

Program:	152-S					
Term:	[Date of Award] to April 30, 2020					
Title:	RFID Card Holder and Carrier Sheet					
			LAS VEGAS GRAPHICS		CURRENT CONTRACTOR	
		BASIS OF	Las Vegas, NV		LAS VEGAS, NV	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, BINDING/ CONSTRUCTION, PACKING and DISTRIBUTION:					
	Per Product.....					
(1)	Makeready and/or Setup	3	\$1,795.00	\$5,385.00	\$1,500.00	\$4,500.00
(2)	Running Per 1,000 Copies	6000	\$53.55	\$321,300.00	\$47.55	\$285,300.00
II.	PAPER:					
(a)	Card Holder: White Tyvek (or equal) (14-18lb.): or at contractor's option, White Guardian (26-lb.): or contractor's option, White Defender(32-lb.).....per 1,000 leaves.....	6000	\$39.55	\$237,300.00	\$38.55	\$231,300.00
(b)	Carrier Sheet: White Ledger (32-lb.).....per 1,000 leaves.....	6000	\$15.55	\$93,300.00	\$15.55	\$93,300.00
III.	PAPER STOCK:					
(a)	Card Holder Stock:					
	CONTRACTOR TOTALS			\$657,285.00		\$614,400.00
	DISCOUNT		5.00%	\$32,864.25	5.50%	\$33,792.00
	DISCOUNTED TOTALS			\$624,420.75		\$580,608.00
				AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

RFID Card Holder and Carrier Sheet

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

Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **April 30, 2020**, plus up to four 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 24, 2019**

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 in 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, with particular attention to the following:

- 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.
- 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, call **David Love** at (202) 512-0310 or email aps-team1@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 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 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/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

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	O.K. Prior to production samples/ Average type dimension/Electronic media/ Manuscript/Camera copy/Furnished samples

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 adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s).

For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** to **April 30, 2020**, 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 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, 2019**, 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.

NOTE: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of April 2019 will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{x \text{ base index}}{\text{base index}} \times 100 = _ \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid prices for Line Items II. (a) and (b) in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

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 low contractor may be required to provide one or more of the following financial documents within (2) workdays of notification to submit:

- 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 a timely manner 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 **April 30, 2020**, 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 all 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 cardholders and carrier sheets requiring such operations as composition, electronic prepress, printing (in both English and Spanish), binding/construction, packing, and distribution.

TITLE: RFID Card Holder and Carrier Sheet.

FREQUENCY OF ORDERS: Approximately 2 to 5 orders per year.

QUANTITY: Approximately 750,000 to 2,000,000 copies per order.

NUMBER OF PAGES:

Card Holder: Face only (after construction).

Carrier Sheet: Face and back.

TRIM SIZES:

Card Holder: 3-1/2 x 2-1/4".

Carrier Sheet: 8-1/2 x 3-1/2" (folded down from 8-1/2 x 7").

GOVERNMENT TO FURNISH: One previously printed sample to be used as manuscript/camera copy (for the text matter on both the card holder and carrier sheet) and as a construction sample. The sample will be furnished with the first order. Contractor is to hold for use throughout the term of the contract.

Electronic file (Adobe Acrobat PDF file (latest version)) containing the ordering agency logo and graphic for inside of carrier will be furnished on a CD or electronically, on the first order and should be held for use throughout the term of the contract. See exhibits.

Shipping label furnished on a CD, to be furnished on the first order.

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

EXHIBITS: The facsimiles of the sample pages shown as EXHIBITS A through C are representative of the products, which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

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.

COMPOSITION: Contractor to use furnished sample as manuscript/camera copy to create final products. Contractor may have to size image as necessary to fit products. Contractor must match typestyle and size.

Contractor to typeset (in English and Spanish) approximately six (6) lines of type on the card holder. Contractor to set approximately two (2) lines of type on the carrier sheet. See exhibits.

Contractor to save as an Adobe Acrobat PDF file (latest version) on a CD and return with furnished materials upon completion of the contract.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required 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.

In conjunction with the digital deliverable, the contractor will be required to provide a complete press ready file for carrier sheet, which includes the graphic on the inside and the type and logo on the outside. A separate file should be provided for the card holder.

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 or any proprietary file formats other than those supplied, unless specified by the Government.

