

TITLE:	ENVELOPES											
TERM:	DATE OF AWARD thru APRIL 30, 2013											
		Page 01	of 01			P R O G R A M 6 8 2 - S						
	NATIONAL LABOR RELATIONS BOARD (NLRB)	BASIS OF	DESERT PAPER Albuquerque, NM		HAS PRINTING Franklinville, New York		PRINTING RESOURCES Cleveland, Ohio		POSTAL ENVELOPE Long Island City, NY		THE ENVELOPE PRINTERY Van Buren Turnpike, MI	
	PROGRAM 682-S	AWARD	UNIT RAT	COST	UNIT RAT	COST	UNIT RAT	COST	UNIT RAT	COST	UNIT RAT	COST
I.	COMPLETE PRODUCT:											
	PRICE PER 1,000 ENVELOPES:											
(a)	White No. 9 Envelope-----	30	26.79	803.70	32.00	960.00	24.95	748.50	35.28	1,058.40	23.76	712.80
(b)	White No. 10 Envelope-----	187	26.79	5,009.73	32.00	5,984.00	24.95	4,665.65	30.28	5,662.36	24.18	4,521.66
(c)	White No. 10 Window Envelope-----	50	30.15	1,507.50	33.00	1,650.00	26.95	1,347.50	32.87	1,643.50	27.11	1,355.50
(d)	Yellow No. 10 Envelope (printed only on Face & Back)-----	31	39.07	1,211.17	42.00	1,302.00	36.95	1,145.45	59.62	1,848.22	32.39	1,004.09
(e)	Light Brown Kraft (6-1/16 x 10-1/2") Envelope-----	100	69.93	6,993.00	112.00	11,200.00	53.25	5,325.00	64.84	6,484.00	69.02	6,902.00
(f)	Light Brown Kraft (9-1/2 x 12") Envelope---	21	126.97	2,666.37	132.00	2,772.00	95.00	1,995.00	102.54	2,153.34	92.04	1,932.84
	CONTRACTOR TOTALS			\$18,191.47		\$23,868.00		\$15,227.10		\$18,849.82		\$16,428.89
	DISCOUNT		5.00%	\$909.57	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	5.00%	\$821.44
	DISCOUNTED TOTALS			\$17,281.90		\$23,868.00		\$15,227.10		\$18,849.82		\$15,607.45

TITLE:	ENVELOPES											
TERM:	DATE OF AWARD thru APRIL 30, 2013											
		Page 01	of 01			P R O G R A M 6 8 2 - S						
	NATIONAL LABOR RELATIONS BOARD (NLRB)	BASIS OF	WBC, INC. d/b/a LITHEXCEL		THE PRINT HOUSE Brooklyn, New York		CURRENT CONTRACTOR: THE PRINT HOUSE					
	PROGRAM 682-S	AWARD	Albuquer	que, NM	UNIT RAT	COST	UNIT RAT	COST				
I.	COMPLETE PRODUCT:											
	PRICE PER 1,000 ENVELOPES:											
(a)	White No. 9 Envelope-----	30	41.00	1,230.00	23.50	705.00	23.50	705.00				
(b)	White No. 10 Envelope-----	187	41.00	7,667.00	23.50	4,394.50	23.50	4,394.50				
(c)	White No. 10 Window Envelope-----	50	43.00	2,150.00	26.00	1,300.00	26.50	1,325.00				
(d)	Yellow No. 10 Envelope (printed only on Face & Back)-----	31	89.00	2,759.00	34.00	1,054.00	34.25	1,061.75				
(e)	Light Brown Kraft (6-1/16 x 10-1/2") Envelope-----	100	92.00	9,200.00	46.00	4,600.00	46.25	4,625.00				
(f)	Light Brown Kraft (9-1/2 x 12") Envelope---	21	109.00	2,289.00	62.00	1,302.00	62.25	1,307.25				
	CONTRACTOR TOTALS			\$25,295.00		\$13,355.50		\$13,418.50				
	DISCOUNT		1.00%	\$252.95	0.25%	\$33.39	0.25%	\$33.55				
	DISCOUNTED TOTALS			\$25,042.05		\$13,322.11		\$13,384.95				
						AWARDED						

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes

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

National Labor Relations Board (NLRB)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending June 30, 2013, 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 July 9, 2012.

