

ITEM NO	DESCRIPTION	BASIS OF AWARD	Allied Envelope Printing & Graphics 460-03776		Cenveo 460-18613		Crabar GBF / IPG 120-44815		Desert Paper and Envelope 27134		The Print House 310-71022		Three Leaf Productions		SIMILAR/PREVIOUS	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>COMPLETE PRODUCT:</b> 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.															
	<b>CATEGORY 1 (500 to 10,000 envelopes)</b> Price per 100 copies															
	<b>1. Regular, White Writing 20 lbs. or White Wove 24 lbs.</b>															
(a)	3-7/8 x 8-7/8"; #9	84	3.15	\$ 264.60	4.47	\$ 375.48	3.74	\$ 314.16	2.73	\$ 229.32	4.00	\$ 336.00	4.11	\$ 345.24	2.55	\$ 214.20
(b)	4-1/8 x 9-1/2"; #10	672	2.90	\$ 1,948.80	4.48	\$ 3,010.56	3.78	\$ 2,540.16	2.89	\$ 1,942.08	4.00	\$ 2,688.00	4.33	\$ 2,909.76	2.70	\$ 1,814.40
(c)	4-1/2 x 10-3/8"; #11	28	4.55	\$ 127.40	6.19	\$ 173.32	8.58	\$ 240.24	3.41	\$ 95.48	5.50	\$ 154.00	7.71	\$ 215.88	3.60	\$ 100.80
	<b>2. Window, Glassine, White Writing 20 lbs. or White Wove 24 lbs.</b>															
(a)	3-7/8 x 8-7/8"; #9	28	3.57	\$ 99.96	4.86	\$ 136.08	6.04	\$ 169.12	2.87	\$ 80.36	4.50	\$ 126.00	4.75	\$ 133.00	2.90	\$ 81.20
(b)	4-1/8 x 9-1/2"; #10	476	3.32	\$ 1,580.32	4.72	\$ 2,246.72	4.08	\$ 1,942.08	3.02	\$ 1,437.52	4.50	\$ 2,142.00	4.97	\$ 2,365.72	3.00	\$ 1,428.00
(c)	4-1/2 x 10-3/8"; #11	28	4.34	\$ 121.52	6.70	\$ 187.60	8.32	\$ 232.96	3.55	\$ 99.40	6.50	\$ 182.00	8.04	\$ 225.12	3.85	\$ 107.80
	<b>3. Regular, White Writing 20 lbs. or White Wove 24 lbs., with security tint</b>															
(a)	3-7/8 x 8-7/8"; #9	28	3.43	\$ 96.04	5.03	\$ 140.84	5.87	\$ 164.36	2.78	\$ 77.84	4.50	\$ 126.00	4.33	\$ 121.24	2.70	\$ 75.60
(b)	4-1/8 x 9-1/2"; #10	140	3.26	\$ 456.40	4.76	\$ 666.40	3.92	\$ 548.80	2.94	\$ 411.60	4.50	\$ 630.00	4.43	\$ 620.20	2.86	\$ 400.40
(c)	4-1/2 x 10-3/8"; #11	28	4.72	\$ 132.16	6.59	\$ 184.52	27.68	\$ 775.04	3.46	\$ 96.88	6.50	\$ 182.00	9.28	\$ 259.84	5.74	\$ 160.72
	<b>4. Window, Glassine, White Writing 20 lbs. or White Wove 24 lbs., with security tint</b>															
(a)	3-7/8 x 8-7/8"; #9	28	3.76	\$ 105.28	5.44	\$ 152.32	6.17	\$ 172.76	2.92	\$ 81.76	5.00	\$ 140.00	4.92	\$ 137.76	3.00	\$ 84.00
(b)	4-1/8 x 9-1/2"; #10	364	3.64	\$ 1,324.96	5.29	\$ 1,925.56	4.22	\$ 1,536.08	3.07	\$ 1,117.48	5.00	\$ 1,820.00	4.92	\$ 1,790.88	3.17	\$ 1,153.88
(c)	4-1/2 x 10-3/8"; #11	28	5.18	\$ 145.04	7.46	\$ 208.88	29.13	\$ 815.64	3.60	\$ 100.80	7.00	\$ 196.00	10.06	\$ 281.68	7.04	\$ 197.12
