

PROGRAM	1204-S TERM - DATE OF AWARD - SEPTEMBER 30, 2021													
TITLE	VARIOUS SIZE ENVELOPES													
ITEM NO.	BASIS OF AWARD	BOWERS ENVELOPE SUPREME X Indianapolis, IN		LITHEXCEL Albuquerque, NM		NORTH AMERICAN ENVELOPE West Valley, UT		PRINTING RESOURCES Cleveland, OH		THE ENVELOPE PRINTERY Van Buren, MI		THE PRINT HOUSE Brooklyn, NY		
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
1.	COMPLETE PRODUCT – Quantities 500 up to and including 10,000													
1	Regular, White Writing Envelopes, 20# to 24#:													
(a)	3-7/8 x 8-7/8", #9													
(1)	Set Up	3	\$0.00	\$0.00	\$30.00	\$90.00	\$10.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$75.00
(2)	Run...per 1000 envelopes	17	\$32.89	\$559.13	\$31.50	\$535.50	\$38.24	\$650.08	\$40.00	\$680.00	\$53.97	\$917.49	\$35.00	\$595.00
(b)	4-1/8 x 9-1/2, #10													
(1)	Set Up	39	\$0.00	\$0.00	\$30.00	\$1,170.00	\$10.00	\$390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$975.00
(2)	Run...per 1000 envelopes	120	\$32.22	\$3,866.40	\$31.50	\$3,780.00	\$38.24	\$4,588.80	\$40.00	\$4,800.00	\$53.97	\$6,476.40	\$35.00	\$4,200.00
(c)	4-1/2 x 10-3/8, #11													
(1)	Set Up	3	\$0.00	\$0.00	\$30.00	\$90.00	\$10.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$75.00
(2)	Run...per 1000 envelopes	16	\$58.82	\$941.12	\$45.10	\$721.60	\$53.90	\$862.40	\$50.00	\$800.00	\$77.56	\$1,240.96	\$45.00	\$720.00
2	Window, Glassine, White Writing Envelopes, 20# to 24#													
(a)	3-7/8 x 8-7/8", #9													
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
(2)	Run...per 1000 envelopes	12	\$40.96	\$491.52	\$38.00	\$456.00	\$41.54	\$498.48	\$42.00	\$504.00	\$56.67	\$680.04	\$37.50	\$450.00
(b)	4-1/8 x 9-1/2, #10													
(1)	Set Up	20	\$0.00	\$0.00	\$30.00	\$600.00	\$10.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$500.00
(2)	Run...per 1000 envelopes	67	\$41.49	\$2,779.83	\$38.00	\$2,546.00	\$41.54	\$2,783.18	\$42.00	\$2,814.00	\$56.67	\$3,796.89	\$37.50	\$2,512.50
(c)	4-1/2 x 10-3/8, #11													
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
(2)	Run...per 1000 envelopes	3	\$62.44	\$187.32	\$66.00	\$198.00	\$57.20	\$171.60	\$52.50	\$157.50	\$80.92	\$242.76	\$75.00	\$225.00
3	Regular, White Writing Envelopes, 20# to 24#, security tint													
(a)	3-7/8 x 8-7/8", #9													
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
(2)	Run...per 1000 envelopes	10	\$36.13	\$361.30	\$31.50	\$315.00	\$44.77	\$447.70	\$42.00	\$420.00	\$56.65	\$566.50	\$37.50	\$375.00
(b)	4-1/8 x 9-1/2, #10													
(1)	Set Up	15	\$0.00	\$0.00	\$30.00	\$450.00	\$10.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$375.00
(2)	Run...per 1000 envelopes	47	\$40.70	\$1,912.90	\$31.50	\$1,480.50	\$44.77	\$2,104.19	\$42.00	\$1,974.00	\$56.65	\$2,662.55	\$37.50	\$1,762.50
(c)	4-1/2 x 10-3/8, #11													
(1)	Set Up	2	\$0.00	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$50.00
(2)	Run...per 1000 envelopes	3	\$60.27	\$180.81	\$45.10	\$135.30	\$74.53	\$223.59	\$55.00	\$165.00	\$104.03	\$312.09	\$75.00	\$225.00
4	Window, Glassine, White Writing Envelopes, 20# to 24#, security tint													
(a)	3-7/8 x 8-7/8", #9													
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
(2)	Run...per 1000 envelopes	3	\$37.54	\$112.62	\$38.00	\$114.00	\$49.12	\$147.36	\$44.00	\$132.00	\$59.35	\$178.05	\$40.00	\$120.00
(b)	4-1/8 x 9-1/2, #10													
(1)	Set Up	7	\$0.00	\$0.00	\$30.00	\$210.00	\$10.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$175.00
(2)	Run...per 1000 envelopes	24	\$44.80	\$1,075.20	\$38.00	\$912.00	\$49.12	\$1,178.88	\$44.00	\$1,056.00	\$59.35	\$1,424.40	\$40.00	\$960.00
(c)	4-1/2 x 10-3/8, #11													
(1)	Set Up	2	\$0.00	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$50.00
(2)	Run...per 1000 envelopes	3	\$63.11	\$189.33	\$66.00	\$198.00	\$77.20	\$231.60	\$57.50	\$172.50	\$117.04	\$351.12	\$90.00	\$270.00
5	Light Brown & White Kraft, 24# to 28#, open side (Booklet)													
(a)	6 x 9													
(1)	Set Up	8	-----	\$0.00	\$30.00	\$240.00	\$10.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$200.00
(2)	Run...per 1000 envelopes	55	-----	\$0.00	\$109.00	\$5,995.00	\$61.38	\$3,375.90	\$45.00	\$2,475.00	\$119.25	\$6,558.75	\$70.00	\$3,850.00
(b)	6-1/2 x 9-1/2													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
(2)	Run...per 1000 envelopes	10	-----	\$0.00	\$119.00	\$1,190.00	\$67.17	\$671.70	\$50.00	\$500.00	\$205.95	\$2,059.50	\$75.00	\$750.00
(c)	9 x 12													
(1)	Set Up	5	-----	\$0.00	\$30.00	\$150.00	\$10.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$125.00
(2)	Run...per 1000 envelopes	27	-----	\$0.00	\$149.00	\$4,023.00	\$95.70	\$2,583.90	\$75.00	\$2,025.00	\$194.38	\$5,248.26	\$85.00	\$2,295.00
(d)	9-1/2 x 12													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
(2)	Run...per 1000 envelopes	2	-----	\$0.00	\$159.00	\$318.00	\$102.30	\$204.60	\$77.00	\$154.00	\$202.25	\$404.50	\$125.00	\$250.00
(e)	9-1/2 x 12-1/2 or 12-5/8													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
(2)	Run...per 1000 envelopes	1	-----	\$0.00	\$189.00	\$189.00	\$104.50	\$104.50	\$77.00	\$77.00	\$245.45	\$245.45	\$140.00	\$140.00
6	Light Brown & White Kraft, 32# to 40#, open side (Booklet)													
(a)	9 x 12													
(1)	Set Up	5	-----	\$0.00	\$30.00	\$150.00	\$10.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$125.00
(2)	Run...per 1000 envelopes	25	-----	\$0.00	\$189.00	\$4,725.00	\$110.00	\$2,750.00	\$85.00	\$2,125.00	\$718.66	\$17,966.50	\$85.00	\$2,125.00