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

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

For information of a technical nature before award, call Bernice Mack at (202) 512-1239. For contract administration after award, call Dalton Everett at (202) 512-1239. (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 (revised August 2002)).

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 is printing. Any contractor who cannot perform the predominant production function will be declared non-responsible.

**GPO IMPRINT REQUIREMENT:** 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 IV.
- (b) Finishing (item related) Attributes – Level IV.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension/Electronic Media/Camera Copy

**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 June 30, 2013 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 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 March 31, 2012 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 a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives may conduct a conference with the contractor's representatives at the United States Government Printing Office, Washington, DC, immediately after award.

**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 June 30, 2013 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 that provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

## SECTION 2. – SPECIFICATIONS

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

**TITLE:** Envelopes.

**FREQUENCY OF ORDERS (QUANTITY/TRIMSIZE):** Up to approximately 100 orders may be placed during the year as follows:

Listed below are anticipated approximate quantities to be ordered on this contract based on past orders. It is impossible to determine the exact quantities to be ordered on this contract; therefore, the quantities quoted could vary significantly.

A separate print order will be issued for each type of envelope.

Description	Approximate Number of Orders	Approximate Quantity Per Order	Finished Size
White No. 9 Envelope	1 to 15	1,000 to 10,000	3-7/8 x 8-7/8", plus flap
White No. 10 Envelope flap	1 to 35	1,000 to 20,000	4-1/8 x 9-1/2", plus
White No. 10 Envelope w/window flap	1 to 5	1,000 to 10,000	4-1/8 x 9-1/2", plus
Yellow No. 10 Envelope flap	1 to 15	1,000 to 10,000	4-1/8 x 9-1/2", plus
Light Brown Kraft Envelope	1 to 20	1,000 to 20,000	6-1/16 x 10-1/2", plus flap
Light Brown Kraft Envelope flap	1 to 10	1,000 to 10,000	9-1/2 x 12", plus

NOTE: No shortages will be accepted.

**GOVERNMENT TO FURNISH:** Camera copy consisting of line art for scanning by the contractor.

Electronic PDF files (Adobe Acrobat) may be furnished on occasion.

Distribution list.

Supply of blue labels and selection certificates for shipping Departmental Random Copies.

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

Identification markings such as register marks, commercial identification marks of any kind, etc., must not appear on finished products.

**EXHIBITS:** The examples shown as Exhibits A, B, C and D are a partial representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these Exhibits.

**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.

**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 No. 9 Envelopes (3-7/8 x 8-7/8"): Writing or Wove, basis weight 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

White No. 10 Envelopes (with and without windows) and Window Envelopes (4-1/8 x 9-1/2"): Writing or Wove, basis weight 24 lbs. per 500 sheets, 17 x 22" equal to JCP Code V20.

Yellow No. 10 Envelopes (4-1/8 x 9-1/2"): Writing or Wove, basis weight 24 lbs. per 500 sheets, 17 x 22" equal to JCP Code V20.

Light Brown (Kraft Shade) Envelopes (6-1/16 x 10-1/2"), basis weight 24 lbs. per 500 sheets, 17 x 22" equal to JCP Code V10.

Light Brown (Kraft Shade) Envelopes (9-1/2 x 12"), basis weight 32 lbs. per 500 sheets, 17 x 22" equal to JCP Code V10.

**PRINTING:** All White and Kraft envelopes print in black (type/line matter) on face only (side opposite the seams of constructed envelope).

Yellow envelopes only print in black (type/line matter) on face and back of constructed envelopes. Back must be printed with flap down; image (signature block) prints across envelope flap onto body (see Exhibit D).

Line matter may include barcodes (see Exhibit B); contractor to position in accordance with USPS requirements.

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

NOTE: The GPO imprint line must not appear on the finished products.