	<b>5. Regular, Blue Writing 20 lbs. or Blue Wove 24 lbs.</b>															
(a)	3-7/8 x 8-7/8"; #9	28	3.33	\$ 93.24	5.76	\$ 161.28	6.64	\$ 185.92	4.58	\$ 128.24	5.00	\$ 140.00	5.23	\$ 146.44	2.66	\$ 74.48
(b)	4-1/8 x 9-1/2"; #10	28	3.42	\$ 95.76	6.02	\$ 168.56	6.64	\$ 185.92	4.30	\$ 120.40	5.00	\$ 140.00	5.34	\$ 149.52	2.82	\$ 78.96
	<b>6. White Wove 28 lbs., Open Side</b>															
(a)	6-1/2 x 9-1/2"	28	8.43	\$ 236.04	10.98	\$ 307.44	10.50	\$ 294.00	5.90	\$ 165.20	7.50	\$ 210.00	10.63	\$ 297.64	8.12	\$ 227.36
	<b>7. White Wove 28 lbs., Open Side</b>															
(a)	9 x 12"	56	9.20	\$ 515.20	9.23	\$ 516.88	7.99	\$ 447.44	9.76	\$ 546.56	9.00	\$ 504.00	10.07	\$ 563.92	9.54	\$ 534.24
(b)	9-1/2 x 12-1/2"	140	12.89	\$ 1,804.60	12.35	\$ 1,729.00	10.70	\$ 1,498.00	12.82	\$ 1,794.80	9.50	\$ 1,330.00	10.97	\$ 1,535.80	11.10	\$ 1,554.00
(c)	10 x 13"	56	12.62	\$ 706.72	13.87	\$ 776.72	14.13	\$ 791.28	11.46	\$ 641.76	9.50	\$ 532.00	10.86	\$ 608.16	9.68	\$ 542.08
(d)	10 x 15"	28	15.45	\$ 432.60	20.24	\$ 566.72	24.55	\$ 687.40	23.91	\$ 669.48	12.50	\$ 350.00	29.25	\$ 819.00	15.72	\$ 440.16
	<b>8. White Wove 28 lbs., Open End</b>															
(a)	9 x 12"	56	10.35	\$ 579.60	11.19	\$ 626.64	9.61	\$ 538.16	9.47	\$ 530.32	9.00	\$ 504.00	10.86	\$ 608.16	10.32	\$ 577.92
(b)	9-1/2 x 12-1/2"	56	14.73	\$ 824.88	12.72	\$ 712.32	11.77	\$ 659.12	12.53	\$ 701.68	9.50	\$ 532.00	11.19	\$ 626.64	11.44	\$ 640.64
(c)	10 x 13"	28	13.83	\$ 387.24	13.16	\$ 368.48	13.20	\$ 369.60	11.91	\$ 333.48	9.50	\$ 266.00	12.32	\$ 344.96	9.30	\$ 260.40
(d)	6 x 9"	252	5.30	\$ 1,335.60	7.79	\$ 1,963.08	6.89	\$ 1,736.28	6.48	\$ 1,632.96	8.00	\$ 2,016.00	10.29	\$ 2,593.08	6.37	\$ 1,605.24
(e)	7-1/2 x 10-1/2"	28	9.68	\$ 271.04	13.37	\$ 374.36	15.94	\$ 446.32	11.90	\$ 333.20	12.50	\$ 350.00	14.06	\$ 393.68	7.35	\$ 205.80
	<b>9. Blue Wove 28 lbs., Open Side</b>															
(a)	9 x 12"	56	19.20	\$ 1,075.20	19.89	\$ 1,113.84	20.36	\$ 1,140.16	23.64	\$ 1,323.84	15.00	\$ 840.00	27.00	\$ 1,512.00	18.69	\$ 1,046.64
(b)	9-1/2 x 12-1/2"	28	19.27	\$ 539.56	19.94	\$ 558.32	81.26	\$ 2,275.28	23.66	\$ 662.48	17.50	\$ 490.00	32.46	\$ 908.88	18.69	\$ 523.32
	<b>10. White Tyvek, spunbonded polyolefin, Open End</b>															
(a)	9-1/2 x 12-1/2"	28	46.92	\$ 1,313.76	61.25	\$ 1,715.00	50.50	\$ 1,414.00	62.88	\$ 1,760.64	45.00	\$ 1,260.00	41.06	\$ 1,149.68	35.10	\$ 982.80
(b)	12 x 15"	28	66.62	\$ 1,865.36	61.25	\$ 1,715.00	81.18	\$ 2,273.04	103.39	\$ 2,894.92	55.00	\$ 1,540.00	46.29	\$ 1,296.12	47.58	\$ 1,332.24

