

ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	KM Media Clifton, NJ		Printing Resources, Inc. Cleveland, OH		The Envelope Printery Estimate		GPO Estimate	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I. COMPLETE PRODUCT **Per 1,000 envelopes**</b>										
1.	Regular, White Writing, 20# to 24#									
(a)	3-5/8 x 6-1/2, #6-3/4	1	75.00	75.00	65.00	65.00	75.00	75.00	80.00	80.00
(b)	3-7/8 x 8-7/8, #9	1	75.00	75.00	70.00	70.00	75.00	75.00	45.00	45.00
(c)	4-1/8 x 9-1/2, #10	298	35.00	10,430.00	71.20	21,217.60	22.50	6,705.00	38.00	11,324.00
(d)	4-1/8 x 9-1/2, #10 print face and flap	20	40.00	800.00	79.50	1,590.00	46.73	934.60	50.00	1,000.00
(e)	4-1/8 x 9-1/2, #10 peel and seal flaps	20	60.00	1,200.00	129.50	2,590.00	80.75	1,615.00	69.00	1,380.00
(f)	4-1/2 x10-3/8, #11	38	75.00	2,850.00	95.50	3,629.00	78.17	2,970.46	80.00	3,040.00
2.	Window, Glassine, White Writing, 24#									
(a)	3-7/8 x 8-7/8, #9	2	75.00	150.00	75.00	150.00	64.10	128.20	50.00	100.00
(b)	4-1/8 x 9-1/2, #10	16	37.50	600.00	73.70	1,179.20	25.25	404.00	43.00	688.00
(c)	4-1/8 x 9-1/2, #10 print face and flap	50	42.50	2,125.00	82.00	4,100.00	25.25	1,262.50	55.00	2,750.00
(d)	4-1/8 x 9-1/2, #10 peel and seal flaps	40	60.00	2,400.00	135.00	5,400.00	78.35	3,134.00	54.00	2,160.00
(e)	4-1/2 x10-3/8, #11	64	75.00	4,800.00	105.70	6,764.80	75.05	4,803.20	85.00	5,440.00
3.	Regular, White Writing, 24#, Security Tint									
(a)	3-7/8 x 8-7/8, #9	1	80.00	80.00	72.50	72.50	75.00	75.00	54.00	54.00
(b)	4-1/8 x 9-1/2, #10	234	37.50	8,775.00	73.70	17,245.80	24.75	5,791.50	56.00	13,104.00
(c)	4-1/8 x 9-1/2, #10 print face and flap	50	42.50	2,125.00	82.00	4,100.00	24.75	1,237.50	58.00	2,900.00
(d)	4-1/8 x 9-1/2, #10 peel and seal flaps	40	60.00	2,400.00	132.00	5,280.00	83.50	3,340.00	60.00	2,400.00
(e)	4-1/2 x10-3/8, #11	2	80.00	160.00	115.50	231.00	85.50	171.00	85.00	170.00
4.	Window, Glassine, White Writing, 24#, Security Tint									
(a)	3-7/8 x 8-7/8, #9	1	85.00	85.00	77.50	77.50	67.40	67.40	58.00	58.00
(b)	4-1/8 x 9-1/2, #10	416	37.50	15,600.00	76.20	31,699.20	27.75	11,544.00	58.00	24,128.00
(c)	4-1/8 x 9-1/2, #10 print face and flap	50	42.50	2,125.00	84.50	4,225.00	27.75	1,387.50	62.00	3,100.00
(d)	4-1/8 x 9-1/2, #10 peel and seal flaps	40	60.00	2,400.00	134.50	5,380.00	81.15	3,246.00	64.00	2,560.00
(e)	4-1/2 x10-3/8, #11	4	90.00	360.00	145.00	580.00	79.50	318.00	88.00	352.00
5.	Regular, White Kraft, 24# to 28#, open side									
(a)	6-1/2 x 9-1/2	5	95.00	475.00	95.00	475.00	113.40	567.00	100.00	500.00
(b)	9 x 12	17	95.00	1,615.00	125.00	2,125.00	117.05	1,989.85	100.00	1,700.00
(c)	9-1/2 x 12	2	225.00	450.00	155.00	310.00	335.30	670.60	100.00	200.00
(d)	9-1/2 x 12-1/2	2	100.00	200.00	145.00	290.00	345.00	690.00	100.00	200.00
(e)	10 x 13	2	110.00	220.00	150.00	300.00	145.00	290.00	100.00	200.00
6.	Regular, White Kraft, 24# to 28#, open end									
(a)	6-1/2 x 9-1/2	1	125.00	125.00	105.00	105.00	146.00	146.00	100.00	100.00
(b)	9 x 12	5	105.00	525.00	130.00	650.00	127.00	635.00	100.00	500.00
(c)	9-1/2 x 12	1	250.00	250.00	180.00	180.00	582.00	582.00	100.00	100.00
(d)	9-1/2 x 12-1/2	1	170.00	170.00	155.00	155.00	220.00	220.00	10.00	10.00
(e)	10 x 13	1	180.00	180.00	160.00	160.00	181.15	181.15	100.00	100.00
7.	Light Brown Kraft, 24# to 28#, open side									
(a)	3-9/16 x 7-7/8, (check)	1	250.00	250.00	150.00	150.00	345.00	345.00	110.00	110.00
(b)	3-7/8 x 8-7/8, #9	2	100.00	200.00	125.00	250.00	175.00	350.00	100.00	100.00