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ITEM NO.	BASIS OF AWARD	BOWERS ENVELOPE SUPREME X Indianapolis, IN				LITHEXCEL Albuquerque, NM		NORTH AMERICAN ENVELOPE West Valley, UT		PRINTING RESOURCES Cleveland, OH		THE ENVELOPE PRINTERY Van Buren, MI		THE PRINT HOUSE Brooklyn, NY	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(b)	9-1/2 x 12														
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00	
(2)	Run...per 1000 envelopes	2	-----	\$0.00	\$210.00	\$420.00	\$130.63	\$261.26	\$90.00	\$180.00	\$823.66	\$1,647.32	\$140.00	\$280.00	
(c)	9-1/2 x 12-1/2 or 12-5/8														
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00	
(2)	Run...per 1000 envelopes	10	-----	\$0.00	\$249.00	\$2,490.00	\$132.83	\$1,328.30	\$95.00	\$950.00	\$823.66	\$8,236.60	\$120.00	\$1,200.00	
(d)	10 x 13														
(1)	Set Up	2	-----	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$80.00	
(2)	Run...per 1000 envelopes	12	-----	\$0.00	\$290.00	\$3,480.00	\$137.50	\$1,650.00	\$95.00	\$1,140.00	\$823.66	\$9,883.92	\$120.00	\$1,440.00	
(e)	10 x 15														
(1)	Set Up	2	-----	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$150.00	
(2)	Run...per 1000 envelopes	1	-----	\$0.00	\$340.00	\$340.00	\$139.50	\$139.50	\$120.00	\$120.00	\$916.16	\$916.16	\$200.00	\$200.00	
(f)	12 x 16														
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00	
(2)	Run...per 1000 envelopes	1	-----	\$0.00	\$410.00	\$410.00	\$199.38	\$199.38	\$165.00	\$165.00	\$981.16	\$981.16	\$300.00	\$300.00	
7	Light Brown & White Kraft, 32# to 40#, open end (Catalog)														
(a)	9 x 12														
(1)	Set Up	4	-----	\$0.00	\$30.00	\$120.00	\$10.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$160.00	
(2)	Run...per 1000 envelopes	14	-----	\$0.00	\$189.00	\$2,646.00	\$110.00	\$1,540.00	\$90.00	\$1,260.00	\$752.41	\$10,533.74	\$110.00	\$1,540.00	
(b)	9-1/2 x 12-1/2 or 12-5/8														
(1)	Set Up	2	-----	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$80.00	
(2)	Run...per 1000 envelopes	2	-----	\$0.00	\$249.00	\$498.00	\$132.83	\$265.66	\$95.00	\$190.00	\$811.16	\$1,622.32	\$140.00	\$280.00	
(c)	10 X 13														
(1)	Set Up	4	-----	\$0.00	\$30.00	\$120.00	\$10.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$160.00	
(2)	Run...per 1000 envelopes	11	-----	\$0.00	\$290.00	\$3,190.00	\$137.50	\$1,512.50	\$95.00	\$1,045.00	\$798.66	\$8,785.26	\$140.00	\$1,540.00	
<b>II COMPLETE PRODUCT – Quantities 10,001 up to and including 150,000</b>															
1	Regular, White Writing Envelopes, 20# to 24#:														
(a)	3-7/8 x 8-7/8", #9														
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	
(2)	Run...per 1000 envelopes	64	\$32.89	\$2,104.96	\$29.00	\$1,856.00	\$29.63	\$1,896.32	\$30.00	\$1,920.00	\$33.67	\$2,154.88	\$25.00	\$1,600.00	
(b)	4-1/8 x 9-1/2, #10														
(1)	Set Up	10	\$0.00	\$0.00	\$30.00	\$300.00	\$10.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$250.00	
(2)	Run...per 1000 envelopes	136	\$32.22	\$4,381.92	\$29.00	\$3,944.00	\$31.57	\$4,293.52	\$30.00	\$4,080.00	\$33.67	\$4,579.12	\$26.00	\$3,536.00	
(c)	4-1/2 x 10-3/8, #11														
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	
(2)	Run...per 1000 envelopes	64	\$58.82	\$3,764.48	\$39.00	\$2,496.00	\$51.43	\$3,291.52	\$40.00	\$2,560.00	\$59.28	\$3,793.92	\$35.00	\$2,240.00	
2	Window, Glassine, White Writing Envelopes, 20# to 24#														
(a)	3-7/8 x 8-7/8", #9														
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	
(2)	Run...per 1000 envelopes	25	\$40.96	\$1,024.00	\$34.50	\$862.50	\$33.73	\$843.25	\$32.00	\$800.00	\$36.36	\$909.00	\$30.00	\$750.00	
(b)	4-1/8 x 9-1/2, #10														
(1)	Set Up	4	\$0.00	\$0.00	\$30.00	\$120.00	\$10.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$100.00	
(2)	Run...per 1000 envelopes	382	\$41.49	\$15,849.18	\$34.50	\$13,179.00	\$33.73	\$12,884.86	\$32.00	\$12,224.00	\$36.36	\$13,889.52	\$27.50	\$10,505.00	
(c)	4-1/2 x 10-3/8, #11														
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	
(2)	Run...per 1000 envelopes	55	\$62.44	\$3,434.20	\$51.00	\$2,805.00	\$55.05	\$3,027.75	\$42.50	\$2,337.50	\$62.64	\$3,445.20	\$45.00	\$2,475.00	
3	Regular, White Writing Envelopes, 20# to 24#, security tint														
(a)	3-7/8 x 8-7/8", #9														
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	
(2)	Run...per 1000 envelopes	33	\$36.13	\$1,192.29	\$29.00	\$957.00	\$35.53	\$1,172.49	\$32.00	\$1,056.00	\$36.30	\$1,197.90	\$30.00	\$990.00	
(b)	4-1/8 x 9-1/2, #10														
(1)	Set Up	4	\$0.00	\$0.00	\$30.00	\$120.00	\$10.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$100.00	
(2)	Run...per 1000 envelopes	255	\$40.70	\$10,378.50	\$29.00	\$7,395.00	\$35.53	\$9,060.15	\$32.00	\$8,160.00	\$36.30	\$9,256.50	\$27.50	\$7,012.50	
(c)	4-1/2 x 10-3/8, #11														
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	
(2)	Run...per 1000 envelopes	20	\$60.27	\$1,205.40	\$39.00	\$780.00	\$60.86	\$1,217.20	\$47.50	\$950.00	\$77.83	\$1,556.60	\$60.00	\$1,200.00	
4	Window, Glassine, White Writing Envelopes, 20# to 24#, security tint														
(a)	3-7/8 x 8-7/8", #9														
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	
(2)	Run...per 1000 envelopes	45	\$37.54	\$1,689.30	\$35.00	\$1,575.00	\$39.70	\$1,786.50	\$34.00	\$1,530.00	\$39.00	\$1,755.00	\$30.00	\$1,350.00	

