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|----------------|---|-----------------|----------------------------------|-------------------|------------------------------------|-------------------|---------------------------|-------------------|------------------------|--------------------|--|
| TITLE: | ENVELOPES | | | | | | | | | | |
| TERM: | July 1, 2017 thru June 30, 2018 | | | | | | | | | | |
| | National Labor Relations Board (NLRB) | | | | | | | | | | |
| | Program 682-S | | | | | | | | | | |
| | | | DESERT PAPER & ENVEL. | | HAS PRINTING & GRAPHICS | | PRINTING RESOURCES | | d/b/a LITHEXCEL | | |
| | | BASIS OF | Albuquerque, NM | | Franklinville, NY | | Cleveland, OH | | Albuquerque, NM | | |
| ITEM NO | DESCRIPTION | AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | |
| I. | COMPLETE PRODUCT: Per 1,000 Envelopes | | | | | | | | | | |
| (a) | White No. 9 Envelope----- | 4 | 24.24 | 96.96 | 32.00 | 128.00 | 40.00 | 160.00 | 49.00 | 196.00 | |
| (b) | Blue No. Envelope----- | 15 | 41.25 | 618.75 | 46.00 | 690.00 | 45.00 | 675.00 | 69.00 | 1,035.00 | |
| (c) | White No. 10 Envelope----- | 91 | 24.24 | 2,205.84 | 32.00 | 2,912.00 | 40.00 | 3,640.00 | 49.00 | 4,459.00 | |
| (d) | White No. 10 Window Envelope----- | 13 | 26.47 | 344.11 | 33.00 | 429.00 | 42.50 | 552.50 | 53.00 | 689.00 | |
| (e) | Yellow No. 10 Envelope----- | 17 | 38.31 | 651.27 | 59.00 | 1,003.00 | 45.00 | 765.00 | 89.00 | 1,513.00 | |
| (f) | Light Brown Kraft Envelope (6-1/16 x 10-1/2")---- | 22 | 72.66 | 1,598.52 | 112.00 | 2,464.00 | 95.00 | 2,090.00 | 89.00 | 1,958.00 | |
| (g) | Light Brown Knaft Envelope (9-1/2 x12")----- | 10 | 124.44 | 1,244.40 | 132.00 | 1,320.00 | 100.00 | 1,000.00 | 119.00 | 1,190.00 | |
| | CONTRACTOR TOTALS | | | \$6,759.85 | | \$8,946.00 | | \$8,882.50 | | \$11,040.00 | |
| | DISCOUNT | | 5.00% | \$337.99 | 1.00% | \$89.46 | 0 | | 1.00% | \$110.40 | |
| | DISCOUNTED TOTALS | | | \$6,421.86 | | \$8,856.54 | | \$8,882.50 | | \$10,929.60 | |
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| | Program 682-S | | | | | | | | | | |
| | | | THE PRINT HOUSE | | CURRENT CONTRACTOR | | | | | | |
| | | BASIS OF | Brooklyn, NY | | THE PRINT HOUSE | | | | | | |
| ITEM NO | DESCRIPTION | AWARD | UNIT RATE | COST | UNIT RATE | COST | | | | | |
| I. | COMPLETE PRODUCT: Per 1,000 Envelopes | | | | | | | | | | |
| (a) | White No. 9 Envelope----- | 4 | 25.00 | 100.00 | 23.50 | 94.00 | | | | | |
| (b) | Blue No. Envelope----- | 15 | 30.00 | 450.00 | 34.25 | 513.75 | | | | | |
| (c) | White No. 10 Envelope----- | 91 | 25.00 | 2,275.00 | 23.50 | 2,138.50 | | | | | |
| (d) | White No. 10 Window Envelope----- | 13 | 27.00 | 351.00 | 26.50 | 344.50 | | | | | |
| (e) | Yellow No. 10 Envelope----- | 17 | 35.00 | 595.00 | 34.25 | 582.25 | | | | | |
| (f) | Light Brown Kraft Envelope (6-1/16 x 10-1/2")---- | 22 | 50.00 | 1,100.00 | 46.25 | 1,017.50 | | | | | |
| (g) | Light Brown Knaft Envelope (9-1/2 x12")----- | 10 | 72.50 | 725.00 | 62.25 | 622.50 | | | | | |
| | CONTRACTOR TOTALS | | | \$5,596.00 | | \$5,313.00 | | | | | |
| | DISCOUNT | | 0.25% | \$13.99 | 0.25% | \$13.28 | | | | | |
| | DISCOUNTED TOTALS | | | \$5,582.01 | | \$5,299.72 | | | | | |
| | | | | | | | | | | | |
| | | | | AWARDED | | | | | | | |

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes

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

National Labor Relations Board (NLRB)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning July 1, 2017 and ending June 30, 2018, 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 June 2, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. The contractor is to follow the submission instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been extensively 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/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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.