**CATEGORY 2 (Over 10,000 up to 150,000 envelopes)**  
**Price per 100 copies**

**1. Regular, White Writing 20 lbs. or White Wove 24 lbs.**

(a)	3-7/8 x 8-7/8"; #9	330	2.41	\$ 795.30	2.37	\$ 782.10	3.00	\$ 990.00	2.14	\$ 706.20	3.00	\$ 990.00	2.36	\$ 778.80	1.80	\$ 594.00
(b)	4-1/8 x 9-1/2"; #10	3630	2.48	\$ 9,002.40	2.38	\$ 8,639.40	2.79	\$ 10,127.70	2.30	\$ 8,349.00	3.00	\$ 10,890.00	2.59	\$ 9,401.70	1.93	\$ 7,005.90
(c)	4-1/2 x 10-3/8"; #11	330	3.76	\$ 1,240.80	4.10	\$ 1,353.00	5.82	\$ 1,920.60	2.82	\$ 930.60	5.00	\$ 1,650.00	5.06	\$ 1,669.80	3.10	\$ 1,023.00

**2. Window, Glassine, White Writing 20 lbs. or White Wove 24 lbs.**

(a)	3-7/8 x 8-7/8"; #9	330	2.58	\$ 851.40	2.82	\$ 930.60	3.30	\$ 1,089.00	2.28	\$ 752.40	3.50	\$ 1,155.00	3.04	\$ 1,003.20	2.10	\$ 693.00
(b)	4-1/8 x 9-1/2"; #10	2310	2.80	\$ 6,468.00	2.62	\$ 6,052.20	3.09	\$ 7,137.90	2.43	\$ 5,613.30	3.50	\$ 8,085.00	3.04	\$ 7,022.40	2.21	\$ 5,105.10
(c)	4-1/2 x 10-3/8"; #11	330	4.15	\$ 1,369.50	4.61	\$ 1,521.30	5.61	\$ 1,851.30	2.95	\$ 973.50	6.00	\$ 1,980.00	5.51	\$ 1,818.30	4.19	\$ 1,382.70

**3. Regular, White Writing 20 lbs. or White Wove 24 lbs., with security tint**

(a)	3-7/8 x 8-7/8"; #9	330	2.57	\$ 848.10	2.94	\$ 970.20	3.14	\$ 1,036.20	2.19	\$ 722.70	3.50	\$ 1,155.00	2.70	\$ 891.00	1.95	\$ 643.50
(b)	4-1/8 x 9-1/2"; #10	990	2.61	\$ 2,583.90	2.66	\$ 2,633.40	2.93	\$ 2,900.70	2.35	\$ 2,326.50	3.50	\$ 3,465.00	2.70	\$ 2,673.00	2.06	\$ 2,039.40
(c)	4-1/2 x 10-3/8"; #11	330	4.40	\$ 1,452.00	4.49	\$ 1,481.70	9.43	\$ 3,111.90	2.87	\$ 947.10	6.00	\$ 1,980.00	6.75	\$ 2,227.50	5.02	\$ 1,656.60

**4. Window, Glassine, White Writing 20 lbs. or White Wove 24 lbs., with security tint**

(a)	3-7/8 x 8-7/8"; #9	330	2.87	\$ 947.10	3.30	\$ 1,089.00	3.44	\$ 1,135.20	2.33	\$ 768.90	4.00	\$ 1,320.00	3.26	\$ 1,075.80	2.25	\$ 742.50
(b)	4-1/8 x 9-1/2"; #10	1650	2.91	\$ 4,801.50	3.01	\$ 4,966.50	3.23	\$ 5,329.50	2.48	\$ 4,092.00	4.00	\$ 6,600.00	3.26	\$ 5,379.00	2.39	\$ 3,943.50
(c)	4-1/2 x 10-3/8"; #11	330	4.84	\$ 1,597.20	5.17	\$ 1,706.10	10.33	\$ 3,408.90	3.00	\$ 990.00	6.50	\$ 2,145.00	7.76	\$ 2,560.80	6.15	\$ 2,029.50

**5. Regular, Blue Writing 20 lbs. or Blue Wove 24 lbs.**

(a)	3-7/8 x 8-7/8"; #9	330	3.10	\$ 1,023.00	3.48	\$ 1,148.40	3.90	\$ 1,287.00	4.08	\$ 1,346.40	4.50	\$ 1,485.00	3.94	\$ 1,300.20	2.50	\$ 825.00
(b)	4-1/8 x 9-1/2"; #10	330	3.19	\$ 1,052.70	3.73	\$ 1,230.90	3.90	\$ 1,287.00	3.80	\$ 1,254.00	4.50	\$ 1,485.00	3.94	\$ 1,300.20	2.45	\$ 808.50