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ITEM NO.	BASIS OF AWARD	BOWERS ENVELOPE SUPREME X		LITHEXCEL		NORTH AMERICAN ENVELOPE		PRINTING RESOURCES		THE ENVELOPE PRINTERY		THE PRINT HOUSE		
		Indianapolis, IN		Albuquerque, NM		West Valley, UT		Cleveland, OH		Van Buren, MI		Brooklyn, NY		
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
(b)	4-1/8 x 9-1/2, #10													
(1)	Set Up	2	\$0.00	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$50.00
(2)	Run...per 1000 envelopes	127	\$44.80	\$5,689.60	\$35.00	\$4,445.00	\$39.70	\$5,041.90	\$34.00	\$4,318.00	\$39.00	\$4,953.00	\$30.00	\$3,810.00
(c)	4-1/2 x 10-3/8, #11													
(1)	Set Up	1	\$0.00	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
(2)	Run...per 1000 envelopes	15	\$63.11	\$946.65	\$56.00	\$840.00	\$58.17	\$872.55	\$59.50	\$892.50	\$87.52	\$1,312.80	\$65.00	\$975.00
5	Light Brown & White Kraft, 24# to 28#, open side (Booklet)													
(a)	6 x 9													
(1)	Set Up	2	-----	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$50.00
(2)	Run...per 1000 envelopes	65	-----	\$0.00	\$98.00	\$6,370.00	\$64.63	\$4,200.95	\$55.00	\$3,575.00	\$71.55	\$4,650.75	\$55.00	\$3,575.00
(b)	6-1/2 x 9-1/2													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
(2)	Run...per 1000 envelopes	12	-----	\$0.00	\$102.00	\$1,224.00	\$103.87	\$1,246.44	\$55.00	\$660.00	\$102.25	\$1,227.00	\$65.00	\$780.00
(c)	9 x 12													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
(2)	Run...per 1000 envelopes	19	-----	\$0.00	\$129.00	\$2,451.00	\$103.87	\$1,973.53	\$75.00	\$1,425.00	\$120.34	\$2,286.46	\$75.00	\$1,425.00
(d)	9-1/2 x 12													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
(2)	Run...per 1000 envelopes	28	-----	\$0.00	\$139.00	\$3,892.00	\$99.30	\$2,780.40	\$75.00	\$2,100.00	\$163.67	\$4,582.76	\$95.00	\$2,660.00
(e)	9-1/2 x 12-1/2 or 12-5/8													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
(2)	Run...per 1000 envelopes	12	-----	\$0.00	\$179.00	\$2,148.00	\$108.05	\$1,296.60	\$75.00	\$900.00	\$168.82	\$2,025.84	\$95.00	\$1,140.00
6	Light Brown & White Kraft, 32# to 40#, open side (Booklet)													
(a)	9 x 12													
(1)	Set Up	2	-----	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$80.00
(2)	Run...per 1000 envelopes	45	-----	\$0.00	\$179.00	\$8,055.00	\$104.50	\$4,702.50	\$80.00	\$3,600.00	\$187.98	\$8,459.10	\$80.00	\$3,600.00
(b)	9-1/2 x 12													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
(2)	Run...per 1000 envelopes	20	-----	\$0.00	\$198.00	\$3,960.00	\$126.19	\$2,523.80	\$85.00	\$1,700.00	\$229.15	\$4,583.00	\$120.00	\$2,400.00
(c)	9-1/2 x 12-1/2 or 12-5/8													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
(2)	Run...per 1000 envelopes	50	-----	\$0.00	\$229.00	\$11,450.00	\$126.19	\$6,309.50	\$90.00	\$4,500.00	\$229.15	\$11,457.50	\$110.00	\$5,500.00