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 |

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 July 1, 2017 to June 30, 2018 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 March 31, 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/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.

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 option of the Government, the postaward conference may be held via teleconference.

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 July 1, 2017 through June 30, 2018 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 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.

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 fastest method of getting paid. The information for using this method can be found at the following web address: <https://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/finance/index.htm>.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of envelopes requiring such operations as electronic prepress, printing, construction, packing, and distribution.

TITLE: Envelopes

FREQUENCY OF ORDERS/QUANTITY/TRIM SIZE: Listed below are estimates of the anticipated quantity ranges for orders placed on this contract. Exact quantities to be ordered are not known at this time. Quantities ordered must be exact (\pm none).

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

NOTE: Preprinting or stockpiling of any of the envelopes is at the contractor's own risk. The Government shall not purchase nor reimburse the contractor for costs incurred for any excess or surplus envelopes left over at the end of any contract term.

| <u>Description</u> | <u>Approximate Number of Orders</u> | <u>Approximate Quantity Per Order</u> | <u>Finished Size</u> |
|------------------------------|-------------------------------------|---------------------------------------|-----------------------------|
| White No. 9 Envelope | 1 to 5 | 1,000 to 5,000 | 3-7/8 x 8-7/8", plus flap |
| Blue No. 9 Envelope | 1 to 5 | 1,000 to 10,000 | 3-7/8 x 8-7/8", plus flap |
| White No. 10 Envelope | 1 to 30 | 1,000 to 10,000 | 4-1/8 x 9-1/2", plus flap |
| White No. 10 Window Envelope | 1 to 5 | 1,000 to 10,000 | 4-1/8 x 9-1/2", plus flap |
| Yellow No. 10 Envelope | 1 to 10 | 1,000 to 10,000 | 4-1/8 x 9-1/2", plus flap |
| Light Brown Kraft Envelope | 1 to 15 | 1,000 to 10,000 | 6-1/16 x 10-1/2", plus flap |
| Light Brown Kraft Envelope | 1 to 5 | 1,000 to 10,000 | 9-1/2 x 12", plus flap |

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

Platform: Microsoft Windows 7.

Storage Media: Email.

Software: Adobe InDesign CS6; Adobe Acrobat Version X and XI Pro.

All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts are furnished/embedded, as applicable.

The 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 after completion of the contract.

Additional Information: Files will be furnished in PDF format.

Distribution list will be furnished via email.

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 representatives of some 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.

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

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

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.

Color of paper must be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

White No. 9 Envelope, Blue No. 9 Envelope, White No. 10 Envelope, White No. 10 Window Envelope, and Yellow No. 10 Envelope: Writing (or Wove) Envelope, basis weight 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

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

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

PRINTING:

White No. 9 Envelope, White No. 10 Envelope, White No. 10 Window Envelope, Light Brown Kraft Envelope (6-1/16 x 10-1/2") and Light Brown Kraft Envelope (9-1/2 x 12"): Print face only (after manufacturing) in black ink. Printing consists of type and line matter.

Blue No. 9 Envelope: Print face only (after manufacturing) in black ink. Printing consists of type/line matter and agency logo/seal.

Yellow No. 10 Envelope: Print face and back (after manufacturing) in black ink. Printing consists of type and line matter. 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 electronic files or as otherwise specified, or adjust to conform with USPS requirements.

CONSTRUCTION:

White No. 9 Envelope, Blue No. 9 Envelope, and White No. 10 Envelope: Open side, diagonal seams, high cut, water-soluble gummed flap ("commercial" style).

White No. 10 Window envelope: Open side, diagonal seams, high cut, water-soluble gummed flap, die cut window (1-1/8 x 4-1/2" in size). Window to have rounded corners. Window is to be located 7/8" from left edge and 1/2" from bottom edge of constructed envelope (long dimension of window is parallel to long dimension of envelope; see Exhibit C). Envelope window is to be covered with a suitable poly-type, transparent, low-gloss material that must be clear of smudges, lines and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

Light Brown Kraft Envelope (6-1/16 x 10-1/2"): Open side, diagonal seam, water-soluble pointed gummed flap (with rounded point).

Light Brown Kraft Envelope (9-1/2 x 12"): Open side, at contractor's option, either diagonal seam (with a water-soluble pointed gummed flap) or side seam (with a water-soluble gummed "wallet" style flap).

All 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.

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

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

LABELING AND MARKING: Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from GPO.gov, 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on 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. 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 Certificate of Selection of Random Copies must be included.

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on 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 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 - *reimbursable*.

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

Contractor will be reimbursed for shipping charges by submitting paid shipping receipts with the billing invoice.

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.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 682-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

All expenses incidental to picking up or returning materials (if applicable) 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).

No definite schedule for placement of orders can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished materials; 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 availability of print order and furnished materials.

The ship 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.

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

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one 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) 4
- (b) 15
- (c) 91
- (d) 13
- (e) 17
- (f) 22
- (g) 10

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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.

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

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) Blue No. 9 Envelope.....\$ _____
- (c) White No. 10 Envelope.....\$ _____
- (d) White No. 10 Window Envelope.....\$ _____
- (e) Yellow No.10 Envelope.....\$ _____
- (f) Light Brown Kraft Envelope (6-1/16 x 10-1/2").....\$ _____
- (g) Light Brown Kraft Envelope (9-1/2 x 12").....\$ _____

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)

(Email Address)

EXHIBIT A

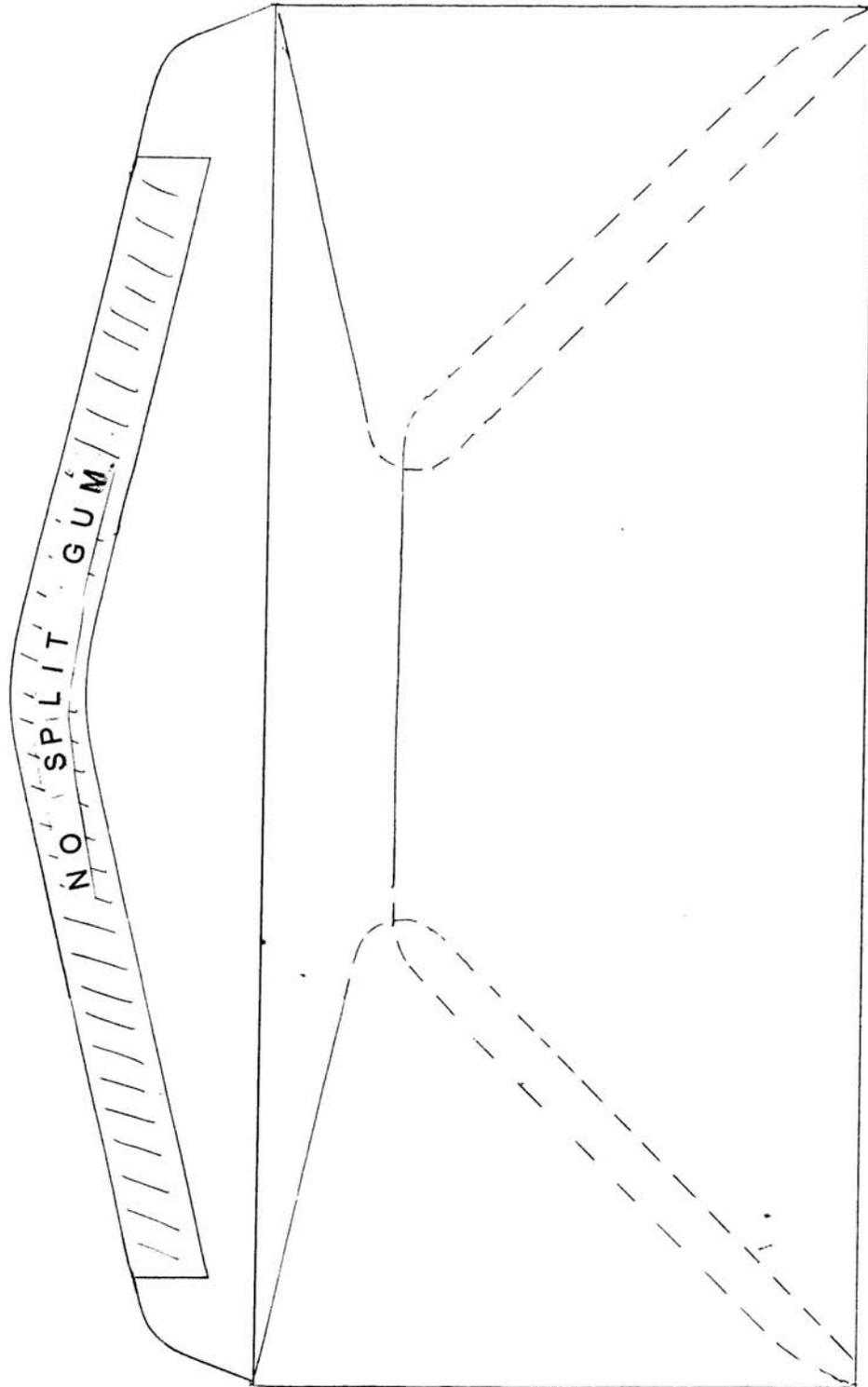


EXHIBIT A
Example of Envelope Construction (# 10 Regular)