**6. White Wove 28 lbs., Open Side**

(a)	6-1/2 x 9-1/2"	330	7.78	\$ 2,567.40	8.70	\$ 2,871.00	7.79	\$ 2,570.70	5.40	\$ 1,782.00	7.00	\$ 2,310.00	7.82	\$ 2,580.60	6.50	\$ 2,145.00
-----	----------------	-----	------	-------------	------	-------------	------	-------------	------	-------------	------	-------------	------	-------------	------	-------------

**7. White Wove 28 lbs., Open Side**

(a)	9 x 12"	330	8.03	\$ 2,649.90	7.82	\$ 2,580.60	7.20	\$ 2,376.00	8.75	\$ 2,887.50	8.50	\$ 2,805.00	6.86	\$ 2,263.80	6.60	\$ 2,178.00
(b)	9-1/2 x 12-1/2"	990	9.50	\$ 9,405.00	14.63	\$ 14,483.70	9.69	\$ 9,593.10	11.48	\$ 11,365.20	9.00	\$ 8,910.00	7.59	\$ 7,514.10	7.61	\$ 7,533.90
(c)	10 x 13"	330	10.59	\$ 3,494.70	10.93	\$ 3,606.90	13.33	\$ 4,398.90	10.12	\$ 3,339.60	9.00	\$ 2,970.00	7.82	\$ 2,580.60	7.75	\$ 2,557.50
(d)	10 x 15"	330	14.17	\$ 4,676.10	17.30	\$ 5,709.00	21.83	\$ 7,203.90	22.58	\$ 7,451.40	12.00	\$ 3,960.00	22.44	\$ 7,405.20	13.75	\$ 4,537.50

**8. White Wove 28 lbs., Open End**

(a)	9 x 12"	330	10.94	\$ 3,610.20	8.25	\$ 2,722.50	8.81	\$ 2,907.30	8.46	\$ 2,791.80	8.50	\$ 2,805.00	7.31	\$ 2,412.30	7.12	\$ 2,349.60
(b)	9-1/2 x 12-1/2"	330	12.27	\$ 4,049.10	9.78	\$ 3,227.40	10.97	\$ 3,620.10	11.19	\$ 3,692.70	9.00	\$ 2,970.00	7.88	\$ 2,600.40	7.15	\$ 2,359.50
(c)	10 x 13"	330	11.52	\$ 3,801.60	10.16	\$ 3,352.80	10.40	\$ 3,432.00	10.57	\$ 3,488.10	9.00	\$ 2,970.00	8.44	\$ 2,785.20	8.10	\$ 2,673.00
(d)	7-1/2 x 10-1/2"	330	9.02	\$ 2,976.60	8.96	\$ 2,956.80	13.23	\$ 4,365.90	10.89	\$ 3,593.70	11.25	\$ 3,712.50	10.69	\$ 3,527.70	7.35	\$ 2,425.50

**II. PROOFS:**

(a)	One emailed proof with crop marks and window location if applicable. Cost per proof.	112	N/C	\$ -	20.00	\$ 2,240.00	5.00	\$ 560.00	0.00	\$ -	N/C	\$ -	9.00	\$ 1,008.00	N/C	\$ -
-----	---	-----	-----	------	-------	-------------	------	-----------	------	------	-----	------	------	-------------	-----	------

**III. SHIPPING COST PER 100 POUNDS. (cwt):** Reimbursement for shipping cost will be made in accordance with the contractor's quoted shipping charges and by submitting receipts to support the per 100 pounds weight (cwt).

