Program:	686-S							
Term:	June 1, 2019 to May 31, 2020							
Title:	Departmental Letterhead and Envelopes							
			PRINTING RESOURCES, INC.		**THE PRINT HOUSE**		**THE PRINT HOUSE**	
		BASIS OF	CLEVELAND, OH		BROOKLYN, NY		**Name of current contractor**	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	**COST**	UNIT RATE	**COST**	UNIT RATE	**COST**
I.	**PROOFS:**							
(a)	Adobe Acrobat PDF soft proof……per item/per proof……	32	**No Charge**	$0.00	$10.00	$320.00	$5.00	$160.00
(b)	Digital Color Content proof……per trim/page-size unit……	17	$25.00	$425.00	$25.00	$425.00	$25.00	$425.00
II.	**PRINTING, EMBOSSING, BINDING, AND CONSTRUCTION:**							
	Letterhead:							
(a)	Printing face only in a single ink color, including binding…….							
(1)	**Make-ready and/or Setup……**	19	$15.00	$285.00	$50.00	$950.00	$15.00	$285.00
(2)	**Running Per 1,000 Copies……**	58	$25.00	$1,450.00	$25.00	$1,450.00	$12.00	$696.00
(b)	Printing/embossing Secretary's letterhead including binding……							
(1)	**Make-ready and/or Setup……**	2	$60.00	$120.00	$100.00	$200.00	$50.00	$100.00
(2)	**Running Per 1,000 Copies……**	2	$100.00	$200.00	$100.00	$200.00	$75.00	$150.00
(c)	**Envelopes-White Writing Envelope (20 to 24-lb**.): Printing face only in a single ink color, including construction and paper:							
1	3-7/8 x 8-7/8" Envelope (No.9)……..per envelope……							
(1)	**Make-ready and/or Setup……**	2	$15.00	$30.00	$30.00	$60.00	$15.00	$30.00
(2)	**Running Per 1,000 Copies……**	7	$25.00	$175.00	$40.00	$280.00	$25.00	$175.00
2	4-1/8 x 9-1/2" Envelope (No. 10)……..per envelope……							
(1)	**Make-ready and/or Setup……**	34	$15.00	$510.00	$25.00	$850.00	$15.00	$510.00
(2)	**Running Per 1,000 Copies……**	76	$25.00	$1,900.00	$30.00	$2,280.00	$25.00	$1,900.00
3	4-1/2 x 10-3/8" Envelope (No.11)……..per envelope……							
(1)	**Make-ready and/or Setup……**	5	$15.00	$75.00	$30.00	$150.00	$15.00	$75.00
(2)	**Running Per 1,000 Copies……**	19	$50.00	$950.00	$50.00	$950.00	$40.00	$760.00
4	6-1/2 x 9-1/2" Envelope (booklet)……per envelope…….							
(1)	**Make-ready and/or Setup……**	1	$15.00	$15.00	$50.00	$50.00	$15.00	$15.00
(2)	**Running Per 1,000 Copies……**	1	$50.00	$50.00	$80.00	$80.00	$45.00	$45.00
5	4-1/8 x 9-1/2 " Window Envelope (No. 10)……per envelope….							
(1)	**Make-ready and/or Setup……**	14	$15.00	$210.00	$25.00	$350.00	$15.00	$210.00
(2)	**Running Per 1,000 Copies……**	120	$30.00	$3,600.00	$32.50	$3,900.00	$27.00	$3,240.00
(d)	**Blue Writing Envelope (20-lb.)**: Printing face only in a single ink color, including construction and paper							
	Envelope (3-7/8 x 8-7/8" No 9): Business Reply Format ……..per envelope……..							
(1)	**Make-ready and/or Setup……**	3	$15.00	$45.00	$30.00	$90.00	$20.00	$60.00
(2)	**Running Per 1,000 Copies……**	49	$45.00	$2,205.00	$40.00	$1,960.00	$40.00	$1,960.00
(e)	**Light-Brown (Kraft Shade) (24 to 32-lb.)**: Printing face only in single ink color, including construction paper:							
1	4-1/2 x 10-3/8" Kraft Envelope (No.11)……per envelope……							
(1)	**Make-ready and/or Setup……**	1	$20.00	$20.00	$50.00	$50.00	$15.00	$15.00
(2)	**Running Per 1,000 Copies……**	5	$60.00	$300.00	$75.00	$375.00	$50.00	$250.00
2	9-1/2 x 12-1/2" Kraft Envelope (catalog)……..per envelope……							
(1)	**Make-ready and/or Setup……**	3	$20.00	$60.00	$50.00	$150.00	$25.00	$75.00
(2)	**Running Per 1,000 Copies……**	4	$95.00	$380.00	$100.00	$400.00	$87.50	$350.00
3	9-1/2 x 12-5/8" Kraft Envelope (booklet)……per envelope……							
(1)	**Make-ready and/or Setup……**	6	$20.00	$120.00	$50.00	$300.00	$25.00	$150.00
(2)	**Running Per 1,000 Copies……**	7	$90.00	$630.00	$100.00	$700.00	$80.00	$560.00
4	10 x 13" Kraft Envelope (booklet/catalog)……per envelope…….							
(1)	**Make-ready and/or Setup……**	1	$20.00	$20.00	$75.00	$75.00	$25.00	$25.00
(2)	**Running Per 1,000 Copies……**	1	$95.00	$95.00	$125.00	$125.00	$80.00	$80.00

