

Program:	686-S												
Term:	December 18, 2015 to December 31, 2016												
Title:	Departmental Letterhead and Envelopes												
			ENVELOPES AND										
			PRINTED PRODUCTS INC.		THE PRINT HOUSE		REGAL PRESS INC.		HAS PRINTING		CURRENT CONTRACTOR		
		BASIS OF	PROSPECT PARK, NJ		BROOKLYN, NY		NORWOOD, MA		FRANKLINVILLE, NY		HAS PRINTING & GRAPHICS		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PROOFS:												
(a)	Adobe Acrobat PDF soft proof.....per item/per proof.....	10	No Charge	\$0.00	\$5.00	\$50.00	\$75.00	\$750.00	\$20.00	\$200.00	\$20.00	\$200.00	
(b)	Digital Color Content proof.....per trim/page-size unit.....	10	\$25.00	\$250.00	\$25.00	\$250.00	\$105.00	\$1,050.00	\$30.00	\$300.00	\$30.00	\$300.00	
II.	PRE-PRESS, PRINTING, EMBOSSEING, TRIMMING AND PACKING:												
	Letterhead-												
(a)	Printing in a single color(Face only).....												
(1)	Makeready and/or Setup	114	\$14.00	\$1,596.00	\$15.00	\$1,710.00	\$15.00	\$1,710.00	\$18.00	\$2,052.00	\$15.00	\$1,710.00	
(2)	Running Per 1,000 Copies	665	\$5.00	\$3,325.00	\$12.00	\$7,980.00	\$28.00	\$18,620.00	\$7.00	\$4,655.00	\$5.75	\$3,823.75	
(b)	Embossing Secretary's letterhead.....												
(1)	Makeready and/or Setup	2	\$80.00	\$160.00	\$50.00	\$100.00	\$15.00	\$30.00	\$40.00	\$80.00	\$80.00	\$160.00	
(2)	Running Per 1,000 Copies	10	\$95.00	\$950.00	\$75.00	\$750.00	\$56.00	\$560.00	\$60.00	\$600.00	\$97.00	\$970.00	
	Envelopes- Prices for line items (c)-(v) must include cost of envelope.												
(c)	4-1/8 x 9-1/2" Envelope (No. 10).....												
(1)	Makeready and/or Setup	100	\$14.00	\$1,400.00	\$15.00	\$1,500.00	\$15.00	\$1,500.00	\$18.00	\$1,800.00	\$15.00	\$1,500.00	
(2)	Running Per 1,000 Copies	300	\$20.00	\$6,000.00	\$25.00	\$7,500.00	\$59.50	\$17,850.00	\$25.00	\$7,500.00	\$20.75	\$6,225.00	
(d)	4-1/2 x 10-3/8" Envelope (No.11).....												
(1)	Makeready and/or Setup	5	\$14.00	\$70.00	\$15.00	\$75.00	\$15.00	\$75.00	\$18.00	\$90.00	\$15.00	\$75.00	
(2)	Running Per 1,000 Copies	10	\$39.00	\$390.00	\$40.00	\$400.00	\$83.25	\$832.50	\$54.00	\$540.00	\$40.50	\$405.00	
(e)	3-7/8 x 8-7/8" Envelope (No.9)												
(1)	Makeready and/or Setup	50	\$14.00	\$700.00	\$15.00	\$750.00	\$15.00	\$750.00	\$18.00	\$900.00	\$15.00	\$750.00	
(2)	Running Per 1,000 Copies	100	\$20.00	\$2,000.00	\$25.00	\$2,500.00	\$32.25	\$3,225.00	\$25.00	\$2,500.00	\$20.75	\$2,075.00	
(f)	6-1/2 x 9-1/2" Envelope (booklet).....												
(1)	Makeready and/or Setup	10	\$14.00	\$140.00	\$15.00	\$150.00	\$15.00	\$150.00	\$18.00	\$180.00	\$15.00	\$150.00	
(2)	Running Per 1,000 Copies	30	\$44.00	\$1,320.00	\$45.00	\$1,350.00	\$49.05	\$1,471.50	\$53.00	\$1,590.00	\$44.50	\$1,335.00	