**MARGINS:** Maintain margins as indicated on the furnished camera copy, electronic files or as otherwise specified, or adjust to conform with USPS requirements.

**CONSTRUCTION:** All No. 9 and No. 10 envelopes are constructed with open side, high-cut diagonal seam, and a gummed flap ("commercial" style) as illustrated in Exhibit A.

Window envelopes (No. 10): A window measuring 1-1/8 x 4-1/2" will be die-cut on side opposite seams, and will be positioned as follows; 7/8" from left edge and 1/2" from bottom of constructed envelope. Window must have 4 equal round corners, and be covered by a suitable transparent patch material securely glued to the inside of the envelope so as not to interfere with the insertion of documents. The material shall be free of any condition that would prevent the address from being distinctly legible.

The 6-1/16 x 10-1/2" Kraft envelopes are constructed with open side, diagonal seam, and a pointed, gummed flap (with rounded point).

The 9-1/2 x 12" Kraft envelopes are constructed with open side, and, at contractor's option, either diagonal seam (with a pointed gummed flap), or side seam (with a gummed "wallet" style flap).

Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. 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.

Flap Adhesive: All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. Split-gummed flaps are not acceptable. The adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006 inch uniformly applied. The flaps shall not stick to the body of the envelope, but shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.

**PACKING:** Pack in shipping containers. All envelopes shall be securely packed in boxes or containers so as to prevent curling or warping due to excessive space. If need be, spacers or fillers should be added.

Envelopes shall be packed in the following quantities:

All No. 9 and No. 10 Envelopes shall be packed in quantities of 500 per box, 5 boxes per carton. NO shortages will be accepted.

All Kraft Envelopes shall be packed suitably in cartons. Do not pack in oversized cartons. NO shortages will be accepted.

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

Contractor will be required to create and affix address labels from furnished distribution list. At contractor's option, addresses may be imaged directly onto shipping containers.

**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 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.

U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket, and Print Order Numbers, must be furnished with billing as evidence of mailing.

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

Complete addresses and quantities will be furnished with each print order.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be shipped via traceable means by reimbursable small package carrier, unless otherwise instructed.

Original invoice must be sent to: Comptroller, FMCE, U.S. Government Printing Office, Washington, DC 20401.

All expenses incidental to picking up or returning materials and furnishing samples must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to NLRB Printing Management, Room 7404, 1099 14th Street, NW, Washington, DC 20570. (Inside delivery is required.)

No definite schedule for pickup of material can be predetermined.

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.

The contractor must complete production and distribution within 10 workdays of notification of the availability of print order and furnish material.

The ship/mail date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

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.

Envelopes  
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Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0520; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 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 year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I.
- (a) 30
- (b) 187
- (c) 50
- (d) 31
- (e) 100
- (f) 21

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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 blank spaces, 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) or blank spaces for an item may be declared nonresponsive.

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.

**I. COMPLETE PRODUCT:** Prices offered must be all-inclusive, as applicable, and must include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	Per 1,000 Envelopes
(a) White No. 9 Envelope .....	\$ _____
(b) White No. 10 Envelope.....	\$ _____
(c) White No. 10 Window Envelope .....	\$ _____
(d) Yellow No.10 Envelope (this product only printed on face and back).....	\$ _____
(e) Light Brown (Kraft Shade) Envelope (6-1/16 x 10-1/2") Envelope.....	\$ _____
(f) Light Brown Kraft Shade) Envelope (9-1/2 x 12") Envelope .....	\$ _____