PRIOR TO PRODUCTION SAMPLES (All Orders):

The sample requirement for this contract is not less than 1,000 samples of both the card holder and carrier sheet. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

All samples must be printed on the paper required for this item as specified herein.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. All samples will be tested for conformance of materials. All samples will be tested for usage on the specified equipment and/or for construction.

Samples will be tested on a Dynetics Intelli-Fold Mailer/Stuffer System.

Prior to the commencement of production of the contract production quantity, the contractor shall submit the samples of both the card holder and carrier sheet as follows:

500 samples of each are to be delivered to: Corbin Production Facility, 203 Allison Boulevard, Corbin, KY 40701. Attn: Rick Harris, Office: (606) 526-2810, ext. 210.

500 samples of each are to be delivered to: Lee's Summit Card Production Facility, 777 NW Blue Parkway, Suite 3370, Lee's Summit, MO 64086. Attn: Melissa Stimac, Office: (816) 621-2601, Cell: (816) 266-2885, Fax: (816) 621-2627, Email: Melissa.L.Stimac@uscis.dhs.gov

All Prior to Production samples must deliver via traceable means. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

The contractor is required to provide a Proof Sheet, and a FedEx or UPS Label with their Account Number to return signed-off prior-to-production samples, overnight, as well as, contact information (name and phone number) for verbal "Ok to Print" if no corrections.

NOTE: On the first order only, the contractor must deliver one complete sample to the ordering agency prior to the delivery of the 500 samples to the Corbin Production Facility. Contractor must wait for authorization from the ordering agency to deliver the 500 samples.

The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

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-standards-pdf-files/vol_12.pdf?sfvrsn=2

NOTE: Once the prior to production samples are approved on an order, the same stock must be used throughout the entire run for that order.

Card Holder: At contractor's option, one of the following paper stocks may be used for the card holders. Stock must be tear and water resistant and certified to provide effective shielding against RFID readers. Contractor must specify in their bid which paper stock they will be using. (See "SCHEDULE OF PRICES," Line Item III.)

- White Tyvek (or equal), basis weight: 14-18 lbs. per 500 sheets, 17 x 22".

This stock must contain a metallic layer/coating shield (approximately 2 mils thick), that prevents the card inside the holder from being accessed by unauthorized RFID readers. This stock must provide a means of attenuating RF emissions when there is no deliberate accessing of the stored data on the card.

- White Guardian, 26 lbs.

This stock must contain multi-ply laminate that contains a security barrier to prevent RFID detection while offering light weight, water resistance, durability, and superior printing.

- White Defender, 32 lbs., 17 x 22", Caliper/Bulk: 4.2, patented and patent pending.

This stock must be RFID-shielding and tear resistant, and offer light weight, water resistance, durability, and superior printing.

NOTE: If at any point during the term of the contract the contractor must change from the stock specified in their bid papers and use one of the other stocks listed, the contractor must notify the ordering agency and the GPO.

Carrier Sheet: White Ledger, basis weight: 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code J10.

PRINTING: NOTE: GPO imprint must not print on the final product.

Card Holder: Print face only (after construction) in black ink only. Printing consists of text matter and agency logo. Text matter is concurrently printed in both English and Spanish.

Carrier Sheet: Print face and back in black ink only without bleeds. Printing on face consists of text matter and agency logo. Text matter is concurrently printed in both English and Spanish.

Printing on back is in English only and includes reversed type, graphic images and gradated background screens, which is 3/8" away from the edges of all sides in an approximately 8-1/8 x 3" area positioned on the top half of the carrier before folding.

MARGINS: Margins will be as indicated on the print order, furnished electronic media or furnished copy.

BINDING/CONSTRUCTION:

Card Holder: Holder folds from an overall flat size of 5-1/2 x 4-1/4" down to a finished size of 3-1/2 x 2-1/4", printing out, creating a card holder with open edge on top, as follows:

- When flat, holder has 1" wide tabs with rounded corners on left and right side. Tabs fold in toward side opposite of printing.
- When flat, bottom half of holder (2" long) has rounded corners and folds up (with printing side out). (Back of holder is 3-1/2 x 2-1/4".)
- Front of holder (side with printing) has one 3-1/8 x 9/16" tab with rounded corners, centered on top edge, 3/16" in on left and right side. (Front of holder is 3-1/2 x 2".)

Carrier Sheet: Trim four sides. Fold from 8-1/2 x 7" down to 8-1/2 x 3-1/2" with one fold, printing side out. Perforate (slit or slot without ink) on fold.