1.	Zone one. Cost per 100 lbs.	122	59.00	\$ 7,198.00	51.63	\$ 6,298.86	90.00	\$ 10,980.00	45.10	\$ 5,502.20	120.00	\$ 14,640.00	37.50	\$ 4,575.00	20.00	\$ 2,440.00
2.	Zone two. Cost per 100 lbs.	162	68.00	\$ 11,016.00	53.49	\$ 8,665.38	90.00	\$ 14,580.00	57.81	\$ 9,365.22	120.00	\$ 19,440.00	37.50	\$ 6,075.00	20.00	\$ 3,240.00
3.	Zone three. Cost per 100 lbs.	126	72.00	\$ 9,072.00	55.29	\$ 6,966.54	90.00	\$ 11,340.00	48.56	\$ 6,118.56	120.00	\$ 15,120.00	47.50	\$ 5,985.00	20.00	\$ 2,520.00
4.	Zone four. Cost per 100 lbs.	72	77.00	\$ 5,544.00	56.46	\$ 4,065.12	90.00	\$ 6,480.00	48.56	\$ 3,496.32	120.00	\$ 8,640.00	50.00	\$ 3,600.00	20.00	\$ 1,440.00
5.	Zone five. Cost per 100 lbs.	32	91.00	\$ 2,912.00	58.30	\$ 1,865.60	90.00	\$ 2,880.00	48.56	\$ 1,553.92	120.00	\$ 3,840.00	58.75	\$ 1,880.00	20.00	\$ 640.00
6.	Zone six. Cost per 100 lbs.	4	115.00	\$ 460.00	59.49	\$ 237.96	90.00	\$ 360.00	83.25	\$ 333.00	120.00	\$ 480.00	72.50	\$ 290.00	20.00	\$ 80.00
7.	Zone seven. Cost per 100 lbs.	14	132.00	\$ 1,848.00	61.49	\$ 860.86	90.00	\$ 1,260.00	85.56	\$ 1,197.84	400.00	\$ 5,600.00	83.75	\$ 1,172.50	20.00	\$ 280.00
8.	Zone eight. Cost per 100 lbs.	4	156.00	\$ 624.00	62.38	\$ 249.52	90.00	\$ 360.00	102.90	\$ 411.60	400.00	\$ 1,600.00	97.50	\$ 390.00	20.00	\$ 80.00

CONTRACTOR TOTALS			\$ 128,416.38	\$ 130,247.26	\$ 156,274.12	\$ 118,153.74	\$ 166,883.50	\$ 120,707.10	\$ 84,416.10
DISCOUNT		NET	\$ -	\$ 6,512.36	\$ 1,562.74	\$ 5,907.69	\$ 417.21	\$ -	\$ -
DISCOUNTED TOTALS		30 days	\$ 128,416.38	\$ 123,734.90	\$ 154,711.38	\$ 112,246.05	\$ 166,466.29	\$ 120,707.10	\$ 84,416.10

**AWARDED**

Reviewed by: \_\_\_\_\_

Envelopes; 2012-S  
Specifications by FB  
Reviewed by RW

U.S. GOVERNMENT PUBLISHING OFFICE  
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Envelopes**

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

Department of Agriculture, Forest Service  
Portland, Oregon

(and various other Government agencies and departments)

Single Award

**CONTRACT TERM:** The term of this contract is for one year (the base year). Special attention is directed to the following clauses in this contract: "Economic Price Adjustment," and "Notification."

**TERM OF CONTRACT:** The term of this contract is for the period beginning September 1, 2021 and ending August 31, 2022, plus up to four 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 2:00 p.m., prevailing Seattle time, on August 5, 2021 at the U.S. Government Publishing Office, Seattle Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

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

The Program 2012S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 2:00 PM, prevailing Seattle WA time on the bid opening date specified above will not be considered for award.

**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 time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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

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 Seattle GPO at 206-764-3726 or [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov) and [fbuchko@gpo.gov](mailto:fbuchko@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 9-19)).

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>.

**BIDDERS, PLEASE NOTE:** 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.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

**SUBCONTRACTING:** The predominant production function is presswork.

**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-7. Type Quality and Uniformity	Government Furnished Material or Approved Proof.

**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.

**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).

**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 September 1, 2021 and ending August 31, 2022, 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, 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.

**NOTIFICATION:** The contractor will be notified of availability or nonavailability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

**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 September 1, 2021 through August 31, 2022 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.

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

**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.

**FACSIMILE BIDS:** Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to [bidsseattle@gpo.gov](mailto:bidsseattle@gpo.gov), one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
  - (1) Receipt of garbled or incomplete bid.
  - (2) Availability or condition of the receiving facsimile equipment.
  - (3) Incompatibility between the sending and receiving equipment.
  - (4) Delay in transmission or receipt of bid.
  - (5) Failure of the bidder to properly identify the bid.
  - (6) Illegibility of bid.
  - (7) Security of bid data.