Program:	686-S							
Term:	June 1, 2019 to May 31, 2020							
Title:	Departmental Letterhead and Envelopes							
			PRINTING RESOURCES, INC.		**THE PRINT HOUSE**		**THE PRINT HOUSE**	
		BASIS OF	CLEVELAND, OH		BROOKLYN, NY		**Name of current contractor**	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	**COST**	UNIT RATE	**COST**	UNIT RATE	**COST**
(f)	**Pressure-Sensitive/Peel and Stick Envelopes**: Printing face only in single ink color, including construction and paper:							
1	4-1/8 x 9-1/2 White Writing Envelope (No. 10)……per envelope…….							
(1)	**Make-ready and/or Setup……**	4	$20.00	$80.00	$30.00	$120.00	$25.00	$100.00
(2)	**Running Per 1,000 Copies……**	13	$60.00	$780.00	$60.00	$780.00	$50.00	$650.00
2	4-1/8 x 9-1/2 White Writing Envelope (No. 10) with Window……per envelope……							
(1)	**Make-ready and/or Setup……**	1	$20.00	$20.00	$30.00	$30.00	$25.00	$25.00
(2)	**Running Per 1,000 Copies……**	5	$65.00	$325.00	$65.00	$325.00	$52.00	$260.00
3	9-1/2 x 12-1/2" Light-Brown (Kraft Shade) Envelope (Catalog)……per envelope……							
(1)	**Make-ready and/or Setup……**	3	$30.00	$90.00	$50.00	$150.00	$35.00	$105.00
(2)	**Running Per 1,000 Copies……**	7	$175.00	$1,225.00	$200.00	$1,400.00	$200.00	$1,400.00
4	9-1/2 x 12-5/8" Light-Brown (Kraft Shade) Envelope (booklet)……per envelope……							
(1)	**Make-ready and/or Setup……**	1	$35.00	$35.00	$50.00	$50.00	$35.00	$35.00
(2)	**Running Per 1,000 Copies……**	1	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00
(g)	Printing envelope (any size) on second side (back of envelope)……per envelope……..							
(1)	**Make-ready and/or Setup……**	8	$15.00	$120.00	$25.00	$200.00	$20.00	$160.00
(2)	**Running Per 1,000 Copies……**	105	$25.00	$2,625.00	$10.00	$1,050.00	$20.00	$2,100.00
III.	**PAPER: Per 1,000 leaves**							
(a)	White Writing (20-lb.)	32	$12.50	$400.00	$12.50	$400.00	$8.50	$272.00
(b)	Colored Writing (20-lb.)	1	$20.00	$20.00	$30.00	$30.00	$18.00	$18.00
(c)	White 25% Bond (20-lb.)	17	$40.00	$680.00	$50.00	$850.00	$25.00	$425.00
IV.	**ADDITIONAL OPERATIONS:**							
(a)	Creating Embossing Die (including cost of die-strike sample)……..per die……..	3	$40.00	$120.00	$150.00	$450.00	$250.00	$750.00
(b)	Boxing envelopes……per 100 boxes……..	2580	$0.50	$1,290.00	$50.00	$129,000.00	$0.00	$0.00
(c)	Kraft Banding Envelopes……per 100 envelopes……	80	$2.00	$160.00	$2.00	$160.00	$2.00	$160.00
(d)	Shrink Wrapping/Kraft banding Letterhead……per package……	135	$1.00	$135.00	$1.00	$135.00	$0.50	$67.50
V.	**PACKING:**							
(a)	Packing and sealing shipping containers……per container…….	249	$2.00	$498.00	$2.00	$498.00	$2.00	$498.00
	CONTRACTOR TOTALS			**$22,673.00**		**$152,548.00**		**$19,526.50**
	DISCOUNT		**0.00%**	$0.00	**0.25%**	$381.37	**0.25%**	$48.82
	DISCOUNTED TOTALS			**$22,673.00**		**$152,166.63**		**$19,477.68**
			AWARDED					