After construction of both items, attach card holder to inside back page of carrier sheet (centered) with a non-permanent, quick release adhesive (on back of holder) so that holder remains attached to sheet, but removes easily without damage to card holder.

PACKING: Band carrier sheets (with attached card holder) with rubber bands in units of 100.

Pack banded bundles suitable in shipping containers in units of 2,000. NOTE: All containers must include a packing slip.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/shipping process.

Pallets required. Containers must be stacked on 48 x 40" 4-way pallets. Containers must be stacked so that the total height of the pallet (including the pallet itself) does not exceed 54".

LABELING AND MARKING (Package and/or Container Label): Contractor must use furnished electronic file (barcode-embedded) to create shipping labels for all containers, including prior to production samples, and distribution.

NOTE: If shipping/packing/manifest labels are utilized, they must not obstruct any portion of the carton label.

Shipping labels must include title of product, form number, revision date, department, requisition number, jacket number, program/print order numbers, quantity per container, and quantity per package. Shipping labels will have bar code included.

When completing the label, the contractor must have an Adobe Reader (latest version), all information must be typed in capital letters, and the date must be in MM/DD/YYYY format.

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 www.GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special 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 www.GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to: Department of Homeland Security/USCIS, Western Forms Center, 5160 Richton Street, Suite G, Montclair, CA 91763. Attn: Receiving (909- 949-7131 or 7193)

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, 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 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 www.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: Department of Homeland Security/USCIS, Western Forms Center, 5160 Richton Street, Suite G, Montclair, CA 91763. Attn: Receiving (909-949-7131 or 7193)

On an occasional order, contractor may be required to deliver f.o.b. destination to: Corbin Production Facility, 203 Allison Boulevard, Corbin, KY 40701. Attn: Rick Harris (606-526-2810 ext. 210). Quantity to be specified on the print order.

NOTE: Shipments not conforming to specification requirements will be refused, no additional time will be allowed, and redelivery will be at the contractor's expense.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 152-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of product.

Upon completion of each order, contractor must email a copy of the signed delivery receipt to the USCIS Printing Officer at: uscis-printing@uscis.dhs.gov

Upon completion of each order, contractor must deliver five sample copies to: DHS/USCIS/PMB, 203 Allison Boulevard, Corbin, KY 40701. Attn: Matt Gaines (606-526-2802). Inside delivery is required.

Upon completion of the contract, contractor must return all furnished materials and digital deliverables to: DHS/USCIS/PMB, 203 Allison Boulevard, Corbin, KY 40701. Attn: Matt Gaines (606-526-2802). Inside delivery is required.

All expenses incidental to picking up and returning materials, submitting prior to production samples, and furnishing sample copies must be borne by the contractor.

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

Furnished materials must be picked up from: Department of Homeland Security/USCIS, DMD Program Management Branch, 633 3rd Street, NW, Washington, DC 20529-2225.

No definite schedule for pickup of material 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 must complete production and distribution within 30 workdays of receipt of notification of the availability of print order and furnished material.

No specific date is set for submission of prior to production samples. Samples must be submitted in sufficient time to allow for Government testing and revised samples if contractor's errors are judged serious enough to require them.

The Government will approve, conditionally approve, or disapprove the samples within five workdays of the receipt thereof. (The first workday after receipt of samples at the ordering agency is day one of the hold time.)

All prior to production sample and transit time is included in the 30-workday schedule.

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 destinations specified.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

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

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

	(1)	(2)
I.	3	6,000
II. (a)	6,000	
(b)	6,000	

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

Cost of all paper must be charged under Item II. "PAPER."

I. PRINTING, BINDING/CONSTRUCTION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations (including composition and prior to production samples) necessary for the complete printing, binding/construction, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Per Product.....	\$ _____	\$ _____

II. 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:

Card Holder: Each holder.

Carrier Sheet: Each page-size leaf.

Per 1,000 Leaves

(a) Card Holder: White Tyvek (or equal) (14 - 18-lb.); or at contractor's option,
White Guardian (26-lb.); or at contractor's option, White Defender (32-lb.)\$ _____

(b) Carrier Sheet: White Ledger (32-lb.).....\$ _____

III. PAPER STOCK: Contractor must specify which paper stock will be used for the Card Holders.

Card Holder Stock: _____

(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.

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.