(g)	7-1/2 x 10-1/2" Envelope (booklet).....												
(1)	Makeready and/or Setup	5	\$14.00	\$70.00	\$15.00	\$75.00	\$15.00	\$75.00	\$18.00	\$90.00	\$15.00	\$75.00	
(2)	Running Per 1,000 Copies	10	\$74.00	\$740.00	\$75.00	\$750.00	\$137.00	\$1,370.00	\$89.00	\$890.00	\$76.00	\$760.00	
(h)	10 x 13" Envelope (booklet/catalog).....												
(1)	Makeready and/or Setup	10	\$14.00	\$140.00	\$25.00	\$250.00	\$15.00	\$150.00	\$20.00	\$200.00	\$15.00	\$150.00	
(2)	Running Per 1,000 Copies	50	\$86.00	\$4,300.00	\$75.00	\$3,750.00	\$133.75	\$6,687.50	\$107.00	\$5,350.00	\$87.00	\$4,350.00	
(i)	4-1/8 x 9-1/2 " Window Envelope (No. 10).....												
(1)	Makeready and/or Setup	7	\$14.00	\$98.00	\$15.00	\$105.00	\$15.00	\$105.00	\$18.00	\$126.00	\$15.00	\$105.00	
(2)	Running Per 1,000 Copies	60	\$24.00	\$1,440.00	\$27.50	\$1,650.00	\$36.60	\$2,196.00	\$30.00	\$1,800.00	\$25.25	\$1,515.00	
(j)	3-7/8 x 8-7/8" Window Envelope (No.9).....												
(1)	Makeready and/or Setup	5	\$14.00	\$70.00	\$15.00	\$75.00	\$15.00	\$75.00	\$18.00	\$90.00	\$15.00	\$75.00	
(2)	Running Per 1,000 Copies	25	\$24.00	\$600.00	\$27.50	\$687.50	\$38.55	\$963.75	\$30.00	\$750.00	\$25.25	\$631.25	
	Kraft 24 to 32 lbs. JCP V10 printing in single ink color-face only												
(k)	4-1/2 x 10-3/8" Kraft Envelope (No.11).....												
(1)	Makeready and/or Setup	10	\$14.00	\$140.00	\$15.00	\$150.00	\$15.00	\$150.00	\$18.00	\$180.00	\$15.00	\$150.00	
(2)	Running Per 1,000 Copies	10	\$49.00	\$490.00	\$50.00	\$500.00	\$121.65	\$1,216.50	\$65.00	\$650.00	\$51.00	\$510.00	
(l)	10 x 13" Kraft Envelope (booklet/catalog).....												
(1)	Makeready and/or Setup	10	\$14.00	\$140.00	\$25.00	\$250.00	\$15.00	\$150.00	\$20.00	\$200.00	\$15.00	\$150.00	
(2)	Running Per 1,000 Copies	50	\$98.00	\$4,900.00	\$80.00	\$4,000.00	\$121.20	\$6,060.00	\$137.00	\$6,850.00	\$104.00	\$5,200.00	
(m)	10 x 15" Kraft Envelope (booklet/catalog).....												
(1)	Makeready and/or Setup	10	*****	*****	\$25.00	\$250.00	\$15.00	\$150.00	\$20.00	\$200.00	\$20.00	\$200.00	
(2)	Running Per 1,000 Copies	10	*****	*****	\$120.00	\$1,200.00	\$147.55	\$1,475.50	\$169.00	\$1,690.00	\$169.00	\$1,690.00	
(n)	6 x 9-1/2" Kraft Envelope (catalog).....												
(1)	Makeready and/or Setup	2	\$14.00	\$28.00	\$15.00	\$30.00	\$15.00	\$30.00	\$18.00	\$36.00	\$15.00	\$30.00	
(2)	Running Per 1,000 Copies	2	\$64.00	\$128.00	\$60.00	\$120.00	\$147.55	\$295.10	\$73.00	\$146.00	\$65.00	\$130.00	
(o)	6-1/2 x 9-1/2" Kraft Envelope (booklet).....												
(1)	Makeready and/or Setup	10	*****	*****	\$15.00	\$150.00	\$15.00	\$150.00	\$18.00	\$180.00	\$18.00	\$180.00	
(2)	Running Per 1,000 Copies	10	*****	*****	\$60.00	\$600.00	\$119.20	\$1,192.00	\$112.00	\$1,120.00	\$112.00	\$1,120.00	