(d)	10 x 13													
(1)	Set Up	2	-----	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$80.00
(2)	Run...per 1000 envelopes	48	-----	\$0.00	\$270.00	\$12,960.00	\$130.62	\$6,269.76	\$90.00	\$4,320.00	\$230.40	\$11,059.20	\$110.00	\$5,280.00
(e)	10 x 15													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00
(2)	Run...per 1000 envelopes	15	-----	\$0.00	\$328.00	\$4,920.00	\$156.75	\$2,351.25	\$115.00	\$1,725.00	\$305.40	\$4,581.00	\$180.00	\$2,700.00
(f)	12 x 16													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00
(2)	Run...per 1000 envelopes	22	-----	\$0.00	\$398.00	\$8,756.00	\$189.42	\$4,167.24	\$150.00	\$3,300.00	\$421.70	\$9,277.40	\$270.00	\$5,940.00
7	Light Brown & White Kraft, 32# to 40#, open end (Catalog)													
(a)	9 x 12													
(1)	Set Up	2	-----	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$80.00
(2)	Run...per 1000 envelopes	45	-----	\$0.00	\$179.00	\$8,055.00	\$104.50	\$4,702.50	\$85.00	\$3,825.00	\$206.15	\$9,276.75	\$100.00	\$4,500.00
(b)	9-1/2 x 12-1/2 or 12-5/8													
(1)	Set Up	1	-----	\$0.00	\$30.00	\$30.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
(2)	Run...per 1000 envelopes	35	-----	\$0.00	\$238.00	\$8,330.00	\$126.19	\$4,416.65	\$95.00	\$3,325.00	\$231.65	\$8,107.75	\$115.00	\$4,025.00
(c)	10 X 13													
(1)	Set Up	2	-----	\$0.00	\$30.00	\$60.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$80.00
(2)	Run...per 1000 envelopes	30	-----	\$0.00	\$276.00	\$8,280.00	\$130.62	\$3,918.60	\$95.00	\$2,850.00	\$227.90	\$6,837.00	\$120.00	\$3,600.00
<b>III ADDITIONAL OPERATIONS:</b>														
(a)	Typesetting (including proofs when ordered)...up to & include up to 15 type lines	66	\$0.00	\$0.00	\$25.00	\$1,650.00	\$10.00	\$660.00	\$0.00	\$0.00	\$10.00	\$660.00	\$5.00	\$330.00
(b)	Printing envelopes (any size) in One additional color: per 1, 000 envelopes	44	\$0.45	\$19.80	\$29.00	\$1,276.00	\$10.00	\$440.00	\$10.00	\$440.00	\$22.00	\$968.00	\$10.00	\$440.00
(c)	Printing envelopes (any size) on back after construction: per 1, 000 envelopes	33	\$2.50	\$82.50	\$20.00	\$660.00	\$10.00	\$330.00	\$10.00	\$330.00	\$20.00	\$660.00	\$15.00	\$495.00
<b>CONTRACTOR TOTALS:</b>			-----			\$182,277.40		\$129,952.79		\$105,484.00		\$233,441.64		\$118,638.50
<b>PROMPT PAYMENT DISCOUNT:</b>					2.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	5.00%	\$11,672.08	0.25%	\$296.60
<b>DISCOUNTED TOTALS:</b>					10 Days	\$182,277.40	NET	\$129,952.79	NET	\$105,484.00	21 Days	\$221,769.56	20 Days	\$118,341.90
					<b>BOWERS ENVELOPE SUPREME X</b>	<b>LITHEXCEL</b>	<b>NORTH AMERICAN ENVELOPE</b>	<b>PRINTING RESOURCES</b>	<b>THE ENVELOPE PRINTERY</b>	<b>THE PRINT HOUSE</b>				
					Indianapolis, IN	Albuquerque, NM	West Valley, UT	Cleveland, OH	Van Buren, MI	Brooklyn, NY				

