

Program No 0369-S Term DATE OF AWARD To 10/31/17						
TITLE: Various Forms and Form Booklets						
				PATTERSON PRINTING	NPC	
				BENTON HARBOR, MI	Claysburg, PA	
					Current Contractor	
		<b>Basis Of</b>				
<b>Item No.</b>	<b>Description</b>	<b>Award</b>				
<b>I.</b>	<b>ELECTRONIC PREPRESS:</b>					
	PDF soft proofs.....per order	36	\$ 30.00	1,080.00	\$ 15.00	540.00
<b>II.</b>	<b>PRINTING, BINDING, PACKING, AND DISTRIBUTION:</b>					
(a)	<i>Saddle-Stitched/Paste on Fold Forms-</i>					
	Printing in black ink, including binding and perforating .....per page					
	Makeready and/or setup.....	1,128	\$ 11.65	13,141.20	\$ 10.50	11,844.00
	Running Per 1,000 Copies.....	13,320	\$ 2.90	38,628.00	\$ 3.85	51,282.00
(b)	<i>Looseleaf Forms-</i>					
1	Forms (8-1/2 x 11")-					
	Printing in black ink, including binding .....per product					
	Makeready and/or setup.....	30	\$ 150.00	4,500.00	\$ 150.00	4,500.00
	Running Per 1,000 Copies.....	300	\$ 45.00	13,500.00	\$ 45.00	13,500.00
2	Forms (25-1/2 x 11")-					
	Printing in black ink, including binding .....per product					
	Makeready and/or setup.....	3	\$ 185.00	555.00	\$ 190.00	570.00
	Running Per 1,000 Copies.....	30	\$ 125.00	3,750.00	\$ 127.00	3,810.00
3	Forms (8-1/2 x 22")-					
	Printing in black ink, including binding .....per product					
	Makeready and/or setup.....	6	\$ 185.00	1,110.00	\$ 170.00	1,020.00
	Running Per 1,000 Copies.....	60	\$ 80.00	4,800.00	\$ 48.00	2,880.00
4	Forms (8-1/2 x 33")-					
	Printing in black ink, including binding .....per product					
	Makeready and/or setup.....	6	\$ 185.00	1,110.00	\$ 190.00	1,140.00
	Running Per 1,000 Copies.....	18	\$ 125.00	2,250.00	\$ 127.00	2,286.00
<b>III.</b>	<b>ADDITIONAL CHARGES:</b>					
(a)	Shrink-film wrapping.....per package	9,210	\$ 0.20	1,842.00	\$ 0.35	3,223.50
<b>IV.</b>	<b>PAPER:</b>					
(a)	White Offset Book (50-lb.).....per 1,000 leaves	3,543	\$ 8.00	28,344.00	\$ 6.70	23,738.10
(b)	White Writing (20-lb.).....per 1,000 leaves	3,531	\$ 8.00	28,248.00	\$ 6.60	23,304.60
	<b>SUBTOTAL (BEFORE PREMIUMS):</b>			<b>\$142,858.20</b>		<b>\$ 143,638.20</b>
	<b>SUBTOTAL LESS PAPER:</b>			<b>\$86,266.20</b>		<b>\$ 96,595.50</b>
	<b>ACCELERATED SCHEDULE:</b>	<b>10%</b>		<b>\$8,626.62</b>		<b>\$ 9,659.55</b>
	<b>CONTRACTORS PERCENTAGE INCREASE:</b>		<b>25%</b>	<b>\$2,156.66</b>	<b>10%</b>	<b>\$ 965.96</b>
	<b>CONTRACTOR SUBTOTALS:</b>			<b>\$145,014.86</b>		<b>\$ 144,604.16</b>
	<b>DISCOUNT:</b>		<b>2.00%</b>	<b>\$2,900.30</b>	<b>0.25%</b>	<b>\$ 361.51</b>
	<b>DISCOUNTED TOTALS:</b>			<b>\$142,114.56</b>		<b>\$ 144,242.64</b>

U.S. GOVERNMENT PRINTING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Various Forms and Form Booklets*

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

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending November 30, 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 **October 28, 2016**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 36 H 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.

For information of a technical nature call (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](http://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 will be printing. Any contractor who cannot perform the predominant production function 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 (form related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

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	Average type dimension/Electronic media

**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 to November 30, 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 June 30, 2017, 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 preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**BACKUP FACILITY** – The failure to deliver these forms in a timely manner would have an impact on the daily operations of the ordering agency. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said location for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the forms.

Plans for their contingency production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility. Contractor will provide backup facility plans upon request by the Contracting Officer.

Part of the plan must also include the transportation of Government materials from one facility to another.

NOTE: All terms and conditions of this contract will apply to the backup facility.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through November 30, 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,” 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.

**WARRANTY:** Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of looseleaf forms and saddle-stitched form booklets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** Various Forms and Form Booklets.