(c)	4-1/8 x 9-1/2, #10	2	100.00	200.00	126.20	252.40	176.00	352.00	100.00	200.00
(d)	4-1/2 x10-3/8, #11	2	175.00	350.00	145.00	290.00	214.75	429.50	125.00	250.00
(e)	6 x 9-1/2	4	80.00	320.00	120.00	480.00	138.00	552.00	125.00	500.00
(f)	6-1/2 x 9-1/2	22	80.00	1,760.00	125.00	2,750.00	154.25	3,393.50	125.00	2,750.00
(g)	6-1/16 x 10.5	8	80.00	640.00	185.00	1,480.00	288.90	2,311.20	100.00	800.00
(h)	7-1/2 x 10-1/2	1	200.00	200.00	215.00	215.00	498.50	498.50	100.00	100.00
(i)	9 x 12	2	110.00	220.00	165.00	330.00	152.30	304.60	100.00	200.00
(j)	9-1/2 x12	2	120.00	240.00	195.00	390.00	390.00	780.00	100.00	200.00
(k)	9-1/2 x12-1/2	2	120.00	240.00	185.00	370.00	400.80	801.60	125.00	250.00
8.	Light Brown Kraft, 32# to 40#, open side			0.00		0.00		0.00		0.00
(a)	7-1/2 x 10-1/2	1	250.00	250.00	319.00	319.00	515.00	515.00	125.00	125.00
(b)	9 x 12	17	100.00	1,700.00	275.00	4,675.00	178.50	3,034.50	125.00	2,125.00
(c)	9-1/2 x 12	18	100.00	1,800.00	295.00	5,310.00	260.40	4,687.20	125.00	2,250.00
(d)	9-1/2 x12-1/2	19	100.00	1,900.00	315.00	5,985.00	260.40	4,947.60	125.00	2,375.00
(e)	10 x 13	7	120.00	840.00	345.00	2,415.00	404.29	2,830.03	125.00	875.00
(f)	10 x 15	2	350.00	700.00	395.00	790.00	670.25	1,340.50	180.00	360.00
(g)	11 x 13	2	375.00	750.00	455.00	910.00	745.00	1,490.00	185.00	370.00
(h)	12 x 16	8	400.00	3,200.00	595.00	4,760.00	505.00	4,040.00	245.00	1,960.00
9.	Light Brown Kraft, 32# to 40#, open end									
(a)	7-1/2 x 10-1/2	1	200.00	200.00	349.00	349.00	615.00	615.00	150.00	150.00
(b)	9 x 12	1	125.00	125.00	305.00	305.00	525.00	525.00	150.00	150.00
(c)	9-1/2 x 12	1	200.00	200.00	325.00	325.00	530.00	530.00	150.00	150.00
(d)	9-1/2 x12-1/2	1	130.00	130.00	345.00	345.00	531.00	531.00	150.00	150.00
(e)	10 x 13	1	135.00	135.00	365.00	365.00	531.00	531.00	150.00	150.00
(f)	10 x 15	1	350.00	350.00	425.00	425.00	1,006.30	1,006.30	175.00	175.00
(g)	11 x 13	1	450.00	450.00	525.00	525.00	1,026.70	1,026.70	200.00	200.00
(h)	12 x 16	1	450.00	450.00	570.00	570.00	1,048.30	1,048.30	260.00	260.00
II.	COMPOSITION:									
(a)	Each order	185	0.00	0.00	25.00	4,625.00	0.00	0.00	1.00	185.00
(b)	Each faxed/emailed proof	185	0.00	0.00	0.00	0.00	0.00	0.00	2.00	370.00
III	INNER PACKING, PACKING, & SHIPPING CHARGES (per 1,000 envelopes)									
(a)	Delivered to Zone 1									
(1)	Sizes: 3-7/8 x 8-7/8" to 4-1/2 x 10-3/8"	410	8.00	3,280.00	15.00	6,150.00	29.60	12,136.00	10.00	4,100.00
(2)	Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2" or 6-1/2 x 9-1/2"	6	30.00	180.00	26.00	156.00	49.78	298.68	20.00	120.00
(3)	Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2"	20	30.00	600.00	35.00	700.00	54.00	1,080.00	20.00	400.00
(4)	Sizes: 10 x 15" or 11 x 13"	18	40.00	720.00	40.00	720.00	57.00	1,026.00	25.00	450.00
(5)	Size: 12 x 16"	8	50.00	400.00	50.00	400.00	57.00	456.00	25.00	200.00
(b)	Delivered to Zone 2									
(1)	Sizes: 3-7/8 x 8-7/8" to 4-1/2 x 10-3/8"	325	10.00	3,250.00	14.00	4,550.00	29.60	9,620.00	10.00	3,250.00
(2)	All other sizes	120	35.00	4,200.00	25.00	3,000.00	57.00	6,840.00	20.00	2,400.00
(c)	Delivered to Zone 3									
(1)	Sizes: 3-7/8 x 8-7/8" to 4-1/2 x 10-3/8"	501	13.00	6,513.00	50.00	25,050.00	41.92	21,001.92	15.00	7,515.00
(2)	All other sizes	136	45.00	6,120.00	60.00	8,160.00	136.18	18,520.48	40.00	5,440.00
TOTAL				106,888.00		209,238.00		165,051.57		122,158.00
DISCOUNT				0.25%	267.22	Net 30 Days	0.00	1.00%		0.00
NET TOTAL				106,620.78		209,238.00		165,051.57		122,158.00