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		BASIS OF	PROSPECT PARK, NJ		BROOKLYN, NY		NORWOOD, MA		FRANKLINVILLE, NY		HAS PRINTING & GRAPHICS		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
(p)	9-1/2 x 12-1/2" Kraft Envelope (catalog).....												
(1)	Makeready and/or Setup.....	10	\$14.00	\$140.00	\$25.00	\$250.00	\$15.00	\$150.00	\$20.00	\$200.00	\$15.00	\$150.00	
(2)	Running Per 1,000 Copies.....	50	\$97.00	\$4,850.00	\$87.50	\$4,375.00	\$76.35	\$3,817.50	\$107.00	\$5,350.00	\$94.00	\$4,700.00	
(q)	9-1/2 x 12-5/8" Kraft Envelope (booklet).....												
(1)	Makeready and/or Setup.....	10	\$14.00	\$140.00	\$25.00	\$250.00	\$15.00	\$150.00	\$20.00	\$200.00	\$15.00	\$150.00	
(2)	Running Per 1,000 Copies.....	50	\$98.00	\$4,900.00	\$80.00	\$4,000.00	\$119.20	\$5,960.00	\$123.00	\$6,150.00	\$103.00	\$5,150.00	
	Pressure sensitive/peel and stick envelopes												
	Printing in a single color(Face only)												
(r)	4-1/8 x 9-1/2 White Writing (No. 10).....												
(1)	Makeready and/or Setup.....	6	\$14.00	\$84.00	\$25.00	\$150.00	\$15.00	\$90.00	\$18.00	\$108.00	\$15.00	\$90.00	
(2)	Running Per 1,000 Copies.....	5	\$52.00	\$260.00	\$50.00	\$250.00	\$77.65	\$388.25	\$70.00	\$350.00	\$54.00	\$270.00	
(s)	9-1/2 x 12-1/2" Kraft Envelope (catalog).....												
(1)	Makeready and/or Setup.....	5	\$14.00	\$70.00	\$35.00	\$175.00	\$15.00	\$75.00	\$20.00	\$100.00	\$15.00	\$75.00	
(2)	Running Per 1,000 Copies.....	8	\$198.00	\$1,584.00	\$200.00	\$1,600.00	\$170.40	\$1,363.20	\$129.00	\$1,032.00	\$215.00	\$1,720.00	
(t)	9-1/2 x 12-5/8" Kraft Envelope (booklet).....												
(1)	Makeready and/or Setup.....	5	\$14.00	\$70.00	\$35.00	\$175.00	\$15.00	\$75.00	\$20.00	\$100.00	\$15.00	\$75.00	
(2)	Running Per 1,000 Copies.....	8	\$228.00	\$1,824.00	\$200.00	\$1,600.00	\$191.45	\$1,531.60	\$237.00	\$1,896.00	\$241.00	\$1,928.00	
(u)	4-1/8 x 9-1/2 White Writing Window (No. 10).....												
(1)	Makeready and/or Setup.....	3	\$14.00	\$42.00	\$25.00	\$75.00	\$15.00	\$45.00	\$18.00	\$54.00	\$15.00	\$45.00	
(2)	Running Per 1,000 Copies.....	3	\$58.00	\$174.00	\$52.50	\$157.50	\$151.90	\$455.70	\$75.00	\$225.00	\$59.00	\$177.00	
	Blue Writing Envelope 20 lbs. JCP V20 printing in single ink color-face only												
(v)	3-7/8 x 8-7/8" Business Reply Envelope (No.9).....												
(1)	Makeready and/or Setup.....	10	*****	*****	\$20.00	\$200.00	\$15.00	\$150.00	\$18.00	\$180.00	\$18.00	\$180.00	
(2)	Running Per 1,000 Copies.....	10	*****	*****	\$40.00	\$400.00	\$32.25	\$322.50	\$68.00	\$680.00	\$68.00	\$680.00	
(w)	Printing on the second side of envelope(any size).....												
(1)	Makeready and/or Setup.....	10	*****	*****	\$20.00	\$200.00	\$15.00	\$150.00	\$18.00	\$180.00	\$18.00	\$180.00	
(2)	Running Per 1,000 Copies.....	10	*****	*****	\$20.00	\$200.00	\$51.00	\$510.00	\$10.00	\$100.00	\$10.00	\$100.00	
III.	PAPER: Per 1,000 leaves												
(a)	White Recycled 25% Rag Bond (20-lb.)	225	\$19.00	\$4,275.00	\$25.00	\$5,625.00	\$49.60	\$11,160.00	\$27.00	\$6,075.00	\$19.00	\$4,275.00	
(b)	White Writing (20-lb.)	30	\$9.00	\$270.00	\$8.50	\$255.00	\$41.90	\$1,257.00	\$13.00	\$390.00	\$9.00	\$270.00	
(c)	Colored Writing (20-lb.)	10	\$13.00	\$130.00	\$18.00	\$180.00	\$34.00	\$340.00	\$17.00	\$170.00	\$13.00	\$130.00	
(d)	White Recycled 25% Cotton Bond, One- Star Eagle Watermark (20-lb.).....	300	\$28.00	\$8,400.00	\$34.00	\$10,200.00	\$32.85	\$9,855.00	\$39.00	\$11,700.00	\$28.00	\$8,400.00	
(e)	White 50% Cotton Bond, Two-Star Eagle Watermark (20-lb.).....	25	\$38.00	\$950.00	\$68.00	\$1,700.00	\$67.95	\$1,698.75	\$65.00	\$1,625.00	\$39.00	\$975.00	
IV.	ADDITIONAL OPERATIONS:												
(a)	Kraft Banding Envelopes.....per 100 envelopes.....	10	\$1.00	\$10.00	\$2.00	\$20.00	\$21.00	\$210.00	\$2.00	\$20.00	\$1.50	\$15.00	
(b)	Shrink wrapping Letterhead.....per 500 sheets.....	60	\$0.25	\$15.00	\$0.50	\$30.00	\$17.50	\$1,050.00	\$0.50	\$30.00	\$0.35	\$21.00	
(c)	Creating embossing die.....per die.....	1	\$275.00	\$275.00	\$250.00	\$250.00	\$635.00	\$635.00	\$300.00	\$300.00	\$275.00	\$275.00	
V.	PACKING:												
(a)	Packing and sealing shipping containers.....per container.....	450	\$1.00	\$450.00	\$2.00	\$900.00	\$155.00	\$69,750.00	\$1.75	\$787.50	\$1.50	\$675.00	
	CONTRACTOR TOTALS			*****		\$72,875.00		\$182,254.85		\$81,537.50		\$67,406.00	
	DISCOUNT		0.00%	*****	0.25%	\$182.19	2.00%	\$3,645.10	1.00%	\$815.38	1.00%	\$674.06	
	DISCOUNTED TOTALS			*****		\$72,692.81		\$178,609.75		\$80,722.12		\$66,731.94	
						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 **January 1 2016** and ending **December 31, 2016** 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 **December 18, 2015**.

