

TITLE: VARIOUS ENVELOPES											
TERM: May 1, 2018 thru April 30, 2019											
Department of Education			PRINTING RESOURCES			THE PRINT HOUSE		NORTH AMERICAN ENVELOPE		CURRENT CONTRACTOR	
PROGRAM 127-S			Cleveland, OH			Brooklyn, NY		Salt Lake City, UT		North American Envelope	
			BASIS OF								
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPOSITION:										
	Typesetting.....per envelope/per order	10	N/C	0.00	20.00	200.00	N/C	0.00	12.00	120.00	
II.	PRINTING, CONSTRUCTION, PACKING & DISTRIBUTION:										
1.	No. 10 Envelopes (4-1/8 x 9-1/2")										
(a)	Without Window: Printing one side only in a single ink color, including construction.....per 1000	20	25.00	500.00	9.00	180.00	22.00	440.00	16.40	328.00	
(b)	With Window: Printing one side only in a single ink color, including construction.....per 1000	24	27.50	660.00	11.00	264.00	22.00	528.00	16.40	393.60	
(c)	Printing second side in a single ink color.....per 1000	26	10.00	260.00	10.00	260.00	20.00	520.00	22.10	574.60	
(d)	Printing in a second ink color not charged for under line item II. I. (a) through (c).....per 1000	26	10.00	260.00	10.00	260.00	20.00	520.00	23.05	599.30	
2.	Envelopes (9-1/2 x 12"):										
(a)	Without Window: Printing one side in a single ink color, including construction.....per 1000	107	79.00	8,453.00	30.00	3,210.00	50.00	5,350.00	31.00	3,317.00	
(b)	With Window: Printing one side only in a single ink color, including construction.....per 1000	25	89.00	2,225.00	55.00	1,375.00	113.00	2,825.00	74.50	1,862.50	
(c)	Printing second side in single ink color.....per 1000	25	10.00	250.00	30.00	750.00	18.00	450.00	16.00	400.00	
(d)	Printing in a second ink color not charged for under line items II. 2. (a) through (c).....per 1000	25	10.00	250.00	30.00	750.00	18.00	450.00	16.00	400.00	
3.	Envelopes (9-1/2 x 12- 1/2")										
(a)	Without Window: Printing one side only in single ink color, including construction.....per 1000	10	69.00	690.00	55.00	550.00	54.00	540.00	31.50	315.00	
(b)	With Window: Printing one side only in a single ink color, including construction.....per 1000	1	99.00	99.00	120.00	120.00	117.00	117.00	77.50	77.50	
(c)	Printing second side in a single ink color.....per 1000	4	10.00	40.00	75.00	300.00	18.00	72.00	16.00	64.00	
(d)	Printing in a second ink color not charged for under line item II. 3. (a) through (c).....per 1000	4	10.00	40.00	75.00	300.00	18.00	72.00	16.00	64.00	
III.	PAPER:										
(a)	No. 10 Envelopes (4-1/8 x 9-1/2") White Wove (20 pound)	19	15.00	285.00	20.00	380.00	16.00	304.00	16.00	304.00	
(b)	No. 10 Envelope (4-1/8 x 9-1/2") White Wove (24-pound)	25	15.00	375.00	20.00	500.00	16.00	400.00	16.00	400.00	
(c)	Envelope (9-1/2 x 12"): Light Brown Kraft (32-Pound)	107	50.00	5,350.00	65.00	6,955.00	51.50	5,510.50	39.50	4,226.50	
(d)	Envelope (9- 1/2 x 12"): White Offset Book (80-pound)	25	50.00	1,250.00	80.00	2,000.00	49.00	1,225.00	39.50	987.50	
(e)	Envelope (9-1/2 x 12-1/2"): Light Brown Kraft (32-pound)	10	60.00	600.00	80.00	800.00	58.00	580.00	42.10	421.00	
(f)	Envelope (9-1/2 x 12-1/2"): White Offset Book (80-pound)	1	60.00	60.00	130.00	130.00	53.00	53.00	42.10	42.10	
IV.	ADDITIONAL OPERATIONS										
	Palletizing.....per pallet	1	N/C	0.00	25.00	25.00	N/C	0.00	N/C	0.00	
	CONTRACTOR'S SUBTOTAL			\$21,647.00		\$19,309.00		\$19,956.50		\$14,896.60	
	DISCOUNT		0.00%		0.25%	\$48.27	0.00%		0.00%		
	DISCOUNTED TOTALS			\$21,647.00		\$19,260.73		\$19,956.50		\$14,896.60	
						AWARDED					