## SECTION 2.- SPECIFICATIONS

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

**TITLE:** Envelopes.

**FREQUENCY OF ORDERS:** Approximately 149 orders per year.

**Category 1:** with 102 orders per year.

**Category 2:** with 47 orders per year.

**QUANTITY:** Procurement under this solicitation will be divided into two categories as follows:

**Category 1:** 500 to 10,000, with an average of 2,800 envelopes per order.

**Category 2:** Over 10,000 up to 150,000, with an average of 33,000 envelopes per order.

### TRIM SIZES:

#### **White Writing 20 lbs. or White Wove 24 lbs., equal to JCP V20**

3-7/8 x 8-7/8"; #9	regular, window, & security tint
4-1/8 x 9-1/2"; #10	regular, window, & security tint
4-1/2 x 10-3/8"; #11	regular, window, & security tint

#### **Blue Writing 20 lbs. or Blue Wove 24 lbs., equal to JCP V20**

3-7/8 x 8-7/8"; #9	regular
4-1/8 x 9-1/2"; #10	regular

#### **Blue Writing 28 lbs. or Wove 28 lbs., equal to JCP V20**

9 x 12"  
9-1/2 x 12-1/2"

#### **White Wove 28 lbs, or white Kraft 28 lbs, equal to JCP V10**

6 x 9".  
6-1/2 x 9-1/2".  
7-1/2 x 10-1/2".  
9 x 12".  
9-1/2 x 12-1/2".  
10 x 13".  
10 x 15".

#### **White Tyvek, spunbonded polyolefin**

9-1/2 x 12-1/2", 0.005" to 0.007" thick  
12 x 15", 0.005" to 0.007" thick.

### GOVERNMENT TO FURNISH:

Digital Government furnished material, as PDF/Sample and manuscript copy will be emailed as a pdf file.

"Hard" copy or a previous printed sample.

PDF/Sample or negatives will be furnished for the postal permit logo and facing identification marks (FIM) when required.

Print orders.

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

For purposes of this contract, the GPO imprint provision (GPO Contract Terms, Pub. 310.2, Supplemental Specifications, 8. Imprints Unless Otherwise Specified) is waived.

**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.

**FILM:** Not required.

**COMPOSITION:** The entirety of composition must be identical throughout the products ordered under these specifications.

Approximately 70 percent of the orders placed on this contract will require typesetting of one to 15 lines of type from a revised sample or manuscript copy.

The contractor must match typeface of reprint sample(s) provided. All composition set must have a dpi of 1,200 or finer.

**PROOFS:** When indicated on print order, one emailed reading proof with crop marks, flap position, and window location if applicable. The contractor is required to call the agency to insure proper receipt of the emailed proof.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

When proofs are required the contractor must not print prior to receipt of an 'OK to print'.

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.

**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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color samples. 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 specified.

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

White Writing Envelope, basis size 17 x 22", basis weight: 20 lbs. per 500 sheets, or, White Wove, basis size 17 x 22", basis weight: 20, 24, or 28 lbs. per 500 sheets; equal to JCP Code V20.

Blue Writing Envelope, basis size 17 x 22", basis weight: 20 lbs. per 500 sheets, or, Blue Wove, basis size 17 x 22", basis weight: 20, 24, or 28 lbs. per 500 sheets; equal to JCP Code V20.

White spunbonded polyolefin, Tyvek™ or equal, Finish Envelope, basis weight: 14-18 lbs. per 500 sheets, 17 x 22", equal to JCP Code V90.

**PRINTING:** Print one side in one ink color. The majority of orders will print in black ink with an occasional order printing in a single color other than black. Some envelopes will also require security tint on inside. Security tint envelopes will be printed with a blue or black security tint of the contractor's design.

**INK:** Match Pantone number(s) as indicated on the print order.

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

**CONSTRUCTION:** Envelopes sizes #9, #10, and #11 are open side, diagonal seam, and dry gummed flap. All white spunbonded polyolefin envelopes will have a permanent pressure sensitive adhesive flap with a suitable easy to remove liner.

Larger envelopes than #11 will be side, or center seam, open side or open end with a square gummed flap. Blue Wove 9 x 12" and 9-1/2 x 12-1/2" envelopes will be the open side only. The open ended envelopes are indicated on the schedule of prices.

Glassine or clear plastic windows, size 1-1/8 x 4-1/2", 7/8" from the left edge and 1/2" from the bottom edge.

**DISTRIBUTION:** Reimbursement for shipping cost will be made in accordance with the contractor's quoted shipping charges and by submitting shipping receipts to support the per 100 pounds weight (wct).

United States Postal Service Zone Chart (Effective Date: July 1, 2021)

3-digit ZIP Code prefix is 972

The first 3-digits of your destination ZIP Code determine the zone.