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 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 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 <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call **David Love** (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. 6-01)) 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) – <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.

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Previously Printed Samples
P-9. Solid and Screen Tint Color Match	Pantone Matching System

SUBCONTRACTING: The predominant production function may be either printing letterheads or envelopes. Bidder who must subcontract both operations will be declared non-responsible.

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 **January 1, 2016** through **December 31, 2016** 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 **September 30, 2015**, 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.

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

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 a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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 **January 1, 2016** through **December 31, 2016**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application.

Instructions for the GPO barcode coversheet program application can be found at the following web address:

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

Vouchers may also be mailed to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of letterhead stationery (bond or writing) and envelopes (white or kraft), requiring such operations as composition, pre-press, printing, embossing, trimming, packing and distribution.

TITLE: Departmental Letterhead and Envelopes

FREQUENCY OF ORDERS: Approximately 260 orders per year. An order may consist of letterheads and/or envelopes and/or blank sheets.

QUANTITY: The minimum order for letterhead or envelopes will be 500 copies.

- For letterhead orders printing on writing stock, approximately 500 to 25,000 copies per order.
- For letterhead orders printing on bond stock, approximately 500 to 200,000 copies per order.
- An occasional order may be for unprinted second sheets only.
- For envelope orders, approximately 1,000 to 100,000 envelopes.
Most orders will be for approximately 1,000 to 10,000 copies.

NUMBER OF PAGES: Letterheads and envelopes print one side only.