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Various Envelopes***

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

Department of Education

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning May 1, 2018 and ending April 30, 2019, 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 publicly opened at 11:00 a.m., prevailing Washington, DC time, on April 2, 2018.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street NW, Washington, DC between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions on the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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

GPO has issued a new *GPO Publication 310.2, GPO Contract Terms – Solicitation Provision, Supplemental Specifications, and Contract Clauses (Rev. 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

The GPO 910 “BID” Form is no longer required. 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 Rebecca Swan at [rswan@gpo.gov](mailto:rswan@gpo.gov) or (202) 512-1239.

## 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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.

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

**SUBCONTRACTING:** The predominant production function shall be either the construction of the envelopes or the printing of the envelopes. The predominant production function for envelope contractors shall be the construction of the envelopes and the predominant function for printing contractors shall be printing the envelopes. Bidders who must subcontract both the construction and the printing operations will be declared non-responsible.

**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 Uniform	O.K. Proofs/Average Type Dimension in Publication/ Electronic Media/Manuscript copy/ Sample/Camera copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from May 1, 2018 to April 30, 2019, 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 January 31, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site 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.

**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 May 1, 2018 through April 30, 2019, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

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

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

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

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

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

**PAYMENT:**

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>.

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

## SECTION 2. – SPECIFICATIONS

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

**TITLE:** Various Envelopes.

**FREQUENCY OF ORDERS:** Approximately 10 to 30 orders per year.

**QUANTITY:** Approximately 500 to 125,000 envelopes per order. *No quantity variation is allowed.*

**NOTE:** Majority of orders placed will be for 10,000 envelopes or less.

Each print order will be for one (1) envelope type only. On occasion, up to three (3) print orders may be placed on the same day requiring the same schedule.

**TRIM SIZES:** Trim sizes required are as follows –

No. 10 (4-1/8 x 9-1/2”), plus flap

9-1/2 x 12”, plus flap

9-1/2 x 12-1/2”, plus flap

**NOTE:** All envelope sizes may be ordered with or without windows.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished on the majority of orders placed. Electronic media will be as follows:

Platform: Macintosh or Windows (current or near current version).

Storage Media: CD; Email; FTP.

Software: Adobe Creative Suite (InDesign, Illustrator, Acrobat) (current or near current version.)

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: All printer and screen fonts will be furnished/embedded, as applicable.

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 in native application, PDF, and/or PostScript format. Electronic media will include all illustrations and graphics furnished in place. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Manuscript copy and/or sample may be furnished requiring typesetting and agency logo/seal placement.

On a rare order, camera copy consisting of text and line matter, agency seals/logos, and/or bar codes to be reproduced same size or at various focuses may be furnished.

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product in accordance with these specifications.

**COMPOSITION:** Some orders may require the contractor to set up to eight (8) lines of type and/or agency seal placement. Contractor to match typestyle and size of furnished copy/sample.

**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 production 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 (digital deliverables) 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, unless otherwise specified. 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. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

#### **PROOFS:**

One (1) “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. Proofs must show crop marks, indicate margins, flaps, and window placement, as applicable. Proof will not be used for color match. Proofs will be transferred to the agency via email to the address as indicated on the print order.

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.

The 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. 12” dated March 2011.

Government Paper Specification Standards No. 12 – [https://www.gpo.gov/docs/default-source/forms-and-standards-pdf-files/vol\\_12.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-pdf-files/vol_12.pdf).