EXHIBIT B

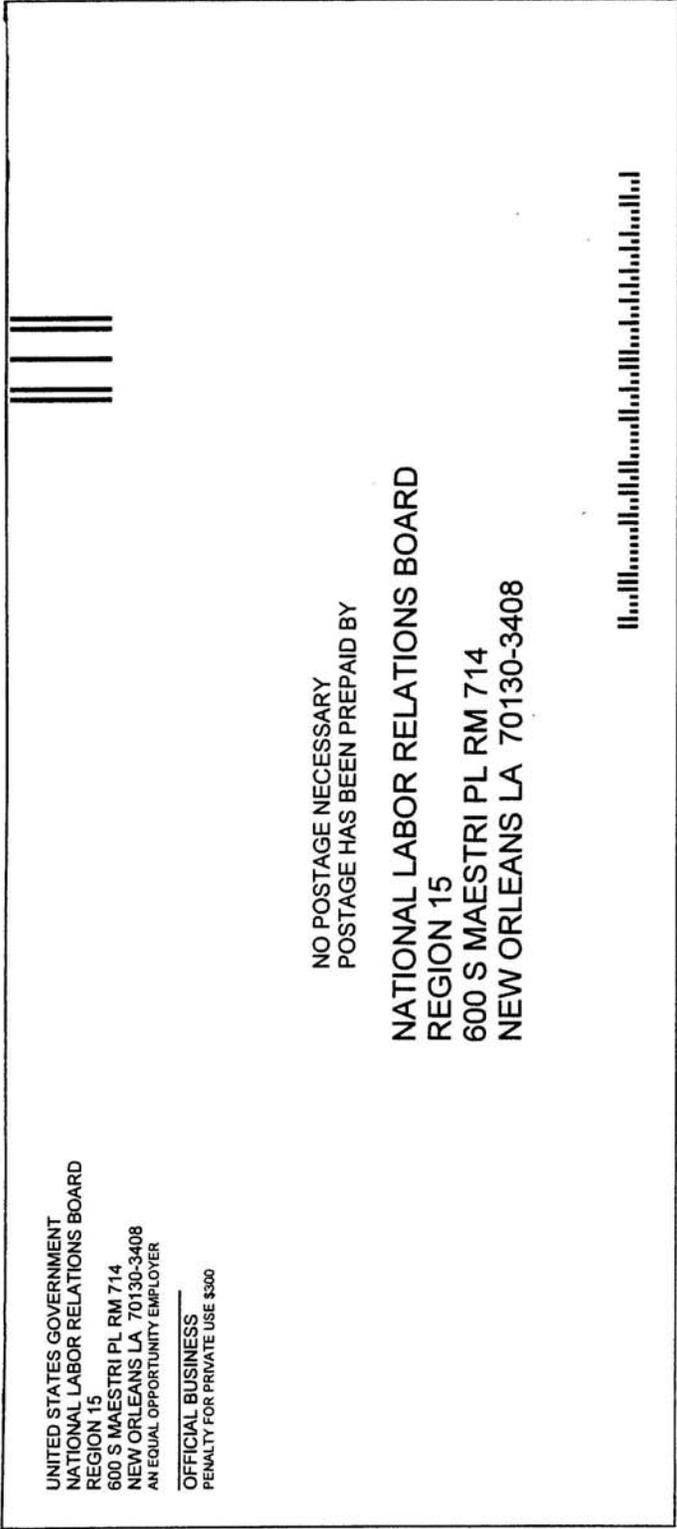


EXHIBIT B
Example of Printed Matter (#10 Regular)

EXHIBIT C

UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD
REGION 15
600 S MAESTRI PL RM 714
NEW ORLEANS LA 70130-3408
AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

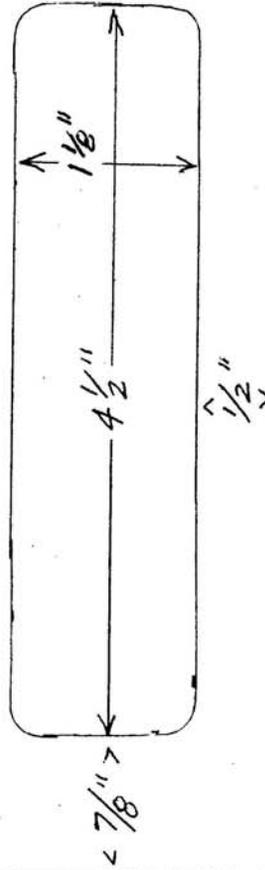


EXHIBIT C

Example of Window Size/Position (#10)

EXHIBIT D

| |
|--|
| IDENTIFICATION STUB |
| 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)