TRIM SIZE:

Letterhead & unprinted second sheets: 8-1/2 x 11".

White Envelopes with or without windows:

- 4-1/8 x 9-1/2" (No. 10)
- 4-1/2 x 10-3/8" (No. 11)
- 3-7/8 x 8-7/8" (No. 9)
- 6-1/2 x 9-1/2" (Booklet)
- 7-1/2 x 10-1/2" (Booklet)
- 10 x 13" (Booklet/Catalog)

Kraft Envelopes (24-32 lbs):

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

GOVERNMENT TO FURNISH: Camera copy, previously printed samples, and/or manuscript copy for address corrections.

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; or E-mail

Software: Adobe InDesign CS5, Adobe Acrobat.

All files will be created in current versions or near current versions of the above-mentioned programs. Files will be furnished in native or PDF format.

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. If a PDF file is furnished, the fonts will be embedded.

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 supplied

A visual of the electronic files will be provided.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

GPO Form 905 - Reproduction proof, (R.6/03) with labeling and marking specifications

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

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

The following specifications are for the letterheads, follow the copy for envelopes.

There are two styles of letterhead (see visual 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

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

(b) Heading

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

(c) Eagle Watermark.

- 1) The Secretary of the Interior letterhead (embossed) shall be printed on 28-lb 100% fine writing cotton bond paper with Four-Star Eagle Watermark, equal to JCP-D50.
- 2) The Deputy Secretary letterhead shall be printed on 20-lb recycled 50% cotton bond paper with Two-Star Eagle Watermark, equal to JCP-G70.
- 3) The Associate Deputy Secretary letterhead shall be printed on 20-lb recycled 25% cotton bond paper with One-Star Eagle Watermark, equal to JCP-G45.

2. Departmental Letterhead: For use by the Office of the Secretary and all Interior bureaus and offices

(a) Official Departmental Seal

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

(b) Official Bureau Emblems

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

(c) Heading

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

(d) Additional Address Lines.

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

(e) Departmental Letterhead Paper

- 1) The Office of the Secretary letterhead shall be printed on recycled, 20-lb, 25% cotton bond paper with Government eagle watermark (one-star above the eagle) JCP-G45.
- 2) Standard letterhead shall be printed on 8 1/2 x 11-inch 30% (minimum) recycled, 20-lb, 25% cotton bond paper with commercial watermark JCP G40.
- 3) 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 Attachment A for examples of the above specifications.

Note: The contractor shall review all print orders, camera ready copy or films submitted 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.

The ordering agencies are located nationwide and may require extensive telephone calls to clarify orders. In addition, the GPO must be notified and faxed copies of all Print Orders received which have a duplicate or missing Print Order Number and/or ship dates, 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.

DIGITAL DELIVERABLES: Upon completion, 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 a CD/DVD-ROM. The Government will accept, Print Ready Adobe Acrobat, Portable Document Format (PDF) files.

PROOFS: See proofing requirements as indicated on the Print Order

PDF Proofs

Contractor to submit one "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.

E-Mail PDF Proof to the Agency contact noted on the Print Order

Contractor must call GPO Contract Compliance Section at (202) 512-0520, or e-mail information to compliance@gpo.gov, immediately upon sending proofs and immediately upon notification that the proofs are available for pickup at the department.

Proofs will be withheld not more than two (2) workdays from receipt in the department to when they are made available for pickup at the department.

Digital color content proofs

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. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

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 as either bond or writing or a combination of both with or without envelopes or envelopes alone.

NOTE: See Government Paper Specification Standards No. 12 for specific percentages of recovered fiber, post-consumer fiber, and recovered materials (cotton/linen fibers) required for each paper noted

Recovered Materials (Cotton/Linen), also called Fiber Content Paper, means paper that contains a minimum of 25 percent and up to 100 percent cellulose fibers derived from lint cotton, cotton linters, and cotton or linen cloth cuttings. It is also known 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 Recycled 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.

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 Recycled 25% Cotton Bond, One-Star Eagle Watermark, Basis weight 20 lbs. per 500 sheets, 17-1/2 x 22-1/2", equal to JCP Code G45, Property No. 5797

White 50% Cotton Bond, Two-Star Eagle Watermark, basis weight 20 lbs per 500 sheets, 17-1/2 x 22-1/2", equal to JCP Code G70, Property No. 6025

NOTE: Recycled 25% Cotton Bond & 50% Cotton Bond with the Eagle Watermark may be ordered from: Xpedx-Hanover, 7445 New Ridge Road, Hanover, MD 21076. POC: Ed Harrison, 410-694-8504.