Abstracted by: Bruce M. Canzarella  
Certified by: William Lansky

AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE  
MidAtlantic Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of  
*Envelopes*

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

Department of Homeland Security, ICE  
Washington, DC  
and  
Various federal agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning on Date of Award, and ending February 28, 2026, plus up to four (4) optional 12-month extension periods 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 opened virtually at **11:00 A.M., Eastern Time (ET), on February 10, 2025**, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

**ADDITIONAL EMAILED QUOTE 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:

Illegibility of bid.

Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.

The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit. 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 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.

**BIDDERS, PLEASE NOTE:** This is a new contract, thus no abstract is available.

Direct all questions concerning these specifications to Bruce Canzanella at (843) 934-5516, or e-mail [bcanzanella@gpo.gov](mailto:bcanzanella@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 (Rev. 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 printing. Bidders who must subcontract this operation will be declared non-responsible.

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

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (Page related) Attributes -- Level III.
- (b) Finishing (Item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK'd Proof/Electronic Media
P-9 . Solid Color Match	Pantone Matching System

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

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five 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 adjustments.

**EXTENSION OF THE CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 28, 2026, 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 November 30, 2024, 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 preaward 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.

**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 February 28, 2026. 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(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

**PAYMENT:** Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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 receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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

**MODIFICATIONS:** If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is **REQUIRED** to contact the publishing specialist in writing for approval **BEFORE** proceeding.

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## SECTION 2. – SPECIFICATIONS

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

**TITLE:** Envelopes.

**FREQUENCY OF ORDERS:** Approximately 1 to 60 orders per year.

**NOTE:** More than one envelope may be ordered on the same print order requiring the same schedule.

**QUANTITY:** Approximately 500 to 50,000 copies per envelope type per order.

### **TRIM SIZES:**

#### White Writing (Non-window) Envelopes 20# to 24#

3-5/8 x 6-1/2" (#6-3/4).....regular  
3-7/8 x 8-7/8" (#9) .....regular, with and without security tint  
4-1/8 x 9-1/2" (#10) .....regular, with and without security tint  
4-1/2 x 10-3/8" (#11) .....regular, with and without security tint