**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)

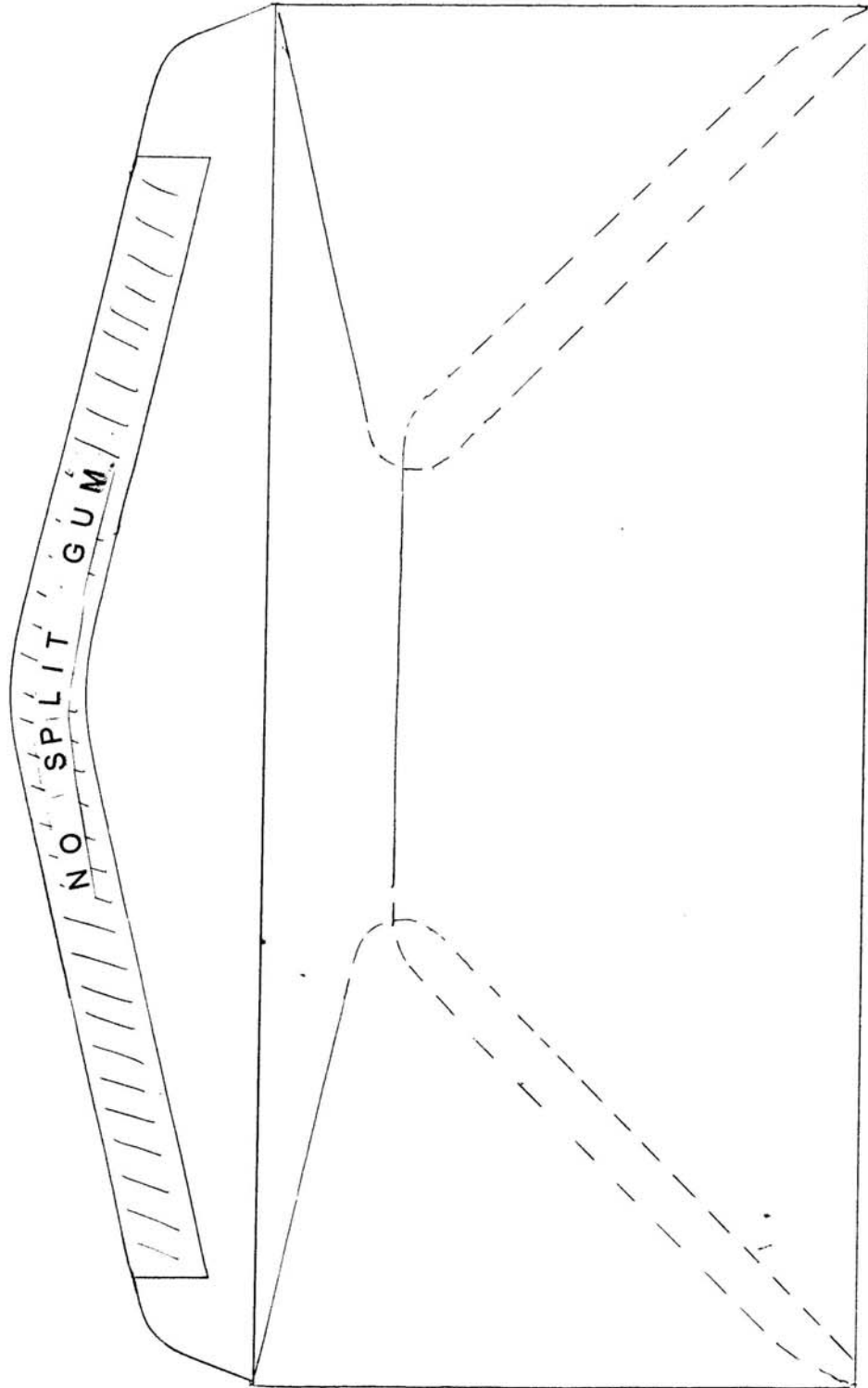
By \_\_\_\_\_

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


\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

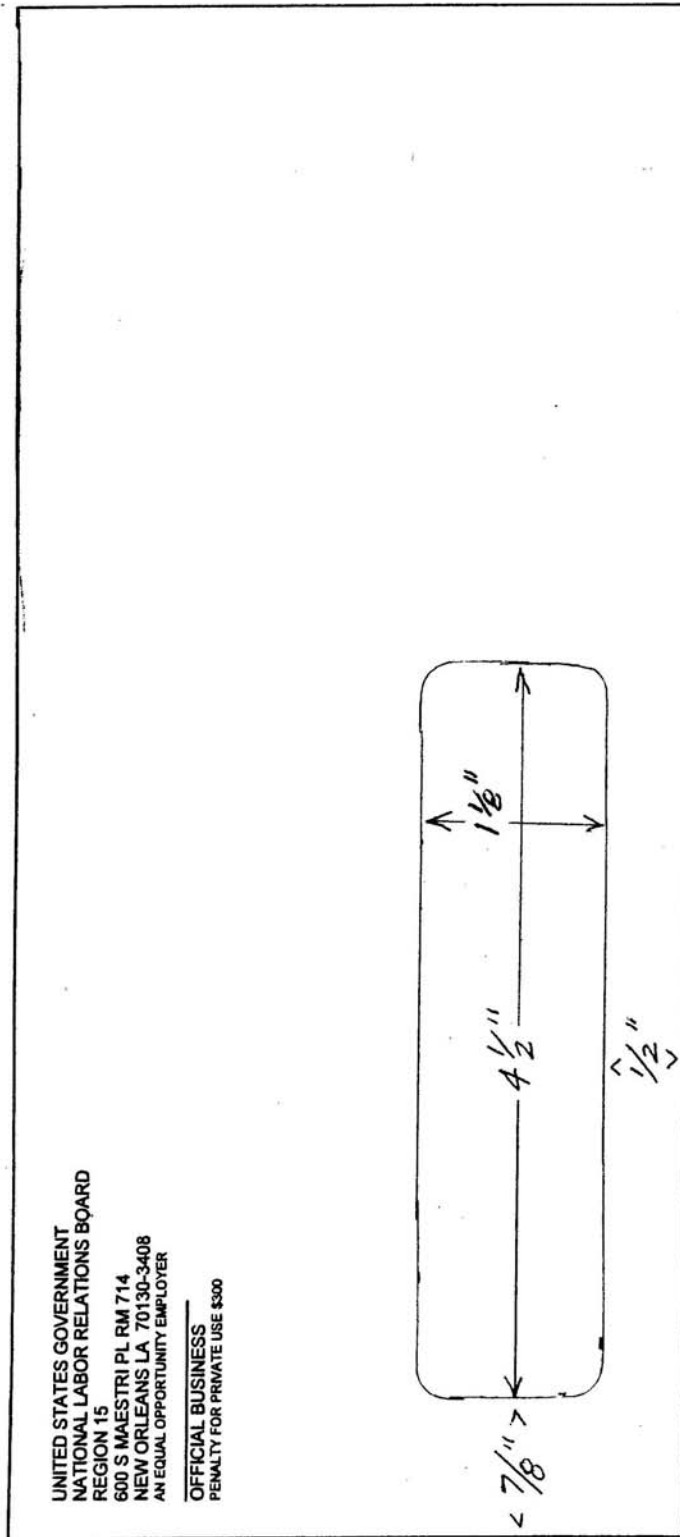
\_\_\_\_\_  
(Fax Number)



**EXHIBIT A**  
Example of Envelope Construction (# 10 Regular)

<p>UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD REGION 15 600 S MAESTRI PL RM 714 NEW ORLEANS LA 70130-3408 AN EQUAL OPPORTUNITY EMPLOYER</p>	<p>NO POSTAGE NECESSARY POSTAGE HAS BEEN PREPAID BY</p>	<p>NATIONAL LABOR RELATIONS BOARD REGION 15 600 S MAESTRI PL RM 714 NEW ORLEANS LA 70130-3408</p>	
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**EXHIBIT B**  
Example of Printed Matter (#10 Regular)



**EXHIBIT C**  
Example of Window Size/Position (#10)



<b>IDENTIFICATION STUB</b>
Seal Envelope. Sign Your Name Across the Flap. DO NOT PRINT.
I BELIEVE I AM AN ELIGIBLE VOTER. I PERSONALLY VOTED THE WITHIN BALLOT.
CASE NUMBER
ELIGIBILITY KEY NUMBER

**EXHIBIT D**  
Example of Envelope Back (Yellow #10 Regular)