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

GPO Stock

White 100% Fine Writing Cotton Bond, Four-Star Eagle Watermark, basis weight 28 lbs per 500 sheets, 34-1/2 x 44-1/2", equal to JCP Code D50, Property No. 11819.

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 order is submitted the contractor will be contacted to arrange pick up of stock (3rd party carriers are acceptable).

The contractor does not pay for the paper however the contractor is responsible for paying the freight or any other charges related to obtaining the paper.

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.

Envelopes

White Writing or Wove, O.S.G., basis weight 17 x 22", 20-24 lbs. per 500 sheets

- Must contain a minimum of 50% recovered fiber.(waste paper)
- Bursting strength: Average, not less than (20 lb/in²)
- Opacity: Average, not less than 86%.
- Writing quality: Characters written with pen and ink shall be clear cut and free from excessive feathering.
- Color, finish, and cleanliness: Envelopes shall conform to the standard sample as adopted by the Joint Committee on Printing.

Kraft 24 to 32 lbs., Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22", equal to JCP Code V10

PRINTING: Letterheads and envelopes print one side only in an exact match of Pantone 281 or black ink as indicated on print order.

Blank sheets - an occasional order may require contractor to provide blank second sheets.

Agency Note: The overprinting of any unauthorized logos or slogans, or other unauthorized matter, on stationery regardless of office or bureau location, is strictly prohibited without written approval from the Chief, Information Officer, Department of the Interior.

MARGINS: Margins will be as indicated on the print order or furnished copy. 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, emboss the seal and text.

TRIMMING: Trim all letterheads and blank second sheets four sides to 8-1/2 x 11". All letterheads (either bond or writing or combination of both) must be in exact register with each other.

ENVELOPE CONSTRUCTION: 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.

OR

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.

Window envelopes have a transparent or clear glassine covered (rectangle) window 1-1/8 x 4-1/2" to 1-1/4 x 4-3/4" positioned 3/4" from the left and 1/2" from the bottom edge.

PACKING: Wrap (kraft paper or shrink-film) 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. Envelopes are to be boxed in units of 500. There may be an occasional request for banding of envelopes. Envelopes may be kraft banded in units of 100. Pack in shipping containers.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. 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>Forms</u>	
<u>Quantity</u> <u>Ordered</u>		<u>Number of</u> <u>Sub-lots</u>
12,000 -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 to the address receiving the largest number of copies.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

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 sub-lots and select a copy from a different general area of each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

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

DISTRIBUTION: f.o.b. contractor's city.

Inside delivery to all destinations is required.

Shipments shall be made by reimbursable traceable small parcel carrier. Contractor will be reimbursed for shipping charges by submitting paid receipts with the voucher for billing. In addition charges incurred by the contractor for pick-up of GPO furnished stock via small parcel carrier will also be reimbursable upon submission of paid receipts with the voucher for billing.

Unless otherwise instructed, upon completion of each order all furnished materials and films made must be held by the contractor for future reprints. At the end of the contract period, if the current contractor is not again the successful bidder, the contractor is required to request disposition instructions for this material.

All expenses incidental to returning materials 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).

No definite schedule for the placement of orders can be predetermined. 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 reproducible on hand may be sent via facsimile transmission to the contractor and the 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.

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

- Complete production and delivery must be made within ten **(10) workdays** for individual orders up to 100,000 copies.
- Each additional 25,000 copies will add **one (1) workday** to the schedule.
- When proofs are requested an additional **two (2) workdays** will be added to schedule.

Note: If an individual print order or orders (GPO Form 2511) are 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 202-512-0310. The contractor must also notify GPO if ever a duplicate or previously used print order number is received.

