



		ST. Louis Print Group		The Print House		WBC Inc. d/b/a Lithexcel	
		ST. Louis, MO		Brooklyn, NY		Albuquerque, NM	
		Basis of Award					
Item No.	Description						
<b>I.</b>	<b>COMPOSITION:</b>						
	Typesetting up to four (4) lines with agency seal.....per order	5	NC	-	NC	-	\$20.00 \$100.00
<b>II.</b>	<b>PRIOR TO PRODUCTION SAMPLES:.....per 100 envelopes</b>						
(a)	No. 9 Envelopes (3-7/8 x 8-7/8") with security tint.....	80	\$1.47	\$117.60	\$15.00	\$1,200.00	\$12.80 \$1,024.00
(b)	No. 10 Envelopes (4-1/8 x 9-1/2") with security tint (no window).....	40	\$1.51	\$60.40	\$15.00	\$600.00	\$12.90 \$516.00
©	No. 10 Envelopes (4-1/8 x 9-1/2") with security tint and Government window.....	140	\$1.57	\$219.80	\$15.00	\$2,100.00	\$13.90 \$1,946.00
(d)	No. 10 Envelopes (4-1/8 x 9-1/2") with security tint and commercial window.....	90	\$1.51	\$135.90	\$15.00	\$1,350.00	\$13.25 \$1,192.50
€	No. 10 Envelopes (4-1/8 x 9-1/2") with security tint and custom window.....	60	\$1.71	\$102.60	\$15.00	\$900.00	\$14.90 \$894.00
<b>III.</b>	<b>COMPLETE PRODUCT:..... Per 1,000 Envelopes</b>						
(a)	No. 9 Envelopes (3-7/8 x 8-7/8") with security tint.....	3,700	\$6.31	\$23,347.00	\$13.00	\$48,100.00	\$17.00 \$62,900.00
(b)	No. 10 Envelopes (4-1/8 x 9-1/2") with security tint (no window).....	2,000	\$5.61	\$11,220.00	\$13.00	\$26,000.00	\$19.00 \$38,000.00
©	No. 10 Envelopes (4-1/8 x 9-1/2") with security tint and Government window.....	7,500	\$6.24	\$46,800.00	\$14.50	\$108,750.00	\$19.00 \$142,500.00
(d)	No. 10 Envelopes (4-1/8 x 9-1/2") with security tint and commercial window.....	4,500	\$5.65	\$25,425.00	\$14.50	\$65,250.00	\$11.00 \$49,500.00
€	No. 10 Envelopes (4-1/8 x 9-1/2") with security tint and custom window.....	2,500	\$7.57	\$18,925.00	\$15.00	\$37,500.00	\$29.00 \$72,500.00
<b>IV.</b>	<b>PAPER:</b>						
(a)	No. 9 Envelope: White Writing Envelope (24-lb.); or at contractor option, white wove (24-lb.).....Per 1,000 Leaves	3,700	\$8.39	\$31,043.00	\$6.00	\$22,200.00	\$10.00 \$37,000.00
(b)	No. 10 Envelope: White Writing Envelope (24-lb.); or at contractor option, white wove (24-lb.).....Per 1,000 Leaves	16,500	\$9.53	\$157,245.00	\$6.50	\$107,250.00	\$12.00 \$198,000.00
<b>V.</b>	<b>PREMIUM PAYMENTS:</b>						
	Percentage increase.....						
	<b>SUBTOTAL (BEFORE PREMIUMS):</b>			<b>\$314,641.30</b>		<b>\$421,200.00</b>	<b>\$606,072.50</b>
	<b>SUBTOTAL LESS PAPER:</b>			<b>\$126,353.30</b>		<b>\$291,750.00</b>	<b>\$371,072.50</b>
	<b>ACCELERATED SCHEDULE:</b>	<b>10%</b>		<b>\$12,635.33</b>		<b>\$29,175.00</b>	<b>\$37,107.25</b>
	<b>CONTRACTORS PERCENTAGE INCREASE:</b>		<b>0.00%</b>	<b>\$0.00</b>	<b>10.00%</b>	<b>\$2,917.50</b>	<b>35.00%</b> <b>\$12,987.54</b>
	<b>CONTRACTOR SUBTOTALS:</b>			<b>\$314,641.30</b>		<b>\$424,117.50</b>	<b>\$619,060.04</b>
	<b>DISCOUNT:</b>		<b>3.00%</b>	<b>\$9,439.24</b>	<b>0.5%</b>	<b>\$2,120.59</b>	<b>1.00%</b> <b>\$6,190.60</b>
	<b>DISCOUNTED TOTALS:</b>			<b>\$305,202.06</b>		<b>\$421,996.91</b>	<b>\$612,869.44</b>

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***No. 9 and No. 10 Envelopes***

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

Department of Homeland Security (DHS)/  
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 **December 31, 2017**, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on 05/2/2017.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-831, 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 June 2001. 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., Eastern Standard Time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.**

For information of a technical nature, contact Jim Ballou at [jballou@gpo.gov](mailto:jballou@gpo.gov) or (202) 512-0310.

## 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. June 2001) 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 Publications 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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

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

**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 II.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniform	O.K. Prior to Productions Samples/O.K. Proofs/ Average type dimension/Electronic Media/Sample
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 **Date of Award** through **December 31, 2017**, 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 **September 30, 2016**, 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - 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 **December 2016** 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:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---}\%$$

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 price(s) for Item IV. "PAPER" 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.

**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.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish (via email) a PDF file that is representative of the files to be furnished under these specifications. The PDF file will contain the return addresses to be printed on the envelope and the agency seal. Sample will be furnished (via email) for typesetting.

Contractor must submit the following:

- 500 samples of the No. 10 envelope with the Government Window to: DHS/USCIS/Corbin Production Facility, Attn: John Webster, 203 Allison Boulevard, Corbin, KY 40701. (Telephone: (606) 526-2803)
- 500 samples of the No. 10 envelope with the Commercial Window to: DHS/USCIS National Benefits Center, Attn: Glen Long, 850 NW Chipman Road, Dock #60, Lee's Summit, MO 64063. (Telephone: (813) 251-2367)

All samples must be typeset (if applicable), printed (including security tint) and constructed in accordance with the requirements specified herein, as applicable to that particular envelope. Samples must be printed/constructed on the required paper as specified under "STOCK/PAPER."

Preaward test samples will be inspected and tested for conformance of materials and must comply with the specifications stated herein as to construction, kind, and quality of materials. Test samples will be tested for usage on the specified equipment (see "NOTE" below) and/or for construction.

**NOTE: Each sample envelope MUST be compatible for use with the equipment specified in Attachment 1.**

Contractor MUST notify the GPO the same day as the samples are delivered to the above specified addresses.

Contractor must submit the preaward test samples within five (5) workdays of receipt of test materials.

If the preaward test samples are disapproved by the Government, the Government, at its option, may require the contractor to submit revised samples for evaluation. The contractor shall submit these revised samples within five (5) workdays upon notification of the required changes.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

No charges will be allowed for costs incurred for this preaward test.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via a teleconference.

**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 **December 31, 2017**, 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:** Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application 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.

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



## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of No. 9 and No. 10 envelopes requiring such operations as composition, electronic prepress, printing, construction, packing, and distribution.

**TITLE:** No. 9 and No. 10 Envelopes.

**FREQUENCY OF ORDERS:** Approximately 25 to 75 orders per year.

**NOTE:** More than print order may be placed on the same day requiring the same schedule.

**QUANTITY:** Approximately 100,000 to 1,500,000 copies per order.

**NOTE:** One order may be placed for approximately 4,000,000 copies for one of the No. 10 envelopes styles.

**TRIM SIZES:**

No. 9 (3-7/8 x 8-7/8”), plus flap.

No. 10 (4-1/8 x 9-1/2”), plus flap, with or without a window.

**NOTE:** Separate print orders will be issued for each envelope type. Majority of orders issued will be for No. 10 envelopes.

**GOVERNMENT TO FURNISH:** An Adobe Acrobat PDF file (current or near current version) will be furnished via email.

Sample will be furnished (via email) for typesetting.

Shipping label (see Attachment 2) to be furnished as a fillable PDF form.

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 in the electronic files or on the furnished sample, must not print on finished product.

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

**COMPOSITION:** Approximately 10% of the orders will require the contractor to set up to four (4) lines of type with agency seal. Contractor to match type of furnished sample.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

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

**PROOFS (All Orders):**

One (1) Adobe Acrobat PDF soft proof (current and near current versions). Proof will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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

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

**PRIOR TO PRODUCTION SAMPLES (All Orders):** Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 500 to 1,500 samples, as ordered. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers.

Each envelope 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 and constructed from the stock/paper as specified herein.

Additionally, samples will be inspected for the thickness of glue used and to ensure that the envelopes will seal after being stuffed for use in various machines.

***NOTE: Each sample envelope MUST be compatible for use with the equipment specified in Attachment 1.***

Ship f.o.b. contractor's city (reimbursable) the sample envelopes to the address specified on the print order. Addresses are nationwide. Contractor is to ship by traceable means. Contractor will be reimbursed for shipping costs by submitting all shipping receipts with billing invoice for payment.

Contractor must submit the samples within four (4) workdays of receipt of "O.K. to Print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof. 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 therefore.

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 that the 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 article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

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. The costs of all samples shall be charged in accordance with the "SCHEDULE OF PRICES."

**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](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20; or, at contractor's option, White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22".

**PRINTING: Digital printing is NOT allowed.**

Print face only (after construction) in one Pantone ink color (Reflex Blue).

ALL envelopes will require a security tint. The security tint **MUST PRINT** on the inside of the envelope (after construction) in Reflex Blue. Contractor may use their own design, but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Envelope printing (e.g., postnet barcodes, facing identification marks, print contrast ratio, etc.) must meet U.S. Postal Service automation guidelines/requirements (refer to the most current version of the USPS Publication 25.)

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

**CONSTRUCTION:**

Envelopes shall be open side, high-cut diagonal or side seams, as ordered, with fully gummed flap. NOTE: A sample will be provided with each print order to be used as a guide. Split-gummed flaps are NOT allowed.

Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from adhering to the envelope contents. Center neck should be ½" from flap fold with no more than 1/16" variance. . The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains. Split-gummed flaps are NOT allowed.

*No. 10 Window Envelope Only:*

When required, the window shall have a clear, transparent type window material that will not deteriorate from normal heat exposure when processed through the equipment as specified in Attachment 1. The clear material must be securely glued on all sides so as not to interfere with insertion of contents. The clear window material and its application to the envelope must not prevent the address from being distinctly legible.

Size and location of the required window will be indicated on the print order and must meet criteria specified in the U.S. Postal Service Publication 25. The print order with attached instructions will show the type of window, size of window, and indicate whether window corners are to be rounded or slightly rounded.

*Government Window:*

Size: 1-1/4 x 4-3/4”  
Location: 3/4” from left, 1/2” from bottom

*Commercial Window:*

Size: 1-1/8 x 4-1/2”  
Location: 7/8” from left, 1/2” from bottom

*Custom Window:*

Window size/location as indicated on the print order.

**NOTE:** *Envelopes MUST be compatible for use with the equipment specified in Attachment 1. During the term of the contract, the ordering agency may purchase new equipment with which the envelopes ordered under this contract must be compatible. In this event, the ordering agency will furnish the contractor with the new equipment information and prior to production samples will be ordered for testing.*

**PACKING:** Box 500 envelopes in an envelope box. Pack 5 boxes (2,500 total envelopes) in a shipping container. Pallets are required. Pack no more than 24 shipping containers on a pallet. Pallets are to be 4-way pallets, 48 x 40”. Total height is not to exceed 54”, including height of both pallet and containers.

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

Additionally, the contractor must fill out the agency shipping label (see Attachment 2) and attach to all shipping containers. Contractor to use furnished fillable PDF file which will require, at a minimum, Adobe Reader 7. Information on label must be in all capital letters. 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 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.

<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 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 Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to 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/mail f.o.b. contractor's city to addresses nationwide within the continental United States.

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

Ship/mail at most economical means to the Government - *reimbursable*.

Contractor is responsible for all shipping/ mailing costs. Contractor will be reimbursed for shipping costs/postage by submitting all shipping receipts and a properly completed postal service form (or equivalent) with billing invoice for payment. NOTE: All shipping must be by traceable means.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/ mails (via e-mail) to the email address specified on the print order. The subject line of this message shall be "Distribution Notice for Program Number 313-S, Jacket XXX-XXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, shipping/ mailing methods, and title of product. Contractor must be able to provide copies of all shipping/ mailing receipts upon agency request.

Within 10 workdays of complete distribution of each order, all Government furnished material MUST be returned to the address as specified on the print order, when applicable.

All expenses incidental to picking up and returning materials (when applicable), submitting proofs and 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).

Print order and furnished material will be furnished via email.

When PDF soft proofs are required, PDF is to be emailed to the address specified on the print order.

No definite schedule for placement of orders can be predetermined. However, the contractor should be prepared to accept orders immediately after award.

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.

***Regular Schedule:***

- When ordered, contractor must submit all required proofs within three (3) workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are emailed to contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Contractor must submit prior to production samples within four (4) workdays of receipt of "O.K. to Print" on proofs.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.
- Contractor must complete production and distribution within 15 workdays of receipt of approval on prior to production samples.

***Accelerated Schedule:*** Approximately 10% of all orders issued will require an accelerated schedule.

- When ordered, contractor must submit all required proofs within three (3) workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup or changes/corrections/"O.K. to Print" are emailed to contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Contractor must submit prior to production samples within four (4) workdays of receipt of "O.K. to Print" on proofs.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.
- Contractor must complete production and distribution within 10 workdays of receipt of approval on prior to production samples.

The ship/delivery date indicated on the print order is the date products ordered for shipping/ mailing f.o.b. contractor's city must be picked up by a small package carrier or delivered to the USPS.

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

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

### SECTION 3. – DETERMINATION OF AWARD

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

**PREMIUM PAYMENTS:** 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 “Regular 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 except Item IV., “PAPER” 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 billing invoice.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the “SCHEDULE OF PRICES,” (Item V.), to 10% of all items except Item IV., “PAPER.”

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

I. 5

II. (a) 80  
(b) 40  
(c) 140  
(d) 90  
(e) 60

III. (a) 3,700  
(b) 2,000  
(c) 7,500  
(d) 4,500  
(e) 2,500

IV. (a) 3,700  
(b) 16,500



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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 or 1,000 will be prorated at the per-100 or per-1,000 rate, as applicable.

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

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

**I. COMPOSITION:**

Typesetting up to four (4) lines with agency seal .....per order .....\$ \_\_\_\_\_

**II. PRIOR TO PRODUCTION SAMPLES:**

Per 100  
Envelopes

(a) No. 9 Envelopes (3-7/8 x 8-7/8”) with security tint .....\$ \_\_\_\_\_

(b) No. 10 Envelopes (4-1/8 x 9-1/2”) with security tint (no window).....\$ \_\_\_\_\_

(c) No. 10 Envelopes (4-1/8 x 9-1/2”) with security tint and Government window.....\$ \_\_\_\_\_

(d) No. 10 Envelopes (4-1/8 x 9-1/2”) with security tint and commercial window.....\$ \_\_\_\_\_

(e) No. 10 Envelopes (4-1/8 x 9-1/2”) with security tint and custom window .....\$ \_\_\_\_\_

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

**III. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations (including PDF soft proofs) necessary for the complete production and distribution of the products listed in accordance with these specifications.

Per 1,000  
Envelopes

- (a) No. 9 Envelopes (3-7/8 x 8-7/8”) with security tint .....\$ \_\_\_\_\_
- (b) No. 10 Envelopes (4-1/8 x 9-1/2”) with security tint (no window).....\$ \_\_\_\_\_
- (c) No. 10 Envelopes (4-1/8 x 9-1/2”) with security tint and Government window.....\$ \_\_\_\_\_
- (d) No. 10 Envelopes (4-1/8 x 9-1/2”) with security tint and commercial window.....\$ \_\_\_\_\_
- (e) No. 10 Envelopes (4-1/8 x 9-1/2”) with security tint and custom window .....\$ \_\_\_\_\_

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

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

Envelopes - Each envelope.

Per 1,000  
Leaves

- (a) No. 9 Envelope: White Writing Envelope (24-lb.);  
or at contractor’s option, White Wove (24-lb.).....\$ \_\_\_\_\_
- (b) No. 10 Envelope: White Writing Envelope (24-lb.);  
or at contractor’s option, White Wove (24-lb.).....\$ \_\_\_\_\_

**V. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item IV., “PAPER.” Percentage increase will be added to all orders which require the “Accelerated Schedule.”

Percentage increase..... \_\_\_\_\_ %

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

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out all pages in SECTION 4. - "SCHEDULE OF PRICES" relating to the category or categories for which bids are submitted, 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

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-

(City - State)

By

---

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

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(Person to be contacted)

(Telephone Number)

(Email)

### ATTACHMENT 1 Equipment List

<u>Manufacturer</u>	<u>Model</u>	<u>Serial Number</u>
PITNEY BOWES	DM300C	5733
PITNEY BOWES	DF500	602098
PITNEY BOWES	DF500	602092
PITNEY BOWES	DM1100	12625
PITNEY BOWES	ZX0U	147087
PITNEY BOWES	ZX0U	147092
PITNEY BOWES	DM1000	1365
PITNEY BOWES	DI950	2205104
PITNEY BOWES	DI950	2205103
PITNEY BOWES	zx0u	157142
PITNEY BOWES	DM1100	12638
PITNEY BOWES	DM100	12295
PITNEY BOWES	DM800/DM900	4212567
PITNEY BOWES	DM100	12489
PITNEY BOWES	DM 1000	1279
PITNEY BOWES	DM 1000	1389
PITNEY BOWES	12692	34914
PITNEY BOWES	12726	191814
PITNEY BOWES	E1730ZZ	QBM 4688
PITNEY BOWES	E1730ZZ	QBM4690
PITNEY BOWES	1037311	8999973
PITNEY BOWES	1037301	8999970
NEOPOST	DS1200	PBO 09 28
NEOPOST	DS1200	PBR 11 96
NEOPOST	DS1200	LN2086
NEOPOST	DS1200	PBQ1151
NEOPOST	PS1000	MAQ0354
NEOPOST	6428N	RBR 86 76
NEOPOST	5070	U99006820
NEOPOST	5070	NG1730101
Plockmatic	MF-4000	L106E00253
Formax	FD390	014A010006

**ATTACHMENT 2**  
**USCIS Shipping Label Shell (Self-Populating Barcode)**

<b>DEPT</b>	<b>FORM NUMBER</b>
<b>GPO JACKET</b>	<b>REVISION DATE</b>
<b>PROGRAM/PRINT ORDER NO.</b>	<b>TITLE</b>
<b>DEPT. REQUISITION NO.</b>	
<b>QUANTITY CONTAINER</b>	<b>SHIP TO</b>
<b>QUANTITY PER PACKAGE</b>	

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