U.S. GOVERNMENT PUBLISHING OFFICE
Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Departmental Letterhead and Envelopes

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

U.S. Department of the Interior

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning June 1, 2019 and ending May 31, 2020 plus up to *four (4)* optional 12-month extension period(s) 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 May 28, 2019.

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: PPSGB, 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 January 2018. 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 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 with particular attention to the following:

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards along with a list of major revisions.

- The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

Abstracts of contract prices are available at https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing.

For information of a technical nature, contact Shirley Forster at (202) 512-0310 or aps-team1@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf.

GPO QATAP (GPO Publication 310.1) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf.

SUBCONTRACTING: The predominant production function may be either printing letterheads or envelopes. Bidders who must subcontract both operations 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 III.
(b) Finishing (item related) Attributes -- Level II.

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

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

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

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five (5) years** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s).

For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from June 1, 2019 through May 31, 2020 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 February, 28, 2019, 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.

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

PREAWARD 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1) Most recent profit and loss statement
2) Most recent balance sheet
3) Statement of cash flows
4) Current official bank statement
5) Current lines of credit (with amounts available)
6) Letter of commitment from paper supplier(s)
7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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 June 1, 2019 through May 31, 2020, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

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

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:
http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment.

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

SECTION 2. – SPECIFICATIONS

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

TITLE: Departmental Letterhead and Envelopes.

FREQUENCY OF ORDERS: Approximately 50 to 250 orders per year.

NOTE: More than one item may be ordered on the same print order requiring the same schedule.

QUANTITY:

Letterhead on Writing Stock: Approximately 500 to 25,000 copies per order.
Letterhead on Bond Stock: Approximately 500 to 200,000 copies per order.
Envelopes: Approximately 1,000 to 100,000 envelopes per order.

NOTE: The minimum order for letterhead or envelopes will be 500 copies. Most orders will be for approximately 1,000 to 10,000 copies. An occasional order may be issued for blank second sheets only.

NUMBER OF PAGES:

Letterhead: Face only.

Envelopes: Face only or face and back (after manufacturing).

TRIM SIZES:

Letterhead and Blank Second Sheets: 8-1/2 x 11”.