#### White Writing (Window) Envelopes 20# to 24#

3-7/8 x 8-7/8" (#9) .....window, with and without security tint  
4-1/8 x 9-1/2" (#10) .....window, with and without security tint  
4-1/2 x 10-3/8" (#11) .....window, with and without security tint

#### White Kraft (Non-Window) Envelopes 24 to 28#

6-1/2 x 9-1/2" .....24# to 28#  
9 x 12" .....24# to 28#  
9-1/2 x 12" .....24# to 28#  
9-1/2 x 12-1/2" .....24# to 28#  
10 x 13" .....24# to 28#

#### Light Brown Kraft 24 to 28#; 32 to 40#

3-9/16 x 7-7/8" (check) .....24# to 28#  
3-7/8 x 8-7/8" (#9) .....24# to 28#  
4-1/8 x 9-1/2" (#10) .....24# to 28#  
4-1/2 x 10-3/8" (#11) .....24# to 28#  
6 x 9-1/2" .....24# to 28#  
6-1/2 x 9-1/2" .....24# to 28#  
6-1/16 x 10-1/2" .....24# to 28#  
7-1/2 x 10-1/2" .....24# to 28#, 32# to 40#  
9 x 12" .....24# to 28#; 32# to 40#  
9-1/2 x 12" .....24# to 28#; 32# to 40#  
9-1/2 x 12-1/2" .....24# to 28#; 32# to 40#  
10 x 13" .....32# to 40#  
10 x 15" .....32# to 40#  
11 x 13" .....32# to 40#  
12 x 16" .....32# to 40#



**GOVERNMENT TO FURNISH:** Electronic media, will be furnished as follows –

Platform: Macintosh OSX or Windows XP (or later).

Storage Media: Email.

Software: Adobe Acrobat. (Current or near current versions will be submitted).

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

Fonts: Fonts will not be furnished, embedded, or embedded subsets of the PDF 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.

Additional  
Information: Files will be furnished as PDF files.

The contractor must use the furnished electronic media to produce the unique artwork for each print order.

Print orders.

Identification markings such as register marks, commercial identification marks of any kind, etc., form number, and revision date, carried in the electronic files, must not print on the finished product.

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

Contractor must retain/archive all final files used for production for each order throughout the term of the contract. On occasion, the contractor may be required to use some or all of an archived file on a current order. See "COMPOSITION."

**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 the ordering agency as specified on the print order.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

**COMPOSITION:** Occasionally, a file will be furnished with revisions/changes that have to be typeset by the contractor. If a print order calls for artwork that identically matches previously composed files under this contract, the contractor is to utilize their archived files for production of the current print order, at no additional composition charges to the Government.

Based upon past performance, approximately 50% of the orders will require typesetting of approximately 1 to 8 lines of type (average 6) from furnished file. Occasionally, orders will require 1 or 2 horizontal rules. When required, composition requirements will be indicated on the print order

**PROOFS:** When ordered, contractor to submit one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to receipt of an "O.K. to Print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September, 2019.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All text stock used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

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

- White Writing Envelopes (equal to JCP Code V20), Basis Weight 20 to 24 lbs per 500 sheets, 17 x 22".
- Kraft (white shade), Basis Weight 24 to 28 lbs per 500 sheets, 17 x 22".
- Kraft (light brown shade - equal to JCP Code V10), Basis Weight 24 to 28 lbs per 500 sheets, 17 x 22".
- Kraft (light brown shade - equal to JCP Code V10), Basis Weight 32 to 40 lbs per 500 sheets, 17 x 22".

No. 9 and No. 10 envelopes may be ordered with or without windows and with or without a security tint. Kraft envelopes will not be ordered with windows or a security tint.

**PRINTING:** Offset print face only (after manufacturing) with type and line matter in black or a color other than black.

An occasional order for No. 10 envelopes may print face and on the outside of the flap (after manufacturing), with type and line matter in black or a color other than black.

Match Pantone number as indicated on the print order.

When ordered, print or tint envelope on the inside (back - before manufacture) in either black or Reflex Blue. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

**MARGINS:** Maintain margins as indicated on the print order or furnished electronic file.

**CONSTRUCTION:** Envelopes to be open side, or open end, with side or diagonal seams, at Government's option, with a gummed, fold-over flap. Flap must be coated with a water-soluble glue that will securely seal the envelope without adhering to contents.