<b>PROGRAM</b>	1204-S TERM - DATE OF AWARD - SEPTEMBER 30, 2021														
<b>TITLE</b>	VARIOUS SIZE ENVELOPES		<b>BOWERS ENVELOPE SUPREME X</b>			<b>LITHEXCEL</b>		<b>NORTH AMERICAN ENVELOPE</b>		<b>PRINTING RESOURCES</b>		<b>THE ENVELOPE PRINTERY</b>		<b>THE PRINT HOUSE</b>	
<b>ITEM NO.</b>	<b>BASIS OF</b>	<b>AWARD</b>	Indianapolis, IN			Albuquerque, NM		West Valley, UT		Cleveland, OH		Van Buren, MI		Brooklyn, NY	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
					Abstracted by: Michael Rosen 9/23/2020										
					Abstract Verified by: Melita Webb 9/30/2020										
					Contract Awarded to: The Print Ho										

U.S. GOVERNMENT PRINTING OFFICE

Philadelphia, PA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Size Envelopes

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

Various Departments and Agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending September 30, 2021 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. EST, on September 18, 2020.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit emails bids to [bidsphiladelphia@gpo.gov](mailto:bidsphiladelphia@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The company name, program number, and quote opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. prevailing Eastern Daylight Time on the bid opening date specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Specific attention is directed to:

- Bid submission provisions under “Additional Emailed Bid Submission Provisions” on page 5.
- GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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. Bidders 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 Michael Rosen at 215-364-6465 x6 or email [mrosen@gpo.gov](mailto:mrosen@gpo.gov).

1204-S (09/2021 – Opts. 09/2025)  
Various Envelopes

## 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 09-19)).

**GPO Contract Terms (GPO Publication 310.2):** <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

**GPO QATAP (GPO Publication 310.1):** <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**SUBCONTRACTING:** The predominant production function is either manufacturing (construction) or printing of the envelopes. Bidders who must subcontract both of these 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 IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished Material or Approved Proofs
P-9. Solid and 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 (Ending September 30, 2025) 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.

1204-S (09/2021 – Opts. 09/2025)

Various Envelopes

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through September 30, 2021 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (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 June 30, 2020 called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor'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.