White Writing Envelopes (with or without Windows):

3-7/8 x 8-7/8” (No. 9)
4-1/8 x 9-1/2” (No. 10)
4-1/2 x 10-3/8” (No. 11)
6-1/2 x 9-1/2” (Booklet)

Blue Writing Envelopes

3-7/8 x 8-7/8” (No. 9) (Business Reply Envelope)

Kraft Envelopes:

4-1/2 x 10-3/8” (No. 11)
9-1/2 x 12-1/2” (Catalog)
9-1/2 x 12-5/8” (Booklet)
10 x 13” (Booklet/Catalog)

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows

Platform: Macintosh OS X - Mountain Lion or higher; Windows 7 (or latest version).

Storage Media: CD-R/RW; DVD-R/RW; Email.

Software: Adobe InDesign; Adobe Acrobat; Microsoft Word. (All files will be created in current versions or near current versions.)

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

Fonts: All printer and screen fonts will be 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 immediately after completion of the contract.

Additional Information: Files will be furnished in native application or PDF format.
A visual of the electronic files will be provided.

Previously printed samples.

Visuals of complete standards for letterhead.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the furnished copy, samples, or electronic files, must not print on the finished product.

EXHIBITS: The facsimiles of samples pages shown as Exhibits A through D are 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 products in accordance with these specifications.

The ordering agencies are located nationwide and may require extensive telephone calls to clarify orders. In addition, the GPO must be notified and faxed or emailed copies of all print orders received which have a duplicate or missing print order number and/or ship date, as this may also require many follow-up phone calls. The contractor must maintain an excellent record keeping system in order to perform this contract.

Ordering Instructions for GPO Stock: Contractor to order paper through GPO Paper Control. After the print order is placed, the contractor is required to notify Team 1 at (202) 512-0310 with the amount of sheets required. After the order is submitted, the contractor will be contacted to arrange for pickup of stock (3rd party carriers are acceptable).

It is the contractor's responsibility to order the amount of stock needed to fulfill the requirements of this contract. The contactor will not be entitled to any additional time in the schedule due to the contractor's failure to order this stock in sufficient time in order to meet the requirements of the contract schedule.

The contractor does not pay for the paper; however, the contractor is responsible for prepaying for the freight or any other charges related to obtaining the paper. Charges incurred by the contractor for pickup of GPO furnished stock via small package carrier will be reimbursable upon submission of shipping receipts with the billing invoice.

GPO will only furnish the prime sheet sizes listed in the Paper Catalogue. Custom-cut sizes cannot be accommodated.

Contractor must not mix lots of GPO furnished stock.

Contractor must keep an accurate and updated account of how much stock is used under the requirements of this contract, including spoilage and/or damaged stock.

COMPOSITION: Some orders will require the contractor to set from one to six lines of type and position Interior Seal. NOTE: The contractor must reset any reprint copy which is of poor quality.

For orders when previously printed samples are furnished for copy, the contractor must provide an Adobe Acrobat PDF file (digital deliverable, as specified under "ELECTRONIC PREPRESS") of the envelope or letterhead.

For the letterheads, contractor to follow as specified below.

There are two styles of letterhead (refer to furnished visuals for complete standards) for the Department of the Interior as follows:

1. **Secretarial Letterhead:** Reserved for the Secretary, Deputy Secretary, and the Associate Deputy Secretary.

   (a) Secretarial Seal:

   - The Secretary of the Interior, Deputy Secretary, and the Associate Deputy Secretary shall use the Secretarial Seal.
   - The Secretarial Seal shall be 1" in diameter and will appear in the upper left corner of the page, 1/2" from the top, and 3/4" from the left side.

   (b) Heading:

   - The Secretary of the Interior, Deputy Secretary, and the Associate Deputy Secretary shall use their respective office title as the heading.
   - The office title is to be centered on the 8-1/2" dimension, left to right in one line, and shall be the top line positioned 5/8" from the top of the page. The font is Franklin Gothic Book, regular type face, upper case, 10 point.