\* Indicates ZIP Code range within the same NDC as the origin ZIP Code

+ Indicates ZIP Code range has 5-Digit Exceptions

ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone
005---089	8	580---588	6	780---782	7	873---885	6
090---099	8+	590---593	5	783---785	8	889---891	5
100---212	8	594---596	4	786---789	7	893	5
214---268	8	597	5	790---794	6	894---895	4
270---342	8	598---599	4	795---797	7	897	4
344	8	600---620	7	798---799	6	898	5
346---347	8	622---631	7	800---807	5	900---908	5

ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone	ZIP Code	Zone
349---352	8	633---641	7	808---810	6	910---928	5
354---418	8	644---658	7	811---812	5	930---938	5
420---427	8	660---662	7	813	6	939---961	4
430---462	8	664---668	7	814---816	5	962---966	4+
463---464	7	669---681	6	820---832	5	967---968	8
465---495	8	683---693	6	833	4	969	9+
496---509	7	700---701	8	834	5	970---973	1*
510---513	6	703---708	8	835	3*	974	2*
514	7	710---714	7	836---837	4	975---976	3*
515---516	6	716---722	7	838	3*	977---978	1*
520---528	7	723---724	8	840---847	5	979	4
530---532	7	725---731	7	850---853	6	980---985	2*
534---535	7	733---738	7	855---857	6	986	1*
537---551	7	739	6	859---860	6	988---989	2*
553---559	7	740---741	7	863	6	990---994	3*
560---567	6	743---769	7	864	5	995---997	7
570---576	6	770	8	865	6	998---999	5
577	5	772---779	8	870---871	6		

[+] 5-Digit Exceptions

ZIP Code	Zone	Specific To
09000---09999	7	Priority Mail
09000---09999	7	First-Class Mail
96200---96699	7	Priority Mail
96200---96699	7	First-Class Mail
96900---96938	8	
96945---96959	8	
96961---96969	8	
96971---96999	8	

<https://postcalc.usps.com/DomesticZoneChart>

Complete addresses will be furnished on individual print orders. Several orders will require an inside delivery.

Upon completion of each order, all originals and/or negatives must be returned to the Department.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies, must be borne by the contractor.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency and to [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov). Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 2012S, 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.

**PACKING:** Box in suitable units, usually 500 per box.

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

**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).

No definite schedule can be predetermined. The contractor will be required to pick up Government furnished material at the agency or at the agency's option they may email the GFM to the contractor.

Proofs will be held 1 workday. When proofs are requested, the contractor must not print prior to receipt of an "OK to print."

Complete production and shipping must be made within from 10 to 30 workdays after receipt of print order and furnished materials.

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.

**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 12 months' 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 for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

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

I. Category one			Category two		
1.	a.	84	1.	a.	330
	b.	672		b.	3,630
	c.	28		c.	330
2.	a.	28	2.	a.	330
	b.	476		b.	2,310
	c.	28		c.	330
3.	a.	28	3.	a.	330
	b.	140		b.	990
	c.	28		c.	330
4.	a.	28	4.	a.	330
	b.	364		b.	1,650
	c.	28		c.	330
5.	a.	28	5.	a.	330
	b.	28		b.	330
6.	a.	28	6.	a.	330
7.	a.	56	7.	a.	330
	b.	140		b.	990
	c.	56		c.	330
	d.	28		d.	330
8.	a.	56	8.	a.	330
	b.	56		b.	330
	c.	28		c.	330
	d.	252		d.	330
	e.	28			
9.	a.	56			
	b.	28			
10.	a.	28			
	b.	28			

II.	a.	112
III.	1.	122
	2.	162
	3.	126
	4.	72
	5.	32
	6.	4
	7.	14
	8.	4

**SECTION 4.- SCHEDULE OF PRICES**

**SUBMISSION OF OFFERS AND EVALUATION:**

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) N/A 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 vouchers 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.

**I. COMPLETE PRODUCT:** 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.

**CATEGORY 1 (500 to 10,000 envelopes)**

	<u>Price per 100 copies</u>
<b>1. Regular, White Writing 20 lbs. or White Wove 24 lbs.</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>(c)</b> 4-1/2 x 10-3/8"; #11	\$ _____
<b>2. Window, Glassine, White Writing 20 lbs. or White Wove 24 lbs.</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>(c)</b> 4-1/2 x 10-3/8"; #11	\$ _____
<b>3. Regular, White Writing 20 lbs. or White Wove 24 lbs., with security tint</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>(c)</b> 4-1/2 x 10-3/8"; #11	\$ _____
<b>4. Window, Glassine, White Writing 20 lbs. or White Wove 24 lbs., with security tint</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>(c)</b> 4-1/2 x 10-3/8"; #11	\$ _____