*No. 10 Envelopes:*

White Writing Envelope, basis weight: 20 or 24 pounds per 500 sheets, 17 x 22”, equal to JCP Code V20; or, at contractor’s option, White Wove, basis weight: 20 or 24 pounds per 500 sheets, 17 x 22”.

*9-1/2 x 12” and 9-1/2 x 12-1/2” Envelopes:*

Light Brown (Kraft shade) Envelope, basis weight: 32 pounds per 500 sheets, 17 x 22”, equal to JCP Code V10.

White Offset Book, basis weight: 80 pounds per 500 sheets, 25 x 38", equal to JCP Code A60.

**PRINTING:** Print face only or face and back (after construction) in one or two ink colors. Majority of orders print face only and will require black ink only. Printing consists of text and line matter, rules, agency logos/seals, and/or bar code. Match Pantone number as indicated on the print order.

Envelopes shall accept printing, ink writing, and bar coding without feathering, blurring, smearing, or penetrating to the reverse side. Printing on all envelopes shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable USPS Regulations.

NOTE: GPO imprint is waived and must not print on the finished product.

**MARGINS:** Maintain margins as indicated on print order or furnished file/copy/sample.

**CONSTRUCTION:**

*No. 10 (4-1/8 x 9-1/2")* – Envelopes are open side, diagonal seam. Envelopes will have a gummed, fold-over flap for sealing. Flap depth is at contractor's option, but must comply with all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient. When ordered, face of envelope to contain one die-cut window (1-1/8 x 4-1/4" or 1-1/4 x 4-3/4" in size, as specified) with rounded corners. Die-cut window is to be located 1/2" from the bottom edge of the envelope and 3/4" or 7/8", as specified, from the left edge of the envelope. An occasional order may require a custom window with size and location to be specified on the print order.

*9-1/2 x 12" and 9-1/2 x 12-1/2"* – Envelopes are open side or open end, side seam. Envelopes will have a gummed, fold-over flap for sealing. Flap depth is at contractor's option, but must comply with all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient. When ordered, face of envelope to contain one die-cut window (1-1/2 x 4-1/2" in size) with rounded corners. Location of die-cut window will be specified on the print order.

All envelopes shall be sufficiently high cut so as to prevent the flap adhesive from adhering to the envelope contents. The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

Windows on all envelopes shall have a clear, transparent type window material that will not deteriorate from normal heat exposure during thermography or engraving, and that must be clear of smudges, lines, and distortions. The clear material must be securely glued on all sides so as not to interfere with insertion of contents. The clear window material and its application to the envelope must not prevent the address from being distinctly legible. Window material must meet the current USPS readability standards/requirements.

**PACKING:** Unless otherwise specified, box in suitable units. Pack boxes suitable in shipping containers.

NOTE: When more than one envelope type is ordered on the same print order, each envelope type must be packed in separate boxes and containers and identified as to contents.

Pallets will be required when indicated on the print order.

**LABELING AND MARKING:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documentation and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the 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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

- Majority of orders placed will deliver f.o.b. destination within a 60-mile radius of Washington, DC.
- An occasional order ships f.o.b. contractor's city to addresses outside the 60-mile radius of Washington, DC – *reimbursable*.

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

When required, contractor must ship reimbursable by traceable means with a signed receipt. Contractor will be reimbursed for all shipping costs by submitting shipping receipts with billing invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 127-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping method, and title of publication. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Upon completion of each order, all furnished material, if applicable, digital deliverables, and five (5) samples of each envelope type ordered must be returned to: Department of Education, Printing Section, Attn: John Smith, Room 5C104, Lyndon Baines Johnson Building, 400 Maryland Avenue, SW, Washington, DC 20202.

All expenses incidental to picking up and returning materials (if applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

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

Print order and furnished material will be provided via email or FTP on approximately 50% of all orders placed.

When applicable, print order and furnished material must be picked from: U.S. Department of Education, Lyndon Baines Johnson Building, 400 Maryland Avenue, SW, Washington, DC 20202; or, U.S. Department of Education, Union Center Plaza, 830 1<sup>st</sup> Street, NE, Washington, DC 20202.