   (c) Eagle Watermark:

   - The Secretary of the Interior letterhead (embossed) shall be printed on White 100% Fine Writing (28-lb.), equal to JCP Code D50 with the Four-Star Eagle Watermark.
   - The Deputy Secretary letterhead shall be printed on White 50% Bond (20-lb.), equal to JCP Code G70 with the Two-Star Eagle Watermark.
   - The Associate Deputy Secretary letterhead shall be printed on White 25% Bond (20-lb.), equal to JCP Code G45 with the One-Star Eagle Watermark.

2. **Departmental Letterhead:** For use by the Office of the Secretary and all Department of Interior Bureaus and Offices.

   (a) Official Departmental Seal:

   The Departmental letterhead shall bear the official seal of the Department which shall be 1" in diameter and will appear in the upper left corner of the page, 1/2" from the top, and 3/4" from the left side.

   (b) Official Bureau Emblems:

   Use of official bureau emblems is optional and, if used, will appear in the upper right corner of the page, 1/2" from the top and 3/4" from the right side. Bureau emblems may not be larger in size than the Departmental Seal.

   (c) Heading:

   The standard heading, "United States Department of the Interior," shall be centered on the 8-1/2" dimension, left to right in one line, and shall be the top line and positioned 5/8" inch from the top of the page. The font is Times Roman type face, upper and lower case, 18 point.

   (d) Additional Address Lines:

   Any additional lines shall be set in Times Roman no greater than 11 point.

   (e) Departmental Letterhead Paper:

   - The Office of the Secretary letterhead shall be printed on White 25% Bond (20-lb.), equal to JCP Code G45 with Government Eagle Watermark (one-star above the eagle).
   - Standard letterhead shall be printed on White 25% Bond (20-lb.), equal to JCP Code G40, with commercial watermark.
   - Optional Paper for Bureau Heads: Bureau Heads may choose to use for their purposes the Government Eagle Watermark (one-star above the eagle) letterhead paper as stipulated for the Office of the Secretary.

See Exhibits A through D for examples of the above specifications.

The contractor shall review all print orders and furnished copy for compliance with these specifications. Before printing, all discrepancies shall be brought to the attention of the requesting agency.

Contractor will be responsible for proofreading any type set.

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 agency contact 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.

It is anticipated that the contractor will make all required revisions. Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

When required, 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 via email. The Government will accept print-ready Adobe Acrobat PDF files.

PROOFS:

When ordered, one (1) "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

When ordered, one (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. 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.

NOTE: Proofs for envelopes must show flap position and window position (if applicable).

When ordered, one (1) die-strike sample of embossed letterhead on the actual production stock.

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. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

Recovered Materials for Cotton and Linen refers to paper that was manufactured using a minimum of 25 percent and up to 100 percent cellulose fibers derived from lint cotton, cotton linters, and cotton or linen cloth cuttings. Lint, linters, and cloth cuttings are waste materials from the manufacturing process. They do not qualify as postconsumer fiber. This paper is sometimes referred to as rag content paper or rag paper.

Color of paper furnished shall 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).

Letterheads:

White and Colored (Blue, Green, Pink, Salmon, and Yellow) Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White 25% Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G40. NOTE: This stock must remain consistent throughout the contract. If the contractor changes brands, they must notify GPO.

GPO Letterhead Stock:

Contractor must order the below stocks as specified under "CONTRACTOR TO FURNISH." Approximately 5% or less of all orders for letterhead will require the GPO stock.

White 25% Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G45, with One-Star Eagle Watermark, Property No. 5797. (NOTE: The size furnished by GPO is 17-1/2 x 22-1/2".)

White 50% Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G70, with Two-Star Eagle Watermark, Property No. 6025. (NOTE: The size furnished by GPO is 17-1/2 x 22-1/2".)