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



**CATEGORY 1 (500 to 10,000 envelopes) cont.**

	<u>Price per 100 copies</u>
<b>5. Regular, Blue Writing 20 lbs. or Blue Wove 24 lbs.</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>6. White Wove 28 lbs., Open Side</b>	
<b>(a)</b> 6-1/2 x 9-1/2"	\$ _____
<b>7. White Wove 28 lbs., Open Side</b>	
<b>(a)</b> 9 x 12"	\$ _____
<b>(b)</b> 9-1/2 x 12-1/2"	\$ _____
<b>(c)</b> 10 x 13"	\$ _____
<b>(d)</b> 10 x 15"	\$ _____
<b>8. White Wove 28 lbs., Open End</b>	
<b>(a)</b> 9 x 12"	\$ _____
<b>(b)</b> 9-1/2 x 12-1/2"	\$ _____
<b>(c)</b> 10 x 13"	\$ _____
<b>(d)</b> 6 x 9"	\$ _____
<b>(e)</b> 7-1/2 x 10-1/2"	\$ _____
<b>9. Blue Wove, 28 lbs., Open Side</b>	
<b>(a)</b> 9 x 12"	\$ _____
<b>(b)</b> 9-1/2 x 12-1/2"	\$ _____
<b>10. White Tyvek, spunbonded polyolfin, Open End</b>	
<b>(a)</b> 9-1/2 x 12-1/2"	\$ _____
<b>(b)</b> 12 x 15"	\$ _____

**CATEGORY 2 (Over 10,000 up to 150,000)**

	<u>Price per 100 copies</u>
<b>1. Regular, White Writing 20 lbs. or White Wove 24 lbs.</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>(c)</b> 4-1/2 x 10-3/8"; #11	\$ _____
<b>2. Window, Glassine, White Writing 20 lbs. or White Wove 24 lbs.</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>(c)</b> 4-1/2 x 10-3/8"; #11	\$ _____
<b>3. Regular, White Writing 20 lbs. or White Wove 24 lbs., with security tint</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>(c)</b> 4-1/2 x 10-3/8"; #11	\$ _____
<b>4. Window, Glassine, White Writing 20 lbs. or White Wove 24 lbs., with security tint</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>(c)</b> 4-1/2 x 10-3/8"; #11	\$ _____

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

**CATEGORY 2 (Over 10,000 up to 150,000) cont.**

	<u>Price per 100 copies</u>
<b>5. Regular, Blue Writing 20 lbs. or Blue Wove 24 lbs.</b>	
<b>(a)</b> 3-7/8 x 8-7/8"; #9	\$ _____
<b>(b)</b> 4-1/8 x 9-1/2"; #10	\$ _____
<b>6. White Wove 28lbs., Open Side</b>	
<b>(a)</b> 6-1/2 x 9-1/2"	\$ _____
<b>7. White Wove 28 lbs., Open Side</b>	
<b>(a)</b> 9 x 12"	\$ _____
<b>(b)</b> 9-1/2 x 12-1/2"	\$ _____
<b>(c)</b> 10 x 13"	\$ _____
<b>(d)</b> 10 x 15"	\$ _____
<b>8. White Wove 28 lbs., Open End</b>	
<b>(a)</b> 9 x 12"	\$ _____
<b>(b)</b> 9-1/2 x 12-1/2"	\$ _____
<b>(c)</b> 10 x 13"	\$ _____
<b>(d)</b> 7-1/2 x 10-1/2"	\$ _____

**II. PROOFS:**

- (a)** One emailed proof with crop marks and window location if applicable. Cost per proof. \$ \_\_\_\_\_

**III. SHIPPING COST PER 100 POUNDS. (cwt):** Reimbursement for shipping cost will be made in accordance with the contractor's quoted shipping charges and by submitting shipping receipts to support the per 100 pounds weight (cwt).

	<u>Cost per 100 lbs.</u>
<b>1.</b> Zone one.	\$ _____.
<b>2.</b> Zone two.	\$ _____.
<b>3.</b> Zone three.	\$ _____.
<b>4.</b> Zone four.	\$ _____.
<b>5.</b> Zone five.	\$ _____.
<b>6.</b> Zone six.	\$ _____.
<b>7.</b> Zone seven.	\$ _____.
<b>8.</b> Zone eight.	\$ _____.

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

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

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

FOR GPO USE ONLY

\*\*\*\*\*

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_