Contractor to email proofs to address as specified on the print order.

No definite schedule for pickup of material or 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.

- Contractor to email proofs within two (2) workdays of notification of availability of print order and furnished materials.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until the contractor is notified of changes/corrections/"O.K. to print" via email (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Complete production and distribution must be made within four (4) to six (6) workdays of receipt of an "O.K. to print" on proofs.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered for shipping f.o.b. contractor's city must be picked up by the small package carrier.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. 10
  
- II. 1. (a) 20  
(b) 24  
(c) 26  
(d) 26
  
- 2. (a) 107  
(b) 25  
(c) 25  
(d) 25
  
- 3. (a) 10  
(b) 1  
(c) 4  
(d) 4
  
- III. (a) 19  
(b) 25  
(c) 107  
(d) 25  
(e) 10  
(f) 1
  
- IV. 1

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are offered f.o.b. destination for all shipments within a 60-mile radius of Washington, DC and f.o.b. contractor’s city for all other shipments.

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 non-responsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under Item III. “PAPER.”

***Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”***

**I. COMPOSITION:**

Typesetting..... per envelope/per order .....\$ \_\_\_\_\_

**II. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary (including PDF proofs) for the complete printing, construction, packing, and distribution of the product listed in accordance with these specifications.

Per 1,000 Envelopes

1. No. 10 Envelopes (4-1/8 x 9-1/2”):

(a) Without Window: Printing one side only in a single ink color,  
including construction.....\$ \_\_\_\_\_

(b) With Window: Printing one side only in a single ink color,  
including construction.....\$ \_\_\_\_\_

(c) Printing second side in a single ink color .....\$ \_\_\_\_\_

(d) Printing in a second ink color not charged for  
under line items II. 1. (a) through (c).....\$ \_\_\_\_\_

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

Per 1,000 Envelopes

- 2. Envelopes (9-1/2 x 12"):
  - (a) Without Window: Printing one side only in a single ink color, including construction.....\$ \_\_\_\_\_
  - (b) With Window: Printing one side only in a single ink color, including construction.....\$ \_\_\_\_\_
  - (c) Printing second side in a single ink color .....\$ \_\_\_\_\_
  - (d) Printing in a second ink color not charged for under line items II. 2. (a) through (c).....\$ \_\_\_\_\_
- 3. Envelopes (9-1/2 x 12-1/2"):
  - (a) Without Window: Printing one side only in a single ink color, including construction.....\$ \_\_\_\_\_
  - (b) With Window: Printing one side only in a single ink color, including construction.....\$ \_\_\_\_\_
  - (c) Printing second side in a single ink color.....\$ \_\_\_\_\_
  - (d) Printing in a second ink color not charged for under line items II. 3. (a) through (c).....\$ \_\_\_\_\_

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Envelopes – Each envelope.

Per 1,000 Envelopes

- (a) No. 10 Envelopes (4-1/8 x 9-1/2"): White Wove (20-pound).....\$ \_\_\_\_\_
- (b) No. 10 Envelopes (4-1/8 x 9-1/2"): White Wove (24-pound).....\$ \_\_\_\_\_
- (c) Envelopes (9-1/2 x 12"): Light Brown Kraft (32-pound).....\$ \_\_\_\_\_
- (d) Envelopes (9-1/2 x 12"): White Offset Book (80-pound) .....\$ \_\_\_\_\_
- (e) Envelopes (9-1/2 x 12-1/2"): Light Brown Kraft (32-pound) .....\$ \_\_\_\_\_
- (f) Envelopes (9-1/2 x 12-1/2"): White Offset Book (80-pound) .....\$ \_\_\_\_\_

**IV. ADDITIONAL OPERATIONS:**

Palletizing ..... per pallet.....\$ \_\_\_\_\_

\_\_\_\_\_  
(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 cost incurred.

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

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

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

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

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

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

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor 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 Address)