White 100% Fine Writing, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code D50, Four-Star Eagle Watermark, Property No. 11819. (NOTE: The size furnished by GPO is 34-1/2 x 44-1/2".)

NOTE: This stock may be used for U.S. Government work ONLY.

Envelopes:

White and Colored (Blue) Writing Envelopes, basis weight: 20 and 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20. Exception: The stock must contain a minimum of 50% recovered fiber (waste paper).

Light-Brown (Kraft Shade), basis weight: 24 through 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

PRINTING:

NOTE: GPO imprint is waived and must not print on the finished products.

Letterheads: Print face only in black or an exact match of Pantone 281 as specified on the print order.

An occasional order may require contractor to provide blank second sheets.

Envelopes: Print face only or face and back (after manufacturing) in black or an exact match of Pantone 281 as specified on print order.

No. 9 envelopes printing on Blue Writing Envelope stock must be printed in Business Reply Format.

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

MARGINS: Margins will be as indicated on the print order, furnished copy or furnished electronic files. Some letterheads may have hairline fold marks which bleed off the 11" or left edge of the page.

EMBOSSING: For Secretary of the Interior letterhead ONLY.

When ordered, contractor to print and emboss letterhead with up to two (2) agency seals/emblems (each approximately 1 inch in diameter) on the left and/or right side of top of letterhead sheet, as specified.

When required, contractor to print and emboss up to approximately three (3) lines of type centered at top of the letterhead sheet, as specified.

Embossed images are to be printed in black or exact match of Pantone 281, as specified on the print order.

Contractor to create all required stamping media (most economical material) from furnished electronic media.

Dies must be cleanly etched; under cut or mushroom dots and dirty or ragged etching must be avoided. The degree of level and depth of cut in embossing dies must be sufficient to ensure the required level in the finished product.

BINDING (Letterhead/Blank Second Sheets): Trim four sides. All letterheads (either Bond or Writing or combination of both) must be in exact register with each other.

CONSTRUCTION (Envelopes): Envelopes will be one of the following, as ordered:

- Open side, diagonal seams, high-cut, water-soluble gummed flap. The flap adhesive shall be capable of being quickly and securely sealed using 5 pounds pressure after moistening. When opened not less than 15 seconds or more than 20 seconds after sealing, the flap shall pull fibers from the body of the envelope over the entire adhesive area.

- Open side, diagonal seams, high-cut, permanent-type, pressure-sensitive adhesive flap, with release liner (suitable protective cover sheet).

At the contractor's option, a strip of transfer tape with not less than 1" wide adhesive may be used. Aggressiveness of adhesive must cause substrate damage upon opening envelope 12 hours after sealing. Adhesive must have functional characteristics of 3M's Scotch Y-9498.

Kraft envelopes may be ordered only in side seam construction with a straight flap.

No. 10 Envelopes Only: When required, face of envelope to contain one die-cut (rectangle) window (1-1/8 x 4-1/2" to 1-1/4 x 4-3/4" in size, as specified). Die-cut window is to be located 3/4" from the left edge of envelope and 1/2" from the bottom edge of envelope.

Window is to be covered with a suitable transparent or clear glassine material that must be clear of smudges, lines, and distortions. 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 USPS readability standards/ requirements.

PACKING:

Letterhead/Second Blank Sheets: Wrap (kraft paper or shrink-film wrap, at agency's option) letterheads and/or second sheets as indicated on the print order. If kraft paper-wrapped, contractor to attach sample copy, face up, on the outside of each package. Pack wrapped packages suitable in shipping containers not to exceed 45 pounds when fully packed.

Envelopes: Envelopes are to be boxed in units of 500.

There may be an occasional request for banding of envelopes. When required, envelopes may be kraft banded in units of 100.

When required, pack boxed or banded envelopes suitable in shipping containers.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to 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 sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered			Number of Sublots
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), which 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 to the address receiving the largest number of copies.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included. A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management 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 sublot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

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

DISTRIBUTION: Ship f.o.b. contractor's city to both domestic (nationwide, including Alaska, Hawaii, and the American Territories) and foreign addresses. Inside delivery to all destinations is required.

