



July 6, 2015

AMENDMENT NO. 1

RE: PROGRAM 213-S

SPECIFICATIONS AMENDED

Bid opening date remains July 16, 2015.

On page 12 of 13 under

SECTION 4 - SCHEDULE OF PRICES; I. PRINTING CONSTRUCTION, PACKING AND DISTRIBUTION:

DELTE

f) 9-1/2 x 12"	\$ _____	\$ _____
1. Printing face only	\$ _____	\$ _____
2. Printing face and back.....	\$ _____	\$ _____

INSERT

f) 9-1/2 x 12"		
1. Printing face only	\$ _____	\$ _____
2. Printing face and back.....	\$ _____	\$ _____

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Publishing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

BRIAN COLEMAN
Customer Services

Written by: dll

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Envelopes

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

Department of Agriculture

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **August 1, 2015** and ending **July 31, 2016**, 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 a.m., prevailing Washington, DC time, on **July 16, 2015**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-831, Stop: PPSB, 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 June 2001. Hand delivered bids are to be taken to The GPO Bookstore at 710 North Capitol Street, NW, Washington, DC between the hours of 8:00 am and 4:00 pm on business days and follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is needed, call 202-512-0526.

PLEASE NOTE: These specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature call **David Love** (202) 512-0310 (No collect calls).

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. 6-01)) 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) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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, 2015** through **July 31, 2016**, 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, 2015**, 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 pre-award 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 **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", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor 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.

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 120 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: Camera copy consisting of text matter to be reproduced same size.

One previously printed similar sample.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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. 12” dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.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)

Writing Envelope, White, basis weight: 20 - 24 lbs. per 500 sheets, 17 x 22”, equal to JCP V20

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

All Other Envelope Sizes

Kraft Envelope, White, basis weight: 28 - 32 lbs. per 500 sheets, 17 x 22”, equal to JCP V10

Exception: White

Kraft Envelope, Light Brown, basis weight: 28 - 32 lbs. per 500 sheets, 17 x 22”, equal to JCP V10

PRINTING: Print face only or face and back * (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.)

* Face and back printing will only be required on the 9-1/2 x 12” envelopes.

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, drill three round holes, 3/8" in diameter, 4-1/4" center to center. Holes are to be centered on the side opposite of flap. Center of holes to be 3/8" from bottom edge of envelope. **NOTE:** Drilling will only be required on the 9-1/2 x 12" envelopes.

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. Kraft envelopes must not be packed in oversized containers.

Envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space.

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

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.

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

When ordered, box in quantities of 500 envelopes.

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

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

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.

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot.

Do not choose copies from the same general area in each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Envelopes

<u>Quantity Ordered</u>	<u>Number of Sub-lots</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 Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to the U.S. Government Printing 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 sub-lots and select a copy from a different general area of each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

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: Ship f.o.b. contractor's city to addresses nationwide. (NOTE: There will be only one shipping destination per print order.) Complete addresses and quantities will be furnished with each 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.

Upon completion of each order, all furnished material and two (2) sample copies must be returned to: U.S. Government Printing Office, 27 G Street, NW, Washington, DC 20401.

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).

Furnished materials must be picked up from and delivered to: Department of Agriculture, OC, Printing Management Division, Room 446-A, Whitten Building, Washington, D.C. 20250.

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 (10) workdays** of notification of availability of print order and furnished materials.

Accelerated Schedule

Contractor to make complete distribution in **seven (7) 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, 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.”

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.

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.

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**” (Item III) 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.

- | | | | | | | |
|----|----|-----|-------|------|-----|-------|
| I. | 1. | (a) | 50 | II. | (a) | 10 |
| | | (b) | 50 | | (b) | 600 |
| | | | | | (c) | 100 |
| | 2. | (a) | 50 | | (d) | 10 |
| | | (b) | 50 | | | |
| | | | | III. | (a) | 5% |
| | 3. | (a) | 2,250 | | | |
| | | (b) | 985 | | | |
| | | | | | | |
| | 4. | (a) | 1,030 | | | |
| | | (b) | 410 | | | |
| | | | | | | |
| | | (1) | (2) | | | |
| | 5. | (a) | 5 | | | |
| | | (b) | 5 | | | |
| | | (c) | 300 | | | |
| | | (d) | 5 | | | |
| | | (e) | 5 | | | |
| | | (f) | 1. | | | |
| | | | 5 | | | 1,585 |
| | | | 2. | | | 5 |
| | | (g) | 205 | | | 48 |
| | | (h) | 535 | | | 5 |
| | | (i) | 5 | | | 10 |
| | | (j) | 5 | | | 5 |
| | | (k) | 5 | | | 5 |

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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) 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.

Per 100 Envelopes

- 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”	\$ _____	\$ _____
1. Printing face only.....	\$ _____	\$ _____
2. Printing face and back	\$ _____	\$ _____
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) Drilling.....	\$ _____
b) Shrink-film wrapping.....	\$ _____
c) Boxing in units of 500 envelopes	\$ _____
d) 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)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)