When ordered, No. 10 envelopes may require a pressure-sensitive, self-adhesive flap covered with a release liner ("Peel and Seal").

When required, face of envelope to contain one die-cut, covered window (1-1/8 x 4-1/2" in size), located 3/4" from left edge of envelope and 1/2" from bottom edge of envelope. Window must be covered with a glassine-type material (or equal). Glassine material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents.

**PACKING:** Pack suitable in shipping containers not to exceed 45 lbs. when fully packed, unless otherwise specified. All shipments must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery process.

**PALLETIZING:** Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 1 020 x W 1 220 mm (L 40 x W 48"), Full entry must be on the 1 220 mm (48") width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 1 190 mm (47"). Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

#### **LABELING AND MARKING:**

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](https://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=6fb9613d\\_4](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=6fb9613d_4)

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit quality assurance random copies to test for compliance against specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to various destinations within the Continental United States (CONUS) including Washington, DC. Complete delivery addresses will be furnished with the individual print order. Destinations will fall within one of three shipping zones:

**Zone 1:** Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, and Washington, DC. (Most orders will deliver to AL, GA, SC, or TN).

**Zone 2:** Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, West Virginia, and Wisconsin. (Most orders will deliver to Pennsylvania).

**Zone 3:** Arizona, Arkansas, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming. (Most orders will deliver to Border States)

Inside delivery is required and is defined as delivery to a government controlled space as directed.

NOTE: Each print order will ship to one location only.

Complete addresses and quantities will be furnished with the print orders.

Deliveries will be accepted between the hours of 8:00 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency contact noted on the print order and to [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov). The subject line of this message shall be "Distribution Notice for Program 6420-S, P.O. XXXXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, delivery method, and Title. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to furnishing samples must be borne by the contractor.

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

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print order and furnished materials will be furnished to the contractor via email.

Contractor to email proofs to agency contact as specified on the print order AND to [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov). Contractor must call agency contact at the number provided to confirm receipt.

No definite schedule for placement of orders can be predetermined.

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

Orders will be scheduled according to the work involved and the time that can be allowed.

- Complete production and delivery must be made within 5 to 15 workdays as indicated on the print order. NOTE: The majority of orders will be for 10 workdays.

- When ordered, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided to the contractor. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time are included in the 5- to 15-workday schedule, as ordered.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination specified.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements via e-mail to [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov) AND the agency contact placing the order, AND [compliance@gpo.gov](mailto:compliance@gpo.gov)

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

**SECTION 3. - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. 1. (a) 1  
(b) 1  
(c) 298  
(d) 20  
(e) 20  
(f) 38
  
- 2. (a) 2  
(b) 16  
(c) 50  
(d) 40  
(e) 64
  
- 3. (a) 1  
(b) 234  
(c) 50  
(d) 40  
(e) 2
  
- 4. (a) 1  
(b) 416  
(c) 50  
(d) 40  
(e) 4
  
- 5. (a) 5  
(b) 17  
(c) 2  
(d) 2  
(e) 2
  
- 6. (a) 1  
(b) 5  
(c) 1  
(d) 1  
(e) 1
  
- 7. (a) 1  
(b) 2  
(c) 2  
(d) 2  
(e) 4  
(f) 22  
(g) 8

- (h) 1
- (i) 2
- (j) 2
- (k) 2

- 8.
- (a) 1
  - (b) 17
  - (c) 18
  - (d) 19
  - (e) 7
  - (f) 2
  - (g) 2
  - (h) 8

- 9.
- (a) 1
  - (b) 1
  - (c) 1
  - (d) 1
  - (e) 1
  - (f) 1
  - (g) 1
  - (h) 1

- II.
- (a) 185
  - (b) 185

- III
- (a)
    - (1) 410
    - (2) 6
    - (3) 20
    - (4) 18
    - (5) 8

- (b)
  - (1) 325
  - (2) 120

- (c)
  - (1) 501
  - (2) 136

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

Bidder must make an entry in each of the spaces provided. 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), NA (Not Applicable) or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 100 will be prorated at the per 100 rate.

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

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. If such orders are placed by the agency, and no Modification is received from the GPO MidAtlantic Regional Office, the contractor is to notify GPO MidAtlantic Regional Office immediately. Failure to do so may result in nonpayment.