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

EXHIBIT A - CARD HOLDER



We recommend use of this envelope
to protect your new card and to
prevent wireless communication with it.

Recomendamos el uso de esta funda
para proteger su tarjeta y evitar las
comunicaciones inalámbricas.

score

score

score

perimeter cut

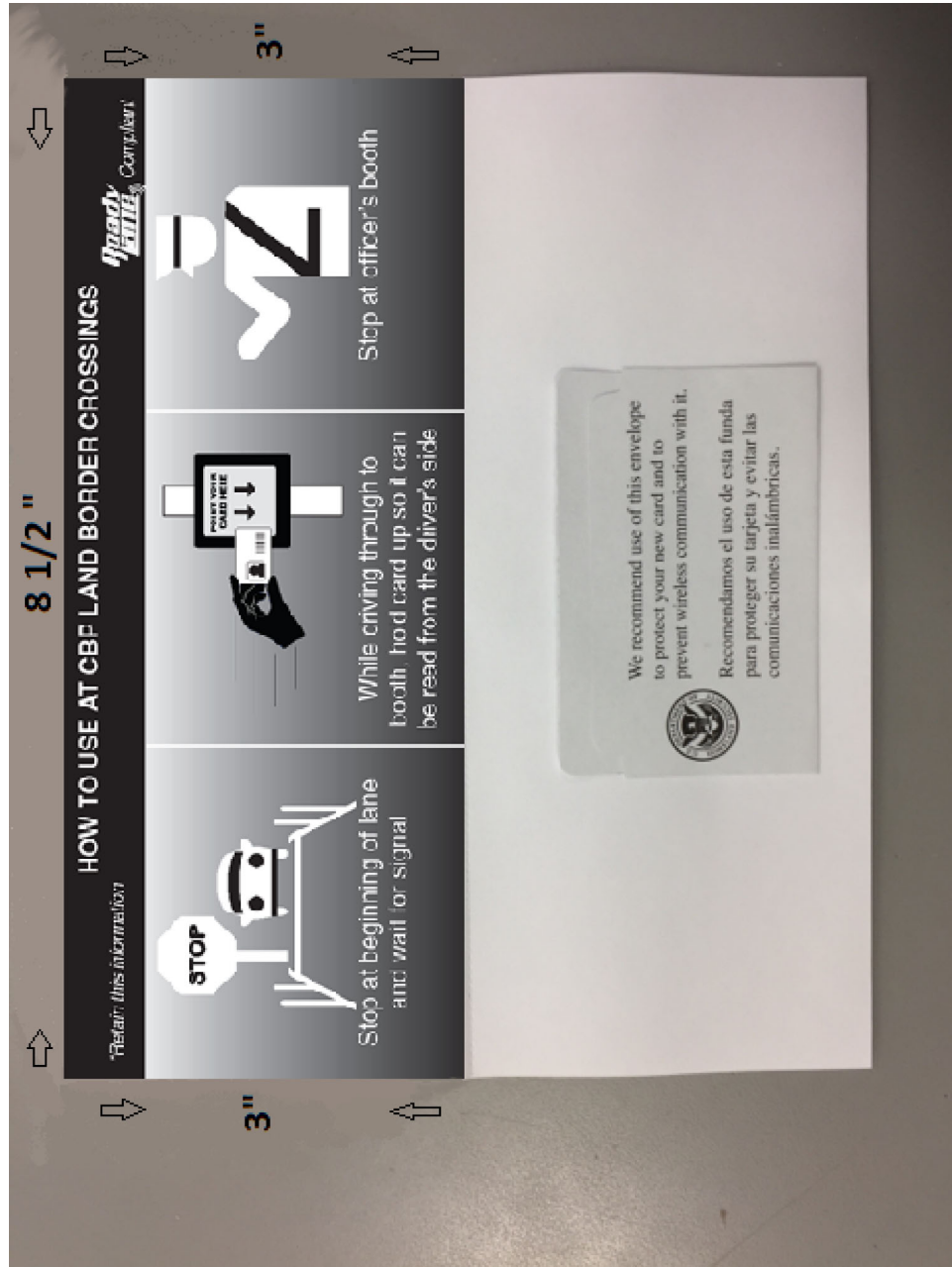


EXHIBIT C - CARRIER SHEET - OUTSIDE

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Please use the enclosed sleeve to store your new card.

Por favor, utilice el sobre incluido para guardar su nueva tarjeta.