Shipments shall be made by reimbursable, traceable small package carrier. Contractor will be reimbursed for shipping charges by submitting shipping receipt with his 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 sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed.

Unless otherwise instructed, upon completion of each order, all furnished materials must be held by the contractor for future reprints.

Upon completion of the contract, contractor must request instructions for the return of all furnished materials and digital deliverables, including any unused letterhead stock furnished by GPO.

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

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

When required, the furnished material will be mailed f.o.b. contractor's plant. The time consumed in mailing will be factored into the production schedule indicated on the print order. At the agencies' option, orders for which the contractor already has reproducibles on hand may be sent via fax to the contractor (contractor must have the capabilities to receive orders in this way).

NOTE: Orders will be sent to the contractor from many different Interior Bureaus and many offices within each Bureau throughout the United States. The contractor must establish and maintain a strict record keeping system to track all orders received. This system must also include the date of receipt and the date of completion of each order.

When ordered, PDF soft proofs must be emailed to the ordering agency as specified on the print order.

When ordered, digital content proofs and/or die-strike samples must be delivered to and picked up from the address as specified on the print order.

No definite schedule for the placement of orders can be predetermined.

The following schedule begins the workday after receipt of print order either by mail or fax; the workday after receipt will be the first workday of the schedule.

- For individuals orders up to and including100,000 copies, contractor must complete production and delivery made within 10 workdays.

- One (1) additional workday will be allowed for each additional 25,000 copies, or fraction thereof.

- When proofs are requested, an additional two (2) workdays will be added to schedule. (NOTE: Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup (hard copy proofs) or the agency provides corrections/changes/"O.K. to print" via email (PDF soft proofs).

NOTE: If an individual print order(s) is received from ordering agencies without a ship/mail date indicated, or if less than the 10-workday schedule is indicated on the print order, the contractor must immediately contact the GPO so that the per-contract ship date can be established. Telephone GPO, Print Procurement, Team 1, at (202) 12-0310.

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

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.

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.

STORAGE OF FURNISHED PAPER STOCK: The contractor must properly store all furnished paper stock at no cost to the Government. The contractor will be responsible for reimbursing the Government for any stock that is damaged while in their possession.

The contractor must return any unused paper stock to the U.S. Government Publishing Office upon completion of the contract.

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 under this contract for a like period of time.

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

I.	(a)		32
	(b)		17

			(1)	(2)
II.	(a)		19	58
	(b)		2	2
	(c)	1.	2	7
		2.	34	76
		3.	5	19
		4.	1	1
		5.	14	120
	(d)		3	49
	(e)	1.	1	5
		2.	3	4
		3.	6	7
		4.	1	1
	(f)	1.	4	13
		2.	1	5
		3.	3	7
		4.	1	1
	(g)		8	105

III.	(a)	32
	(b)	1
	(c)	17

IV.	(a)	3
	(b)	2,580
	(c)	80
	(d)	135

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

All vouchers 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 invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

I. PROOFS: For line item I.(b), the each side of the envelope will be charged as one trim/page-size unit.

(a) Adobe Acrobat PDF soft proof..... per proof.....$_____

(b) Digital Color Content proof..... per trim/page-size unit.....$_____

II. PRINTING, EMBOSSING, BINDING, AND CONSTRUCTION: Prices offered must be all inclusive and include the cost of materials and operations necessary for the printing, embossing, binding, and construction listed in accordance with these specifications.

NOTE: The cost of all letterhead paper must be charged under Item III. "PAPER." The cost of all envelope paper must be included in Items II. (c) through (f), as applicable. No charge will be allowed for paper furnished by the Government.