**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, 24# Per 1,000 envelopes**

- (a) 3-5/8 x 6-1/2", #6-3/4 ..... \$ \_\_\_\_\_
- (b) 3-7/8 x 8-7/8", #9 ..... \$ \_\_\_\_\_
- (c) 4-1/8 x 9-1/2", #10 ..... \$ \_\_\_\_\_
- (d) 4-1/8 x 9-1/2", #10, print face and flap.....\$ \_\_\_\_\_
- (e) 4-1/8 x 9-1/2", #10, peel and seal flaps.....\$ \_\_\_\_\_
- (f) 4-1/2 x 10-3/8", #11 ..... \$ \_\_\_\_\_

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



**2. Window, Glassine, White Writing Envelopes, 24# Per 1,000 Envelopes**

- (a) 3-7/8 x 8-7/8", #9 ..... \$ \_\_\_\_\_
- (b) 4-1/8 x 9-1/2", #10 ..... \$ \_\_\_\_\_
- (c) 4-1/8 x 9-1/2", #10, print face and flap.....\$ \_\_\_\_\_
- (d) 4-1/8 x 9-1/2", #10, peel and seal flaps.....\$ \_\_\_\_\_
- (c) 4-1/2 x 10-3/8", #11 ..... \$ \_\_\_\_\_

**3. Regular, White Writing Envelopes, 24#, Security Tint Per 1,000 Envelopes**

- (a) 3-7/8 x 8-7/8", #9 ..... \$ \_\_\_\_\_
- (b) 4-1/8 x 9-1/2", #10 ..... \$ \_\_\_\_\_
- (c) 4-1/8 x 9-1/2", #10, print face and flap.....\$ \_\_\_\_\_
- (d) 4-1/8 x 9-1/2", #10, peel and seal flaps.....\$ \_\_\_\_\_
- (e) 4-1/2 x 10-3/8", #11 ..... \$ \_\_\_\_\_

**4. Window, Glassine, White Writing Envelopes, 24#, Security Tint, Per 1,000 Envelopes**

- (a) 3-7/8 x 8-7/8", #9 ..... \$ \_\_\_\_\_
- (b) 4-1/8 x 9-1/2", #10 ..... \$ \_\_\_\_\_
- (c) 4-1/8 x 9-1/2", #10, print face and flap.....\$ \_\_\_\_\_
- (d) 4-1/8 x 9-1/2", #10, peel and seal flaps.....\$ \_\_\_\_\_
- (e) 4-1/2 x 10-3/8", #11 ..... \$ \_\_\_\_\_

**5. Regular, White Kraft, 24# to 28#, open side , Per 1,000 Envelopes**

- (a) 6-1/2 x 9-1/2" ..... \$ \_\_\_\_\_
- (b) 9 x 12" ..... \$ \_\_\_\_\_
- (c) 9-1/2 x 12"..... \$ \_\_\_\_\_
- (d) 9-1/2 x 12-1/2" ..... \$ \_\_\_\_\_
- (e) 10 x 13" ..... \$ \_\_\_\_\_

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

**6. Regular, White Kraft, 24# to 28#, open end, Per 1,000 Envelopes**

- (a) 6-1/2 x 9-1/2" ..... \$ \_\_\_\_\_
- (b) 9 x 12" ..... \$ \_\_\_\_\_
- (c) 9-1/2 x 12" ..... \$ \_\_\_\_\_
- (d) 9-1/2 x 12-1/2" ..... \$ \_\_\_\_\_
- (e) 10 x 13" ..... \$ \_\_\_\_\_

**7. Light Brown Kraft, 24# to 28#, open side, Per 1,000 Envelopes**

- (a) 3-9/16 x 7-7/8", (check) ..... \$ \_\_\_\_\_
- (b) 3-7/8 x 8-7/8", #9 ..... \$ \_\_\_\_\_
- (c) 4-1/8 x 9-1/2", #10 ..... \$ \_\_\_\_\_
- (d) 4-1/2 x 10-3/8", #11 ..... \$ \_\_\_\_\_
- (e) 6 x 9-1/2" ..... \$ \_\_\_\_\_
- (f) 6-1/2 x 9-1/2" ..... \$ \_\_\_\_\_
- (g) 6-1/16 x 10-1/2" ..... \$ \_\_\_\_\_
- (h) 7-1/2 x 10-1/2" ..... \$ \_\_\_\_\_
- (i) 9 x 12" ..... \$ \_\_\_\_\_
- (j) 9-1/2 x 12" ..... \$ \_\_\_\_\_
- (k) 9-1/2 x 12-1/2" ..... \$ \_\_\_\_\_