1204-S (09/2021 – Opts. 09/2025)  
Various Envelopes

**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 September 30, 2021, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" 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.



1204-S (09/2021 – Opts. 09/2025)  
Various Envelopes

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:**

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing Eastern Daylight Time and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** At the time of delivery, the contractor must submit an itemized receipt to an authorized representative of the ordering agency for verification. This receipt must indicate all copier counts, material furnished by the contractor, and operations performed by the contractor.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. 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>.

1204-S (09/2021 – Opts. 09/2025)  
Various Envelopes

## SECTION 2. - SPECIFICATIONS

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

**TITLE:** Various Size Envelopes

**NUMBER OF ORDERS:** It is anticipated that there will be approximately 174 orders per year. Approximately 3% of the orders will require more than one unique envelope to be produced. All “multiple envelope” orders will be within the same category; however, the envelopes requested may NOT be the same size. Additionally, deliveries on these orders may be required to various locations (see DISTRIBUTION and SCHEDULE).

**QUANTITY:**

Based upon the requirements of the past year, it is anticipated that the requirements will be as follows:

**500 copies shall be the minimum placed on the contract.**

Quantity Group 1: 500 through 10,000 (127 Orders)

Quantity Group 2: Over 10,000 up through 150,000 (47 Orders)

**TRIM SIZES:**

3-7/8 x 8-7/8 (#9)

4-1/8 x 9-1/2 (#10)

4-1/2 x 10-3/8 (#11)

6x 9

6-1/2 x 9-1/2

9 x 12

9-1/2 x 12

9-1/2 x 12-1/2 or 12-5/8”

10 x 13

10 x 15

12 x 16

**GOVERNMENT TO FURNISH:** Previously printed samples or manuscript copy as hard copy or via fax or e-mail. PDF files (native or scanned) on CD or via e-mail. Anticipate most orders will submit GPO Form 2511 and furnished material via e-mail.

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

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Contract Administrator.

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

**Digital Deliverables:** Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact

1204-S (09/2021 – Opts. 09/2025)  
Various Envelopes

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.

Delivery/Shipping Status Report Form.

Print Orders (GPO Form 2511).

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

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

**TYPE SETTING:** Approximately 50% of all orders will require the typesetting of an average of 7 lines and one (1) to two (2\_) rules plus facing identification marks (FIM), bar codes and business reply/permit number indicia.

Typefaces and Sizes: The contractor is required to use the same or a suitable alternate of comparable weight, typeface, and size similar to the sample submitted.

**PROOFS:** All orders require PDF "Soft" proofs of the complete publication. Contractor to submit on "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. Contractor must e-mail proofs to one or more addresses indicated on the individual print order. Contractor must call the e-mail recipient(s) within 60 minutes of e-mail submission to confirm receipt of e-mail. E-Mail to include proof cover sheet.

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.

Author's alterations (refer to page 17 (item 16) of GPO Contract Terms 310.2 (Rev. 01-18)) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "Okay 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. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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.

White Writing Envelopes (equal to JCP Code V20), (basis weight: 20 to 24 lbs. per 500 sheets, 17 x 22").

Kraft (light brown shade, - equal to JCP Code V10), (basis weight: 24 to 40 lbs. per 500 sheets, 17 x 22").

Kraft (white - equal to JCP Code V15), (basis weight: 28 to 40 lbs. per 500 sheets, 17 x 22").

1204-S (09/2021 – Opts. 09/2025)

Various Envelopes

**PRINTING:** Printing face only or face and back (after construction) in one or two ink colors. The Pantone color will be indicated on the individual print order. Most orders will be face only in black ink only.

**SECURITY TINT:** Approximately 26% of all orders of white (non-window and window\_) envelopes with an average of approximately 5,000 copies, may require a security tint (blue or black) in the interior, in a suitable design (no proprietary design or company logos allowed). Contractor must guarantee that the design used will provide complete opacity and prevent show through of any material contained therein.

**MARGINS:** Maintain margins as indicated on copy. Some Kraft envelopes may require designs that bleed off two sides for “Classified” or 4 sides for “First class” envelopes.

**CONSTRUCTION:** Most orders will require open side envelopes. An occasional order may require open end envelopes. Envelopes will be ordered as follows:

**SEAMS AND FLAPS:** The individual print order will indicate the opening and seam style required. Fully gummed flap required unless split gummed flap is indicated on the individual print order.

Diagonal, high cut diagonal, side, or center seams will be required as indicated on the individual print order.

Flaps to be square, slightly rounded (commercial), or pointed (executive) as indicated on the individual print order. Most orders will require slightly rounded (commercial) flaps.

An occasional order will require envelopes to be compatible with specific inserter equipment. Exact seam and flap requirements will be provided with these orders. Contractor to notify GPO immediately upon receipt of order if envelopes cannot be manufactured to exact seam and flap tolerances indicated.