**FREQUENCY OF ORDERS:** Approximately 50 to 100 orders per year.

**NOTE:** Approximately 5 to 10 orders may be placed in the same week requiring the same schedule. Majority of orders placed will be for one (1) form only. However, an occasional order may be placed where two (2) different forms will be ordered on the same print order requiring the same schedule.

- **Notify USCIS Printing Services Program Manager or representative of the cost (to include GPO fees & shipping estimate) within 3 business days of placing the order. POCs may be contacted via email: USCIS-Printing <[USCIS-Printing@uscis.dhs.gov](mailto:USCIS-Printing@uscis.dhs.gov)>**

**QUANTITY:** Approximately 1,000 to 50,000 copies per order. **NOTE:** An occasional order may be placed for up to 500,000 copies.)

**NUMBER OF PAGES:** Up to approximately 56 pages per order.

**NOTE:** Forms will consist of instruction pages and form pages printing face only or face and back, all within the same form unit.

**TRIM SIZE:** 8-1/2 x 11”.

**GOVERNMENT TO FURNISH:** Occasionally, camera copy/reprint copy consisting of text and tabular matter to be reproduced same size may be furnished.

Electronic media will be furnished on the majority of orders placed. Electronic media will be as follow –

Platform: IBM or compatible using Windows 2003.

Storage Media: CD-R; Email.

Files will be furnished in native application and PDF formats.

Software: Microsoft Office 2003; Adobe Acrobat 8.2.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. (*NOTE: Contractor is to notify the agency when a software upgrade occurs.*)

Fonts: All printer and screen fonts will be furnished/embedded.

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

**Additional Information:** Electronic media will include all illustrations and graphics furnished in place. Visual(s) of electronic files will be furnished. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Fillable file and sample of shipping label.

Previously printed samples to be used as guides.

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, 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 product(s) in accordance with these specifications.

**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 reproduction 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, 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. 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:**

*When ordered*, one (1) set of Adobe Acrobat [PDF \(version 8.0 or 8.2\) soft proof of all pages](#). [Proofs will be transferred to the agency via email](#). [The PDF proof will be evaluated for text flow and image position](#).

*On all orders*, one (1) set of digital color content proofs in book form, when applicable. At contractor’s option, a film-based composite blue line may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product, as applicable.

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.

Contractor must not print prior to the receipt of an “O.K. to Print.”

**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. 11 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

The paper to be used will be indicated on each print order.

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22, equal to JCP Code D10.

**PRINTING:** Print face only, head-to-head, or head-to-foot, as ordered, in black ink. Printing consists of text and tabular matter, screens, and barcodes. (Some forms may print head-to-head and head-to-foot within the same form unit.)

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

**BINDING:** Bind as indicated on the print order. Various binding styles will be required as follows –

Trim four sides.

Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

At the contractor's option, in lieu of saddle-stitching, some forms may paste on fold.

For forms that are saddle-stitched/pasted on fold, perforate (slit or slot, without ink) along the entire 11" dimension, 1/4" from the binding edge.

Fold from 25-1/2 x 11" down to 8-1/2 x 11" with two vertical parallel wraparound folds, title out. Perforate (slit or slot, without ink) on all folds.

Fold from 8-1/2 x 22" down to 8-1/2 x 11" with one horizontal fold, title out. Perforate (slit or slot, without ink) on all folds.

Fold from 8-1/2 x 33" down to 8-1/2 x 11" with two horizontal parallel accordion folds, title out. Perforate (slit or slot, without ink) on all folds.

**PACKING:** Shrink-film wrap in units of 50 or 100 sets, as specified.

Pack suitable in shipping containers not exceed 40 pounds when fully packed.

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 processed through the U.S. mail system or a small package carrier delivery system.

Pallets required.

NOTE: All deliveries to both the Montclair, CA, and the Williston, VT, addresses must be shipped on 48 x 40" four-way pallets. Cartons must be stacked so that the total height of the shipment (including the pallet) does not exceed 56".

**LABELING AND MARKING (Package and/or Container label):** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

*Shipping Label Bar Code Requirements* – Contractor must include the form number (revision date), title, department, requisition number, GPO jacket number, print order number, quantity per package, and quantity per container. (See Attachments A and B.) A fillable file and sample will be provided after award.

Containers must be marked to indicate number of containers to a destination, when more than one container is necessary for a single destination (i.e., 1 of 3, 2 of 3, 3 of 3).

**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 to the Montclair, CA, address or the Williston, VT, address, as specified on the print order.

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 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 number(s), must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

- Ship/deliver f.o.b. destination approximately 65% of all copies ordered to one (1) address in Montclair, CA, and the balance to one (1) address in Williston, VT. (*Inside delivery is required.*)
- Deliver f.o.b. destination approximately 15 to 20 copies to two addresses within the commercial of Washington, DC.

NOTE: An occasional order may require that all copies ordered be delivered to either the Montclair, CA address or the Williston, VT address, or to one address outside the two forms Center locations, as specified on the print order.