**8. Light Brown Kraft, 32# to 40#, open side, Per 500 Envelopes**

- (a) 7-1/2 x 10-1/2" ..... \$ \_\_\_\_\_
- (b) 9 x 12" ..... \$ \_\_\_\_\_
- (c) 9-1/2 x 12" ..... \$ \_\_\_\_\_
- (d) 9-1/2 x 12-1/2" ..... \$ \_\_\_\_\_
- (e) 10 x 13" ..... \$ \_\_\_\_\_
- (f) 10 x 15" ..... \$ \_\_\_\_\_

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(Initials)

- (g) 11 x 13" ..... \$ \_\_\_\_\_
- (h) 12 x 16" ..... \$ \_\_\_\_\_

**9. Light Brown Kraft, 32# to 40#, open end, Per 1,000 Envelopes**

- (a) 7-1/2 x 10-1/2" ..... \$ \_\_\_\_\_
- (b) 9 x 12" ..... \$ \_\_\_\_\_
- (c) 9-1/2 x 12" ..... \$ \_\_\_\_\_
- (d) 9-1/2 x 12-1/2" ..... \$ \_\_\_\_\_
- (e) 10 x 13" ..... \$ \_\_\_\_\_
- (f) 10 x 15" ..... \$ \_\_\_\_\_
- (g) 11 x 13" ..... \$ \_\_\_\_\_
- (h) 12 x 16" ..... \$ \_\_\_\_\_

**II. COMPOSITION:**

**Contractor will be allowed a charge under COMPOSITION when required by the print order.**

- (a) Each order..... \$ \_\_\_\_\_
- (b) Each faxed/emailed proof..... \$ \_\_\_\_\_

**III. INNER-PACKING, PACKING, AND SHIPPING CHARGES:** The following charges cover the cost of packing of envelopes in shipping containers (including inner-packing of #9 and #10 envelopes), and shipping to destinations within each of the three zones listed below.

- (a) Delivered to Zone 1:
  - (1) Trim Sizes: 3-7/8 x 8-7/8" to 4-1/2 x 10-3/8" ..... per 1,000 envelopes... \$ \_\_\_\_\_
  - (2) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2" or 6-1/2 x 9-1/2" ..... per 1,000 envelopes... \$ \_\_\_\_\_
  - (3) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" ..... per 1,000 envelopes... \$ \_\_\_\_\_
  - (4) Trim Sizes: 10 x 15" or 11 x 13" ..... per 1,000 envelopes... \$ \_\_\_\_\_
  - (5) Trim Size: 12 x 16" ..... per 1,000 envelopes... \$ \_\_\_\_\_
- (b) Delivered to Zone 2:
  - (1) Trim Sizes: 3-7/8 x 8-7/8" to 4-1/2 x 10-3/8" ..... per 1,000 envelopes... \$ \_\_\_\_\_
  - (2) All trim sizes other than IV. 2. (a) above ..... per 1,000 envelopes... \$ \_\_\_\_\_
- (c) Delivered to Zone 3:
  - (1) Trim Sizes: 3-7/8 x 8-7/8" to 4-1/2 x 10-3/8" ..... per 1,000 envelopes... \$ \_\_\_\_\_
  - (2) All trim sizes other than IV. 3. (a) above ..... per 1,000 envelopes... \$ \_\_\_\_\_

See next page for explanation of Shipping Zones.

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

**EXPLANATION OF SHIPPING ZONES:** Destinations which are located within the various states and the District of Columbia will fall within one of three shipping zones:

**Zone 1:** Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, and Washington, DC. (Most orders will deliver to AL, GA, SC, or TN).

**Zone 2:** Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, West Virginia, and Wisconsin. (Most orders will deliver to Pennsylvania).

**Zone 3:** Arizona, Arkansas, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming. (Most orders will deliver to Border States)

Any orders for delivery to Puerto Rico, Guam, other U.S. Territories, or any agency location located on foreign soil will ship f.o.b. Contractor City.

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(Initials)

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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

**AMENDMENT(S):** 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 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 fax or mail, 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)

\*\*\*\*\*

**THIS SECTION FOR GPO USE ONLY**

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

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