	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
(a) Letterhead: Printing face only in a single ink color, including binding..... per sheet.....	$_____	$_____
(b) Letterhead: Printing/embossing Secretary's letterhead, including binding..... per sheet.....	$_____	$_____

_____
(Initials)

	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
(c) Envelope: White Writing Envelope (20 to 24-lb.): Printing face only in a single ink color, including construction and paper:		
1. Envelope (3-7/8 x 8-7/8" (No. 9))..... per envelope	$_____	$_____
2. Envelope (4-1/8 x 9-1/2" (No. 10)..... per envelope.....	$_____	$_____
3. Envelope (4-1/2 x 10-3/8" (No. 11))..... per envelope	$_____	$_____
4. Envelope (6-1/2 x 9-1/2" (Booklet))..... per envelope	$_____	$_____
5. Envelope (4-1/8 x 9-1/2" (No. 10)) with Window..... per envelope	$_____	$_____
(d) Blue Writing Envelope (20-lb.): Printing face only in a single ink color, including construction and paper:		
Envelope (3-7/8 x 8-7/8" (No. 9)): Business Reply Format..... per envelope	$_____	$_____
(e) Light-Brown (Kraft Shade) (24 to 32-lb.): Printing face only in single ink color, including construction and paper:		
1. Envelope (4-1/2 x 10-3/8" (No. 11))..... per envelope.....	$_____	$_____
2. Envelope (9-1/2 x 12-1/2" (Catalog)) ..... per envelope.....	$_____	$_____
3. Envelope (9-1/2 x 12-5/8" (Booklet))..... per envelope	$_____	$_____
4. Envelope (10 x 13" (Booklet/Catalog)) ..... per envelope	$_____	$_____

_____
(Initials)

	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
(f) Pressure-Sensitive/Peel and Stick Envelopes: Printing face only in single ink color, including construction and paper:		
1. White Writing Envelope (4-1/8 x 9-1/2" (No. 10)) ..... per envelope.....	$_____	$_____
2. White Writing Envelope (4-1/8 x 9-1/2" (No. 10)) with Window..... per envelope.....	$_____	$_____
3. Light-Brown (Kraft Shade) Envelope (9-1/2 x 12-1/2" (Catalog)) ..... per envelope.....	$_____	$_____
4. Light-Brown (Kraft Shade) Envelope (9-1/2 x 12-5/8" (Booklet))..... per envelope.....	$_____	$_____
(g) Printing envelopes (any size) on second side (back of envelope)..... per envelope.....	$_____	$_____

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

NOTE: No charge will be allowed for GPO furnished stock.

Computation of the net number of leaves for letterheads and blank second sheets will be based on each trim-size leaf.

	Per 1,000 leaves
(a) White Writing (20-lb.).....	$_____
(b) Colored Writing (20-lb.).....	$_____
(c) White 25% Bond (20-lb.)	$_____

_____
(Initials)

IV. ADDITIONAL OPERATIONS:

(a) Creating Embossing Die (including cost of die-strike sample) ..... per die .....$_____

(b) Boxing envelopes .....per 100 boxes .....$_____

(c) Kraft Banding Envelopes ..... per 100 envelopes .....$_____

(d) Shrink-wrapping/Kraft banding Letterhead..... per package .....$_____

V. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; all necessary wrapping and packing materials; labeling, and marking; and distribution, in accordance with these specifications.

Packing and sealing shipping containers ..... per container .....$_____

_____
(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

_____
(Street Address)

_____
(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

_____
(Person to be Contacted) (Telephone Number)

_____
(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

EXHIBIT A
LETTERHEAD

THE SECRETARY OF THE INTERIOR
WASHINGTON

EXHIBIT B
LETTERHEAD

THE DEPUTY SECRETARY OF THE INTERIOR
WASHINGTON

EXHIBIT C
LETTERHEAD

United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

EXHIBIT D
LETTERHEAD

United States Department of the Interior

NATIONAL PARK SERVICE
Washington, DC 20240

IN REPLY REFER TO: