



**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Forms DS-11, DS-82, and DS-5504***

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

Department of State

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning **November 1, 2023** and ending **October 31, 2024**, plus up to four (4) optional 12-month extension period (s) that may be added in accordance with the “OPTION TO EXTEND THE CONTRACT TERM” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on **October 19, 2023** at the U.S Government Publishing Office, Washington, DC.

**BID SUBMISSION:** Bidders must 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 number and 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. This will not be a public bid opening.***

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

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) 512-0104 or email [dlove@gpo.gov](mailto:dlove@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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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>

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (page related) Attributes- Level III.
- (b) Finishing (item related) Attributes- Level III.

Inspection Levels (from ANSIASQC 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:

Attribute	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**NOTE:** Prior to award, the contractor may be required to provide information related to specific equipment that will be used for production.

**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 **November 1, 2023** to **October 31, 2024**, 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 **July 31, 2023**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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

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

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of **October 2023**, 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:

$$\frac{\text{X - Base Index}}{\text{Base Index}} \times 100 = \text{ \_\_\_ } \%$$

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 line item II., "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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the 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(s)
- 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.

**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 teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**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 **November 1, 2023** through **October 31, 2024**, 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. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

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

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of three different face and back forms requiring such operations as electronic prepress, printing, binding, packing and distribution.

**TITLE:** Forms DS-11, DS-82, and DS-5504

### **FREQUENCY OF ORDERS:**

Form DS-11: Approximately 4 to 8 orders per year.

Form DS-82: Approximately 4 to 8 orders per year.

Form DS-5504: Approximately 2 to 4 orders per year.

**NOTE:** A single print order may be placed for up to all three different forms requiring the same schedule and same distribution. Orders will be issued by the Department of State (DOS) and the U.S. Citizenship and Immigration Services (USCIS). When issued, USCIS orders will be for the Form DS-11 only.

### **QUANTITY:**

Form DS-11: Approximately 200,000 to 7,500,000 copies per order.

An occasional order for 60,000 forms may be ordered for a distribution to Duluth, GA only (see distribution)

Form DS-82: Approximately 200,000 to 6,000,000 copies per order.

Form DS-5504: Approximately 50,000 to 650,000 copies per order.

**NUMBER OF PAGES:** Face and back.

**TRIM SIZES:** 8-1/2 x 11" (folded down from 25-1/2 x 11").

**GOVERNMENT TO FURNISH:** *Electronic media will be furnished as follows –*

*Platform:* IBM compatible using Windows 11 Pro.

*Media:* CD-R/RW or E-mail

*Software:* Adobe Acrobat DC.

All files will be created in current versions or near current versions of the above-mentioned programs.

**All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

*Fonts:* All printer and screen fonts will be embedded. The contractor is cautioned that the furnished fonts are the property of the Government and/or its contractors. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

### *Additional*

*Information:* Files will be furnished in PDF.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.



A visual of the furnished electronic files will be provided.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, 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 products in accordance with these specifications.

*Print Order Estimate (USCIS Orders Only):* Within two (2) workdays of receipt of print order and furnished materials, the contractor must provide a cost estimate of the job. Estimate to be emailed to the ordering agency contact as specified on the print order.

**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.

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.

**Digital Deliverables:** 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. 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 Adobe Acrobat Portable Document Format (PDF) files as Digital Deliverables when furnished by the Government.)

**PROOFS:** Proofs are required only on the first order placed for each different form and if a copy change is required.

Contractor to submit "Press Quality" PDF "soft" proofs (for content only) in Adobe Acrobat DC using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proofs must indicate margins. PDF will be evaluated for text flow, image position, margins and color breaks. Proof will not be used for color match.

One PDF proof of face and back of each form.

One PDF proof of each bar code.

**NOTE:** PDF must be marked with the Program number / Print Order number along with a return name and E-Mail address.

Contractor may be required to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product(s).

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.

When proofs are required, the contractor must not print prior to receipt of an "OK to Print"

**PRIOR TO PRODUCTION SAMPLES:** When ordered.

The sample requirement for this contract is a total of 500 samples per form (250 samples for two (2) separate locations).

Samples will be inspected and tested and must comply with the specifications in all respects (construction, kind and quality of materials).

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples as follows:

- The first set of samples plus the furnished Government furnished material must be overnighted to: Occam Solutions, 30 Centre Road, Unit 10, Somersworth, NH 03878. Attn: Karen Wheeler (603-692-4233).
- The second set of samples must be overnighted to: Citibank, 500 White Clay Center Drive, Newark, DE 19711-5469. Attn: Marty Stark (302) 275-8897.

The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

If prior to production samples are required, contractor must submit the samples after receipt of "O.K. to Print" on proofs. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

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

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

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

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

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

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

**Option Years:** For each option year that may be exercised, the Government may require Prior to Production samples. The requirements for these samples (as stated above) will remain the same for each year exercised. The Government reserves the right to waive the Prior to Production Samples.

**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).

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**PRINTING:** Print face and back, head-to-head in three colors (black and two Pantone colors, or up to three Pantone colors). Match Pantone numbers as indicated on the print order.

**MARGINS:** Margins will be as indicated on the print order or furnished copy. Adequate gripper margins.

**BINDING:** Trim four sides.

Perforate (slit or slot-no ink) in two places, along the entire 11" dimension, at 8-1/2" and 17" from left edge of form.

Fold from 25-1/2 x 11" down to 8-1/2 x 11" with two parallel folds, title out. Follow furnished sample.

**NOTE:** All perforations must be micro-perforations (clean cut perforations) and must allow for easy and clean-cut separation.

**PACKING:**

Forms DS-11 and DS-82- Shrink-film wrap in units of 250 forms. Each shrink-wrapped package is required to have a human-readable/bar code label. Pack suitably in shipping containers in quantities of 1,000 copies.

Form DS-5504 – Shrink-film wrap in units of 25 forms. Each shrink-wrapped package is required to have a human-readable/bar code label. Pack suitably in shipping containers in quantities of 1,000 copies.

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 Required. Pallets are required with opening on the 40" dimension. Loaded pallet height shall not exceed 53 inches and maximum load not to exceed 2,000 pounds. Secure containers to the pallets with stretch wrap over full load or edge protectors with strapping applied. Pallets must be rackable from both dimensions.

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

Each shipping container destined for the Topeka, KS, address is required to have a human-readable/bar code label.

**See below: BAR CODE REQUIREMENTS**

**BAR CODE REQUIREMENTS:** For items shipped to Topeka, KS only

Postal Serial Number (PSN), Inner Quantity, and Outer Quantity must be bar coded on the shipping packages and container labels for the U.S. Postal Service Material Distribution Center consignment only (shipping container label must be reproduced same size from furnished camera copy), using the Uniform Symbology Specification -- Code 39 (new standard) bar code system, for non-contact reading, in accordance with ANSI/AIM BC1-1995. Bar height must be 1/2". Barcodes for the inner packages and outer boxes MUST be emailed for approval (see "PROOFS"). Follow furnished instructions.

**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 [GPO.gov](http://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 receiving the largest consignment.

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

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

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [www.GPO.gov](http://www.GPO.gov). Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

DOS Orders –

Deliver f.o.b. destination approximately 60,000 copies of Form DS-11 only to: Curtis 1000, 1725 Breckinridge Pkwy, Duluth, GA 30096.

For quantities to KS and NH:

Deliver approximately 75% of each order, for one to three forms (as ordered), f.o.b. destination to: U.S. Postal Service, Material Distribution Center, 500 Gary Ormsby Drive, Topeka, KS 66624-9603. Attn: Vicki Mikulecky.

Deliver approximately 25% of each order, for one to three forms (as ordered), f.o.b. destination to: Occam Solutions, 30 Centre Road, Unit 10, Somersworth, NH 03878. Attn: Karen Wheeler (603-692-4233).

**NOTE:** For print orders requiring multiple forms that are to be delivered on the same day to either the Somersworth, NH address or the Topeka, KS address, the delivery may be combined and may require one or more truckloads.

Contractor must fill each truck to capacity. Multiple partially-filled trucks are not allowed.

If required, upon completion of each order, all furnished material must be returned to: Occam Solutions, 30 Centre Road, Unit 10, Somersworth, NH 03878. Attn: Karen Wheeler (603-692-4233).

USCIS Orders –

Deliver f.o.b. destination approximately 450,000 copies of Form DS-11 only to: USCIS Western Forms Center, 5160 Richton Street, Suite G, Montclair, CA 91763. Attn: Receiving (909- 949-7131).

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to: [karen.wheeler@occamsolutions.com](mailto:karen.wheeler@occamsolutions.com). The subject line of the email shall be “Distribution Notice for Program 337-S, Jacket Number and Print Order”. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, receipts upon agency request.

**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).

When required, furnished material must be picked up from and delivered to: Occam Solutions, 30 Centre Road, Unit 10, Somersworth, NH 03878. Attn: Karen Wheeler (603 692-4233).

No definite schedule for placement of orders and pickup of material can be predetermined. Print Order and furnished material may be emailed to the contractor.

E-Mail PDF proofs of forms to: Karen Wheeler [e-mail: [karen.wheeler@occamsolutions.com](mailto:karen.wheeler@occamsolutions.com)].

E-Mail PDF proofs of bar codes to: Vicki Mikulecky [e-mail: [Vicki.L.Mikulecky@usps.gov](mailto:Vicki.L.Mikulecky@usps.gov)] and Karen Wheeler [e-mail: [karen.wheeler@occamsolutions.com](mailto:karen.wheeler@occamsolutions.com)].

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

- Contractor must make complete production and distribution within 30 workdays of notification of availability of print order and furnished material.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor’s errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from receipt at the ordering agency. The Government will notify contractor with “OK to Print”, or changes and/or corrections via email. NOTE: The first workday after receipt of the proofs at the ordering agency is day one of the hold time.
- If prior to production samples are required contractor must submit the samples after receipt of “O.K. to Print” on proofs. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof. NOTE: The first workday after receipt of the proofs at the ordering agency is day one of the hold time.
- All proofs, prior to production samples, and transit times are included in the 30-workday schedule.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call 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.

Bidders shall state the location of the plant from which these products will be shipped.

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

I (a) 6  
(b) 3

(1) (2)  
II. (a) 15 25,822

III. (a) 77,466

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

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

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under Item III., PAPER."

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

**I. PREPRESS**

- (a) PDF soft proofs ..... per file.....\$ \_\_\_\_\_
- (b) Prior to production samples.....per form.....\$ \_\_\_\_\_

**II. PRINTING, BINDING, PACKING AND DISTRIBUTION:** The prices offered shall include the cost of all required materials and operations necessary for the complete printing, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Forms: Printing in three ink colors, including folding from 25-1/2 x 11" down to 8-1/2 x 11" .....per form.....	\$ _____	\$ _____

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



**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products 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:

Forms - Three page-size leaves will be allowed for 25-1/2 x 11" (flat size) forms.

Per 1,000 Leaves

(a) White Uncoated Text (60-lb.).....\$ \_\_\_\_\_

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

**SHIPMENTS:** 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 Solicitations Provisions in GPO Contract Terms (Publication 310.2).

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

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by 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's 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) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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