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

Upon completion of each order, all furnished materials, digital deliverables, and five (5) sample copies of each form ordered must be delivered to: Department of Homeland Security, Attn: Matt Gaines (606) 545-5243, or Tiffany M Harrison, (202) 805-3366, Department of Homeland Security, USCIS/PMB, Program Management Branch, 20 Massachusetts Ave NW, Washington, DC 20529

*Billing Reports* – Within the first five (5) workdays of each month, the contractor must submit a monthly billing invoice to the ordering agency detailing the billing breakdown for all orders placed during the previous month.

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

- **Notify USCIS Printing Services Program Manager or representative with the carrier name and when the item is shipped with tracking number if available. POCs may be contacted via email: USCIS-Printing <[USCIS-Printing@uscis.dhs.gov](mailto:USCIS-Printing@uscis.dhs.gov)>**

**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 material and hard copy proofs must be picked up from and delivered to: Department of Homeland Security, Attn: Matt Gaines (606) 545-5243, [Matt.J.Gaines@uscis.dhs.gov](mailto:Matt.J.Gaines@uscis.dhs.gov) or Tiffany M Harrison, (202) 805-3366, [tiffany.m.harrison@uscis.dhs.gov](mailto:tiffany.m.harrison@uscis.dhs.gov). Department of Homeland Security, USCIS/PMB, Program Management Branch, 20 Massachusetts Ave NW, Washington, DC 20529

When furnished, electronic media and visuals must be returned with proofs.

When required, PDF soft proofs must be emailed: [matt.j.gaines@uscis.dhs.gov](mailto:matt.j.gaines@uscis.dhs.gov) and [tiffany.m.harrison@uscis.dhs.gov](mailto:tiffany.m.harrison@uscis.dhs.gov).

No definite schedule for pickup of material can be predetermined.

The following schedules begin the first workday after notification of availability of print order and furnished materials; the workday after notification will be the first workday of the schedules.

*Regular Schedule* –

- All production and distribution must be completed within 15 to 25 workdays, as specified on the print order.
- 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 their receipt at the ordering agency until available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the above specified schedule.

*Accelerated Schedule* – Approximately 10% of all orders placed will require the accelerated schedule.

- All production and distribution must be completed within 10 workdays.
- 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 their receipt at the ordering agency until available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the 10-workday schedule.

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

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.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call 202-512-0516 or 202-512-0520; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 1-800-424-9471.

### 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 required “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 voucher.

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 all items except Item IV., “PAPER.”

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

I. 36

II. (a)	(1)	(2)
	1,128	13,320
(b) 1.	30	300
2.	3	30
3.	6	60
4.	6	18

III. (a) 9,210

IV. (a) 3,543  
(b) 3,531

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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

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

Bids submitted with NB (No Bid) 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 IV., "PAPER."

**I. ELECTRONIC PREPRESS:**

PDF soft proofs .....per order .....\$ \_\_\_\_\_

**II. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** Prices offered are all inclusive and must include the cost of all materials (including digital color content proofs) and operations necessary for the printing, binding, packing, and distribution in accordance with these specifications.

<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
(1)	(2)

(a) <i>Saddle-Stitched/Paste on Fold Forms</i> – Printing in black ink, including binding and perforating .....	per page..... \$ _____	\$ _____
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\_\_\_\_\_  
(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(b) <i>Looseleaf Forms</i> –		
1. Forms (8-1/2 x 11”) – Printing in black ink, including binding ..... per product.....	\$ _____	\$ _____
2. Forms (25-1/2 x 11”) – Printing in black ink, including binding ..... per product.....	\$ _____	\$ _____
3. Forms (8-1/2 x 22”) – Printing in black ink, including binding ..... per product.....	\$ _____	\$ _____
4. Forms (8-1/2 x 33”) – Printing in black ink, including binding ..... per product.....	\$ _____	\$ _____

**III. ADDITIONAL CHARGES:** Prices offered must include the cost of all required materials and operations necessary to produce the items listed below, in accordance with the specifications.

(a) Shrink-film wrapping ..... per package .....\$ \_\_\_\_\_

**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:

Forms - Each page-size leaf.

	<u>Per 1,000 Leaves</u>
(a) White Offset Book (50-lb.).....	\$ _____
(b) White Writing (20-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 "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)

# ATTACHMENT A

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

ATTACHMENT B

<b>FROM:</b>		58557 7	
DEPT. <b>Dept of Homeland Security</b>		FORM NUMBER	
GPO JACKET NO. 350-444/7		 M-576	
PROGRAM / PRINT ORDER NO. BID 350-444/7		REVISION DATE 8/15/2008	
DEPT. REQUISITION NO.  9-00014		LANGUAGE ENGLISH	
QUANTITY PER CONTAINER  2000		TITLE <b>I Am a Refugee or Asylee</b> <b>How Do I Show My Employer That I Am Authorized to Work in the U</b>	
QUANTITY PER PACKAGE  100		SHIP TO: FORMS CENTER WEST ATTN: GREG BAUDE (909-949-7045) 5160 RICHTON ST. SUITE G MONTCLAIR, CA 91763	