**WINDOWS:** Some items will require single windows. Windows will require clear glassine or poly material. The individual print order will indicate the window size and location. Windows will be considered as “Standard”.

Standard Windows:     Size: 1-1/8 x 4-1/2”  
                                   Location: 7/8” from left and 1/2” from bottom  
                                   (Standard windows ordered on 3-7/8 x 8-7/8” or 4-1/8 x 9-1/2” envelopes only)

**PACKING:** No. 9, 10 & 11 envelopes will be inner boxed in 500’s and packed 2,500 to shipping container. All other envelopes box in suitable units/shipping containers.

**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**DISTRIBUTION: Deliver f.o.b. destination to various locations.**

Destinations will fall within one of eight zones, as defined below:

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

Zone 1. (47%) Commercial Zone of Philadelphia, Pennsylvania.

Zone 2. (28%) Pennsylvania (area outside of the commercial zone of Philadelphia).

Zone 3. (4%) New Jersey and Delaware (area outside of the commercial zone of Philadelphia).

1204-S (09/2021 – Opts. 09/2025)

Various Envelopes

Zone 4. (4%) New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, Maine.

Zone 5. (12 %) Virginia, Maryland, North Carolina, and the District of Columbia.

Zone 6. (3%) Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee, Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin, West Virginia.

Zone 7. (1%) Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Arkansas, Louisiana, Oklahoma, Texas.

Zone 8. (1%) Colorado, New Mexico, Utah, Wyoming, Arizona, California, Nevada, Idaho, Montana, Oregon, Washington.

Return of Government Furnished Material: The contractor must return all camera copy and/or films furnished by the Government along with any negatives made by the contractor.

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

**INSIDE DELIVERY REQUIRED.** Inside delivery will be required on 5% of the orders and may include breaking pallets and taking to upper floors of building.

**SCHEDULE:** No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Approximately 80% of all orders will require complete production and distribution within 5 to 10 workdays after notification of availability of Government furnished material, 20% within 11 to 20 workdays.

Contractor will be required to pickup print order, copy, and furnished material at: U.S. Government Printing Office, Philadelphia Regional Printing Procurement Office, 928 Jaymore Rd., Suite-A-190, Southampton, PA 18966

The schedule will begin upon notification of the availability of print order and furnished material.

The ship/delivery 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.

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.

1204-S (09/2021 – Opts. 09/2025)  
Various Envelopes

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

The Government will make a single award for ALL categories. The lowest bid will be determined by applying the prices offered in the "Schedule of Prices" to the formula listed below based on average units of production which are the estimated requirements to produce one year's orders under this contract. The lowest grand total of ALL categories will be awarded. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".  
Procurement under this solicitation will be divided into three categories as follows:

I.		(1)	(2)
1.	(a)	3	17
	(b)	39	120
	(c)	3	16
2.	(a)	1	12
	(b)	20	67
	(c)	1	3
3.	(a)	1	10
	(b)	15	47
	(c)	2	3
4.	(a)	1	3
	(b)	7	24
	(c)	2	3
5.	(a)	8	55
	(b)	1	10
	(c)	5	27
	(d)	1	2
	(e)	1	1
6.	(a)	5	25
	(b)	1	2
	(c)	1	10
	(d)	2	12
	(e)	2	1
	(f)	1	1
7.	(a)	4	14
	(b)	2	2
	(c)	4	11

1204-S (09/2021 – Opts. 09/2025)

Various Envelopes

II.		(1)	(2)
	1.	(a) 1	64
		(b) 10	136
		(c) 1	64
	2.	(a) 1	25
		(b) 4	382
		(c) 1	55
	3.	(a) 1	33
		(b) 4	255
		(c) 1	20
	4.	(a) 1	45
		(b) 2	127
		(c) 1	15
	5.	(a) 2	65
		(b) 1	12
		(c) 1	19
		(d) 1	28
		(e) 1	12
	6.	(a) 2	45
		(b) 1	20
		(c) 1	50
		(d) 2	48
		(e) 1	15
		(f) 1	22
	7.	(a) 2	45
		(b) 1	35
		(c) 2	30
III.		(a) 66	
		(b) 44	
		(c) 33	

1204-S (09/2021 – Opts. 09/2025)  
Various Envelopes

#### SECTION 4. SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments.

Prices must include the cost of all materials and operations for each item listed in accordance with these specifications.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable) or blank spaces for an item within the category that a bidder is bidding on may be declared non-responsive.

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

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

**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. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Philadelphia GPO. If such orders are placed by the agency, and no Modification is received from the Philadelphia GPO, the contractor is to notify GPO Philadelphia immediately. Failure to do so may result in nonpayment.**

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." Invoices received that are not itemized as specified may be returned to the contractor for correction and may cause a delay in payment.**

**Unit price is to include shipping costs as ALL PRICES ARE F.O.B. DESTINATION, REGARDLESS OF ZONE, CATEGORY OR WEIGHT.**



1204-S (09/2021 – Opts. 09/2025)  
 Various Envelopes

Quantities 500 up to and including 10,000

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.

**1. Regular, White Writing Envelopes, 20# to 24#**

	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(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.....	\$ _____	\$ _____

**2. Window, Glassine, White Writing Envelopes, 20# to 24#**

	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(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 Envelopes, 20# to 24#, security tint**

	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(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, Glassine, White Writing Envelopes, 20# to 24#, security tint**

	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(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)

1204-S (09/2021 – Opts. 09/2025)  
 Various Envelopes

<b>5. Light Brown &amp; White Kraft, 24# to 28#, open side (Booklet)</b>	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(a) 6 x 9.....	\$ _____	....\$ _____
(b) 6-1/2 x 9-1/2.....	\$ _____	....\$ _____
(c) 9 x 12.....	\$ _____	....\$ _____
(d) 9-1/2 x 12.....	\$ _____	....\$ _____
(e) 9-1/2 x 12-1/2 or 12-5/8” .....	\$ _____	....\$ _____

<b>6. Light Brown &amp; White Kraft, 32# to 40#, open side (Booklet)</b>	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(a) 9 x 12.....	\$ _____	....\$ _____
(b) 9-1/2 x 12.....	\$ _____	....\$ _____
(c) 9-1/2 x 12-1/2 or 12-5/8” .....	\$ _____	....\$ _____
(d) 10 x 13.....	\$ _____	....\$ _____
(e) 10 x 15.....	\$ _____	....\$ _____
(f) 12 x 16.....	\$ _____	....\$ _____

<b>7. Light Brown &amp; White Kraft, 32# to 40#, open end (Catalog)</b>	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(a) 9 x 12.....	\$ _____	....\$ _____
(b) 9-1/2 x 12-1/2 or 12-5/8” .....	\$ _____	....\$ _____
(c) 10 x 13.....	\$ _____	....\$ _____

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

1204-S (09/2021 – Opts. 09/2025)  
 Various Envelopes

Quantities 10,001 up to and including 150,000

II. 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.

**1. Regular, White Writing Envelopes, 20# to 24#**

	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(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.....	\$ _____	\$ _____

**2. Window, Glassine, White Writing Envelopes, 20# to 24#**

	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(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 Envelopes, 20# to 24#, security tint**

	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(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, Glassine, White Writing Envelopes, 20# to 24#, security tint**

	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(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)

1204-S (09/2021 – Opts. 09/2025)  
 Various Envelopes

<b>5. Light Brown &amp; White Kraft, 24# to 28#, open side (Booklet)</b>	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(a) 6 x 9.....	\$ _____	....\$ _____
(b) 6-1/2 x 9-1/2.....	\$ _____	....\$ _____
(c) 9 x 12.....	\$ _____	....\$ _____
(d) 9-1/2 x 12.....	\$ _____	....\$ _____
(e) 9-1/2 x 12-1/2 or 12-5/8” .....	\$ _____	....\$ _____

<b>6. Light Brown &amp; White Kraft, 32# to 40#, open side (Booklet)</b>	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(a) 9 x 12.....	\$ _____	....\$ _____
(b) 9-1/2 x 12.....	\$ _____	....\$ _____
(c) 9-1/2 x 12-1/2 or 12-5/8” .....	\$ _____	....\$ _____
(d) 10 x 13.....	\$ _____	....\$ _____
(e) 10 x 15.....	\$ _____	....\$ _____
(f) 12 x 16.....	\$ _____	....\$ _____

<b>7. Light Brown &amp; White Kraft, 32# to 40#, open end (Catalog)</b>	<u>Set Up \$</u> (1)	<u>Run \$/M</u> (2)
(a) 9 x 12.....	\$ _____	....\$ _____
(b) 9-1/2 x 12-1/2 or 12-5/8”.....	\$ _____	....\$ _____
(c) 10 x 13.....	\$ _____	....\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Typesetting (including proofs when ordered) up to & include up to 15 type lines per order. \$ \_\_\_\_\_
- (b) Printing envelopes (any size) in One additional color: **per 1, 000 envelopes**..... \$ \_\_\_\_\_
- (c) Printing envelopes (any size) on back after construction: **per 1, 000 envelopes**.....\$ \_\_\_\_\_

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

1204-S (09/2021 – Opts. 09/2025)  
Various Envelopes

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

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

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder \_\_\_\_\_  
(Contractor’s Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

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

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

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

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THIS SECTION FOR GPO USE ONLY

Contracting Officer: \_\_\_\_\_ Date \_\_\_\_\_ Certifier by: \_\_\_\_\_ Date \_\_\_\_\_  
(Initials) (Initials)

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