on past performance, it is anticipated that there will be approximately 25 to 75 order per year.

NOTE: Up to 10 orders may be placed on the same day requiring the same schedule.

QUANTITY: Approximately 500 to 200,000 copies per envelope per order.

NOTE: Preprinting or stockpiling of any of the envelopes is at the contractor's own risk. The Government shall not purchase nor reimburse the contractor for costs incurred for any excess or surplus envelopes left over at the end of the contract term.

TRIM SIZES:

6 x 9-1/2"

6-1/16 x 10-1/2"

9-1/2 x 12" (with and without window)

11 x 13"

12 x 16"

NOTE: The majority of orders placed will be for the 9-1/2 x 12" trim sizes. More than one envelope size may be ordered on the same print order.

GOVERNMENT TO FURNISH:

An Adobe Acrobat (current or near current version) PDF file will be furnished via email.

Manuscript copy will be specified on each individual print order.

Distribution/delivery address will be emailed to the contractor. Majority of orders placed will be for a single point of delivery; however, if multiples addresses are required on a single print order, an Excel file will be furnished.

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

One reproduction proof, Form 905 (Rev. 6/03), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files or on the copy, must not print on the 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.

COMPOSITION: On the majority of orders placed, contractor will be required to typeset up to 10 lines of type for the return address and, when required, the Business Reply Mail (BRM) delivery address.

Contractor must use Myriad Pro typestyle. Contractor must size type to fit envelope size ordered in accordance with current USPS regulations.

PROOFS: One (1) Adobe Acrobat (version 7, or higher) PDF soft proof of each envelope ordered on a print order. PDF proof for envelopes must show flap and window position, if applicable. Proof must indicate margins. Proof will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match.

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.

CONTRACTOR MUST NOT PRINT PRIOR TO THE RECEIPT OF AN "O.K. 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 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

Trim Sizes 6 x 9-1/2" and 6-1/16 x 10-1/2" – Light-brown (Kraft Shade) Envelope, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

Trim Size 9-1/2 x 12" – Light-brown (Kraft Shade) Envelope, basis weight: 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

Trim Sizes 11 x 13" and 12 x 16" – Light-brown (Kraft Shade) Envelope, basis weight: 40 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

PRINTING: All envelopes print face only (after construction) in black or a single ink color other than black. Printing consists of text and line matter. Match Pantone number as indicated on the print order.

Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations.

NOTE: GPO imprint must not print on envelopes.

MARGINS: Maintain margins as indicated on print order, furnished electronic file/copy, or pre-established/pre-approved layout.

CONSTRUCTION:

Envelopes will be open side, high-cut diagonal or side seam, at contractor's option, with gummed flap.

Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seam 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.

Windows (9-1/2 x 12", when ordered): Windows (glassine or poly-type covering) shall be 2 x 4" in size, located 2" from right edge and 1-1/4" from bottom. The window shall have rounded corners. The glassine/poly-type window material will be a semi-transparent covering that will not deteriorate from normal heat exposure during thermograph or engraving. The glassine/poly-type material must be securely glued on all sides so as not to interfere with insertion of contents. The transparent glassine/poly-type window material shall be free of any condition which would prevent the address from being distinctly legible.

Flap Adhesive: All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

The adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006 inch uniformly applied. The flaps shall not stick to the body of the envelope, but shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.

Size of Flap: Unless specified on the print order, the minimum flap size shall be as follows:

For 6 x 9-1/2" and 6-1/16 x 10-1/2" envelopes – The sealing flap must exceed the throat by at least 3/4".

For 9-1/2 x 12", 11 x 13", and 12 x 16" envelopes – The sealing flap must exceed the throat by at least 1-1/2" or what the contractor does commercially, whichever is larger (the exception to this is if the automated inserting and sealing machine requires a smaller flap).

PACKING: Unless otherwise specified, pack suitably in shipping containers not to exceed 40 pounds when fully packed. (Envelopes must not be packed in oversized cartons.)

When more than one envelope type is ordered on the same print order, each envelope type must be packed separately.

Envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Print orders may specify envelopes be separated into lots of 50 or 100 with separation slips, fillers, or by turning up the flap.

Chipboard or equal must be placed on top and bottom to prevent bowing.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability, and in such a manner which will guarantee that the product will not be damaged and the package will not open or split when processed through the U.S. Mail system.

LABELING AND MARKING:

Reproduce shipping container label from furnished repro; fill in appropriate blanks and attach to shipping containers.

Contractor will be required to produce address labels from furnished distribution list, when required.

When more than one container is necessary for a single destination, containers must be marked 1 of 3; 2 of 3; 3 of 3. The exact quantity in the container must also be noted on container.

Each container should be marked with arrows and the word "UP" indicating the top of the container.

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 in accordance with the distribution list.

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

A copy of the Government-furnished certificate must accompany the invoice sent to the U.S. Government Publishing Office, Financial Management Service, 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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. contractor's city by small package carrier to domestic addresses nationwide, including Alaska, Hawaii, and the American Territories including, but not limited to, Guam, America Samoa, Puerto Rico and the U.S. Virgin Islands. (NOTE: Majority of orders will ship to a single address; however, there may be an occasional order that requires shipments to several addresses.)

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

Contractor must ship by small package carrier (reimbursable). Shipping must be by traceable means. Contractor will be reimbursed for all shipping costs by submitting all shipping receipts with billing invoice for payment.

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 875-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, 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 furnish two (2) samples of each envelope ordered to: Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420.

All expenses incidental to submitting proofs 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).

A PDF file for the print order and furnished materials will be emailed to the contractor.

Contractor must email the PDF soft proof to the email address specified on the print order.

No definite schedule for pickup of material can be predetermined.

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

PDF soft proof must be emailed within two (2) workdays of receipt of print order and furnished material.

Proof will be withheld no more than one (1) workday from its receipt at the ordering agency until the contractor is notified (via email) of corrections, changes, or "O.K. to Print."

Contractor must complete production and distribution within seven (7) workdays of receipt of "O.K. to Print" on proof.

The ship date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by the 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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile 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. 1. (a) | 255 |
| (b) | 25 |
| 2. (a) | 3,640 |
| (b) | 1,950 |
| 3. (a) | 43 |
| (b) | 200 |

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 nonresponsive.

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including composition, proofs, and stock) necessary for the complete production of the product listed in accordance with these specifications.

	<u>Per 100 Envelopes</u>
1. Light-brown (Kraft Shade) Envelope (28-lb.):	
(a) 6 x 9-1/2".....	\$ _____
(b) 6-1/16 x 10-1/2".....	\$ _____
2. Light-brown (Kraft Shade) Envelope (32-lb.):	
(a) 9-1/2 x 12".....	\$ _____
(b) 9-1/2 x 12" with window.....	\$ _____
3. Light-brown (Kraft Shade) Envelope (40-lb.):	
(a) 11 x 13".....	\$ _____
(b) 12 x 16".....	\$ _____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.- SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)