





**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 the

U.S. Department of Agriculture (USDA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **August 1, 2020** and ending **July 31, 2021**, 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 at 11:00 a.m., prevailing Eastern Standard Time (EST), on **July 21, 2020** at the U.S. Government Publishing Office, APSDC. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

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

The Program 213-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** These specifications have been 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 Government Paper Specification Standards, No. 13, dated September 2019. Perspective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. This document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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) 512-0307 or email [apsdc@gpo.gov](mailto:apsdc@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 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level 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	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 **August 1, 2020** through **July 31, 2021**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **April 30, 2020**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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.

**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 and/or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. Attending the pre-award survey will be representatives from the GPO and USDA.

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 **August 1, 2015** through **July 31, 2016**, 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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.

4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**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. Information for using this method can be found at the following web address:

<https://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 must be itemized in accordance with line items in the "SCHEDULE OF PRICES."**

## SECTION 2. – SPECIFICATIONS

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

**TITLE:** Various Envelopes.

**FREQUENCY OF ORDERS:** Approximately 50 to 75 orders per year.

**QUANTITY:** Approximately 500 to 300,000 envelopes per order.

**NUMBER OF PAGES:** Face only or face and back (after construction).

### TRIM SIZE:

3-7/8 x 8-7/8 (No. 9)	6-1/2 x 9-1/2"	9-1/2 x 12-1/2"
3-7/8 x 8-7/8 (No. 9) window	6 x 10-1/2"	9-1/2 x 12-5/8"
4-1/8 x 9-1/2" (No. 10)	6 x 12"	10 x 13"
4-1/8 x 9-1/2" (No. 10) window	9 x 12"	10 x 15"
6 x 9"	9-1/2 x 12"	11 x 13"

### GOVERNMENT TO FURNISH:

Type and line matter copy for each envelope will be furnished in PDF format.

Previously printed samples are available upon request.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the camera copy, 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 products in accordance with these specifications.

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

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)

3-7/8 x 8-7/8" (No. 9) envelopes (with and without window)

4-1/8 x 9-1/2" (No. 10) Envelopes (with and without window)

White and Colored (light blue or pink) Writing Envelope, basis weight: 20 – 24 lbs. per 500 sheets, 17 x 22", equal to JCP V20

### All Other Envelope Sizes

White Kraft Envelope, basis weight: 28 – 32 lbs. per 500 sheets, 17 x 22", equal to JCP V15.

Light-Brown (Kraft Shade) Envelope, basis weight: 28 – 32 lbs. per 500 sheets, 17 x 22", equal to JCP V10.



**PRINTING:** Digital Printing is not acceptable

Print face only (after construction) in black ink or a single ink color other than black. Printing consists of type and line matter. (Majority of orders will require printing in black ink.)

Match Pantone number as indicated on the print order.

Printing shall be in accordance with the requirements for the style of envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

**MARGINS:** Margins will be indicated on the print order or furnished copy.

Some envelopes may bleed on one to four sides.

**CONSTRUCTION:** Envelopes will be open side with gummed fold-over flap and contain diagonal or side seams (as specified). Flap depth is at the contractor's option but must meet all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope. Envelope seams must be sufficiently high cut so as to prevent the flap adhesive from adhering to the envelope contents. The sealed seams shall not adhere to the inside of the envelope.

**NOTE:** Some 6 x 9" envelopes will be open end with a center seam. Some 10 x 15" envelopes will be open end.

When ordered, the face of the No. 9 and No. 10 envelopes will require a die-cut address window with rounded corners. The window is 1-1/8 x 4-1/2", and located 1/2" from bottom edge of envelope and 7/8" from left edge of envelope. The long dimension of the window is to be parallel to the long dimension of the envelope. The window shall have a clear, transparent type window material. The clear material must be securely glued on all sides so as not to interfere with insertion of the contents. The clear window materials and its application to the envelope must not prevent the address from being distinctly legible and must meet the current U.S. Postal Service's (USPS) readability standard requirements.

Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

**PACKING:** Pack suitable in shipping containers. Envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Kraft envelopes must not be packed in oversized containers.

Chipboard or equal must be placed on top and bottom to prevent bowing.

When ordered, box in quantities of 500 envelopes.

When ordered, shrink-film wrap in quantities of 100 or 500 envelopes.

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 when shipped.

Pallets may be required. When required, pallets must be 40 x 48" (4-way).

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on [www.GPO.gov](http://www.GPO.gov), fill in appropriate blanks, and attach to shipping containers.

Each container should be marked with arrow and the word "UP" indicating the top of the container.

When more than one container is necessary for a single destination, containers must be marked 1 of 3; 2 of 3; 3 of 3; etc. The exact quantity of each container must also be marked on the container.

**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](http://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](http://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 the address as indicated on the print order.

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 is required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications 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](http://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 purchase order/specifications must be included.

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 Jacket and Purchase Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

Ship f.o.b. contractor's city to addresses nationwide.

Complete addresses and quantities will be furnished with each print order. There will be only one shipping destination per print order.

Shipments are to be made by reimbursable small package carrier and must be by traceable means. The contractor will be reimbursed for shipping costs by submitting all shipping receipts with billing invoice for payment.

All expenses incidental to picking up and returning materials 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).

No definite schedule for pickup of material can be predetermined.

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

***Regular Schedule***

Contractor must complete production and distribution within ten workdays of notification of availability of print order and furnished materials.

***Accelerated Schedule***

Contractor to make complete distribution in five (5) workdays of notification of availability of print order and furnished materials.

**NOTE:** It is estimated that 5% of the orders placed on this contract will be for the accelerated schedule.

The ship/deliver date indicated on the print order is 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 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.

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](mailto:compliance@gpo.gov). Personnel receiving the email 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.

**NOTE:** The “DETERMINATION OF AWARD” estimates specified below are based on historical data; however, due to the current global pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.

**Premium Payments:** When premium payment is authorized it will be indicated on the Print Order. Orders requiring the accelerated schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

It is estimated that 5% of the orders placed on this contract will be for the accelerated schedule. Therefore, premium payments will enter into the “DETERMINATION OF AWARD” by applying the percentage increase offered for the accelerated schedule in the “SCHEDULE OF PRICES” to 5% of the total price offered for all items. This additional cost will be included in the total bid and will be used to determine the lowest bid.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items in the "Schedule of Prices".

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher. Non-delivery in accordance with the accelerated schedule could result in default or non-responsibility determinations on future solicitations.

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

I.	1.	(a)	5	(1)	(2)
		(b)	5	(e)	75 90
				(f)	415 305
	2.	(a)	5	(g)	5 5
		(b)	5	(h)	5 5
				(i)	5 5
	3.	(a)	2,610	(j)	5 5
		(b)	2,010	(k)	5 5
	4.	(a)	5		
		(b)	5		
				II.	(a) 1,358
					(b) 159
	5.	(a)	15 20	(c)	10
		(b)	5 5		
		(c)	10 25		
		(d)	5 5	III.	(a) 5%

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city.

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 100 will be prorated at the per-100 rate.

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

	<u>Per 100 Envelopes</u>
1. Writing Envelope, White (20 – 24-lb.)	
a) 3-7/8 x 8-7/8” (No. 9) .....	\$ _____
b) 3-7/8 x 8-7/8” (No. 9) with window .....	\$ _____
2. Writing Envelope, Colored (20 – 24-lb.)	
a) 3-7/8 x 8-7/8” (No. 9) .....	\$ _____
b) 3-7/8 x 8-7/8” (No. 9) with window .....	\$ _____
3. Writing Envelope, White (20 – 24-lb.)	
a) 4-1/8 x 9-1/2” (No. 10) .....	\$ _____
b) 4-1/8 x 9-1/2” (No. 10) with window .....	\$ _____
4. Writing Envelope, Colored (20 – 24-lb.)	
a) 4-1/8 x 9-1/2” (No. 10) .....	\$ _____
b) 4-1/8 x 9-1/2” (No. 10) with window .....	\$ _____

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

	<u>Per 100 Envelopes</u>	
	<u>White</u>	<u>Lt. Brown Shade</u>
	(1)	(2)
5. Kraft (28 – 32-lb.) –		
a) 6 x 9” .....	\$ _____	\$ _____
b) 6-1/2 x 9-1/2” .....	\$ _____	\$ _____
c) 6 x 10-1/2” .....	\$ _____	\$ _____
d) 6 x 12” .....	\$ _____	\$ _____
e) 9 x 12” .....	\$ _____	\$ _____
f) 9-1/2 x 12” .....	\$ _____	\$ _____
g) 9-1/2 x 12-1/2 ” .....	\$ _____	\$ _____
h) 9-1/2 x 12-5/8” .....	\$ _____	\$ _____
i) 10 x 13” .....	\$ _____	\$ _____
j) 10 x 15” .....	\$ _____	\$ _____
k) 11 x 13” .....	\$ _____	\$ _____

**II. ADDITIONAL OPERATIONS:**

- a) Shrink-film wrapping .....\$ \_\_\_\_\_
- b) Boxing in units of 500 envelopes .....\$ \_\_\_\_\_
- c) Palletizing.....\$ \_\_\_\_\_

**III. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except reimbursable freight. Percentage increase will be added to all orders that require the “*Accelerated Schedule.*”

- a) Percentage increase ..... \_\_\_\_\_ %

\_\_\_\_\_  
(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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)  
\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

\*\*\*\*\*  
THIS SECTION FOR GPO USE ONLY  
Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials Initials  
\*\*\*\*\*