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, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the 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 under this contract for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.		
(a)	10	
(b)	10	
	(1)	(2)
II.		
(a)	114	665
(b)	2	10
(c)	100	300
(d)	5	10
(e)	50	100
(f)	10	30
(g)	5	10
(h)	10	50
(i)	7	60
(j)	5	25
(k)	10	10
(l)	10	50
(m)	2	2
(n)	10	50
(o)	10	50
(p)	6	5
(q)	5	8
(r)	5	8
(s)	3	3
III.		
(a)	225	
(b)	30	
(c)	10	
(d)	300	
(e)	25	
IV.		
(a)	10	
(b)	60	
(c)	1	
V.		
(a)	450	

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) 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.

Cost of all required paper must be charged under Item II.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

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

- (a) Adobe Acrobat PDF soft proof..... per item/per proof..... \$ _____
- (a) Digital Color Content proof..... per trim/page-size unit..... \$ _____

II. PRE-PRESS, PRINTING, EMBOSsing, TRIMMING AND PACKING: Prices offered must be all inclusive and include the cost of materials and operations necessary for the pre-press, printing, and finishing listed in accordance with these specifications.

Note: The cost of all letterhead paper must be charged under Item III. PAPER

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Letterhead -		
(a) Printing in a single color (Face only)	\$ _____	\$ _____
(b) Embossing Secretary's letterhead.....	\$ _____	\$ _____

Envelopes - Prices for line items (c) – (m) must include cost of envelope.

White Writing 20 lb. JCP D10 printing in single ink color – face only

(c) 4-1/8 x 9-1/2" Envelope (No. 10)	\$ _____	\$ _____
(d) 4-1/2 x 10-3/8" Envelope (No. 11)	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(e) 3-7/8 x 8-7/8" Envelope (No. 9).....	\$ _____	\$ _____
(f) 6-1/2 x 9-1/2" Envelope (booklet).....	\$ _____	\$ _____
(g) 7-1/2 x 10-1/2" Envelope (booklet).....	\$ _____	\$ _____
(h) 10 x 13" Envelope (booklet/catalog).....	\$ _____	\$ _____
(i) 4-1/8 x 9-1/2" <u>Window</u> Envelope (No. 10).....	\$ _____	\$ _____
(j) 3-7/8 x 8-7/8" <u>Window</u> Envelope (No. 9).....	\$ _____	\$ _____

Kraft 24 to 32 lbs. JCP V10 printing in single ink color – face only

(k) 4-1/2 x 10-3/8" Kraft Envelope (No. 11).....	\$ _____	\$ _____
(l) 10 x 13" Kraft Envelope (booklet/catalog).....	\$ _____	\$ _____
(m) 6 x 9-1/2" Kraft Envelope (booklet).....	\$ _____	\$ _____
(n) 9-1/2 x 12-1/2" Kraft Envelope (catalog).....	\$ _____	\$ _____
(o) 9-1/2 x 12-5/8" Kraft Envelope (booklet).....	\$ _____	\$ _____

Pressure sensitive/ peel and stick envelopes printing in single ink color – face only

(p) 4-1/8 x 9-1/2" White Writing (No. 10).....	\$ _____	\$ _____
(q) 9-1/2 x 12-1/2" Kraft Envelope (catalog).....	\$ _____	\$ _____
(r) 9-1/2 x 12-5/8" Kraft Envelope (booklet).....	\$ _____	\$ _____
(s) 4-1/8 x 9-1/2 White Writing Window (No. 10).....	\$ _____	\$ _____

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.

Computation of the net number of leaves for Letterhead will be based on each trim-size 8-1/2 x 11" leaf.

	<u>Per 1,000 leaves</u>
(a) White Recycled 25% Rag Bond (20-lb.).....	\$ _____
(b) White Writing (20-lb.).....	\$ _____
(c) Colored Writing (20-lb.).....	\$ _____
(d) White Recycled 25% Cotton Bond, <u>One-Star Eagle Watermark</u> (20-lb.).....	\$ _____
(e) White 50% Cotton Bond, <u>Two-Star Eagle Watermark</u> (20-lb.).....	\$ _____

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

(Initials)

IV. ADDITIONAL OPERATIONS:

- (a) Kraft Banding Envelopes.....per 100 envelopes\$ _____
- (b) Shrink wrapping Letterheadper 500 sheets\$ _____
- (c) Creating embossing die.....per die\$ _____

V. PACKING: The prices offered must include as applicable the cost all necessary packing and wrapping materials, and labeling or marking in accordance with these specifications.

- (a) Packing and sealing shipping containersper container\$ _____

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)