

<b>Program:</b>	705-S									
<b>Term:</b>	Date of Award to August 31, 2016									
<b>Title:</b>	Alien File Empty Jackets (Serialized and Non-Serialized)									
			<b>CI Filing Systems</b>		<b>Duke Printing Center</b>		<b>IFS Filing Systems LLC</b>		<b>S&amp;W Manufacturing</b>	
			Totowa, NJ		Rockville, Md		Milwaukee, WI		Florence, SC	
		BASIS OF								
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>
<b>I.</b>	<b>PRINTING, BINDING, CONSTRUCTION, PACKING, AND DISTRIBUTION:</b>									
(a)	Alien File Jackets (Serialized) with Labels including the cost of the label .....per jacket.....									
(1)	<b>Make-ready and/or Setup</b> .....	2	No Charge	\$0.00	\$150.00	\$300.00	No Charge	\$0.00	No Charge	\$0.00
(2)	<b>Running Per 100 Copies</b> .....	1,000	\$178.00	\$178,000.00	\$35.00	\$35,000.00	\$178.00	\$178,000.00	209.86	\$209,860.00
(b)	Alien File Jackets(Non-Serialized).....per jacket.....									
(1)	<b>Make-ready and/or Setup</b> .....	2	No Charge	\$0.00	\$500.00	\$1,000.00	No Charge	\$0.00	No Charge	\$0.00
(2)	<b>Running Per 1000 Copies</b> .....	800	\$98.00	\$78,400.00	\$550.00	\$440,000.00	\$98.00	\$78,400.00	125.38	\$100,304.00
<b>II.</b>	<b>PAPER: Per 1,000 leaves</b>									
	Natural High-Finish Folder-Stock (250-lb.)	1,800	\$92.00	\$165,600.00	\$650.00	\$1,170,000.00	\$92.00	\$165,600.00	72.14	\$129,852.00
	<b>CONTRACTOR TOTALS</b>			\$422,000.00		\$1,646,300.00		\$422,000.00		\$440,016.00
	<b>DISCOUNT</b>		<b>4.0%</b>	\$16,880.00	<b>2.0%</b>	\$32,926.00	<b>5.0%</b>	\$21,100.00		\$0.00
	<b>DISCOUNTED TOTALS</b>			\$405,120.00		\$1,613,374.00		\$400,900.00		\$440,016.00
								<b>AWARDED</b>		

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Alien File Empty Jackets (Serialized and Non-Serialized)*

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

U.S. Department of Homeland Security (DHS)  
U.S. Citizen and Immigration Services (USCIS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending August 31, 2016 plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on September 16, 2015.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-831, Stop: PPSB, 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 Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.**

**R-1: Specifications for the fasteners have been revised.**

For information of a technical nature, call David Love at (202) 512-0310 (No collect calls.)

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived for envelopes.

**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	O.K. Prior to production samples/ O.K. Proofs/Furnished samples

**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.



In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PREAWARD TEST:** The contractor being considered for award will be required to demonstrate their ability to meet contract requirements at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish a previously printed sample that is representative of the items that are to be produced under these specifications.

The furnished test material must be picked up from and delivered to: U.S. Government Printing Office, Agency Publishing Services, DC Team 1, Stop: CSAPS, Room C-817, 27 G Street, NW, Washington, DC 20401.

The prospective contractor shall submit five (5) samples each of the serialized and non-serialized jackets.

All sample items shall be printed and constructed, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the paper required, as specified herein.

NOTE: The serialized jackets must have the labels numbered with "dummy" A Numbers and affixed in accordance with these specifications.

Preaward test samples must be submitted to the address indicated above within 10 workdays of receipt of furnished test material.

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer.

In the event the revised preaward test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the complete performance of this preaward test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. GPO, Washington, DC or USCIS, Washington, DC, immediately after award. Location to be determined after award.

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

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

**WARNING:** The contractor must be U.S. owned and operated companies. All contractor employees performing on this contract are required to be U.S. citizens or legal permanent residents of the United States. The contractor is prohibited from producing or distributing the products produced under this contract outside of the official orders (i.e., cannot produce for their own use, sale, or other uses, including marketing, promotion, or other uses).

**NOTE:** One hundred percent accountability must be maintained.

The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work, or which are generated as a result of this contract. Proper precautions shall be taken to ensure that all Government supplied materials are protected from damage. The Government furnished materials shall be returned in the same condition as originally furnished.

Proper control and handling must be maintained at all times to prevent any information, data, or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

All erroneous/extra copies, materials, waste, etc., must be destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access.

**WARRANTY:** Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of expansion file jackets (serialized and non-serialized) requiring such operations as composition, electronic prepress, printing, binding, construction, packing, and distribution.

**TITLE:** Alien File Empty Jackets (Serialized and Non-Serialized).

### **FREQUENCY OF ORDERS:**

Serialized Jackets: Approximately 2 orders per year.

Non-Serialized Jackets: Approximately 2 orders per year.

*NOTE: Separate print orders will be placed for the serialized and non-serialized jackets. Unless otherwise specified, all specifications apply to both serialized and non-serialized jackets.*

### **QUANTITY:**

Serialized Jackets: Approximately 500,000 copies per order.

Non-Serialized Jackets: Approximately 400,000 copies per order.

### **NUMBER OF PAGES:**

Jackets: Face and back (flat size).

Labels: Face only.

### **TRIM SIZES:**

Jackets: 20-1/2 x 11-3/4" overall flat size, including 1/2" tab (folded down to 10 x 11-3/4").

Labels: 3-1/2 x 2-1/2".

**GOVERNMENT TO FURNISH:** A previously printed sample of each item. Contractor is to use the furnished sample as manuscript copy. Samples will be furnished at the preaward conference (or soon thereafter) and are to be held for reuse throughout the term of the contract.

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

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

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files or furnished copy, must not print on finished product.

**EXHIBITS:** The facsimiles of samples pages shown as Exhibits A through C 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.



**COMPOSITION:** Contractor to use furnished sample as manuscript copy to create final product. Unless otherwise specified, the contractor is to set type/line matter in same size, style, and font as furnished copy. Contractor is responsible for accuracy in printing.

See Exhibits A through C.

*Jackets:*

YOB Jacket File Stamp: Contractor to typeset on front of jacket edge (along tab side of jacket), 1" from right edge of jacket, in 1/4" size letters, the following: "YOB \_\_\_\_\_".

File Jacket Stamp: Contractor to typeset text and line matter on the left inside of the file jacket, approximately 2" inches from the bottom.

On the front and back of the jacket, the contractor is to typeset the following text matter (in 14 and 18 pt.) in the same typestyle:

PROPERTY OF THE U.S. GOVERNMENT  
IF FOUND RETURN TO:  
  
DEPARTMENT OF HOMELAND SECURITY  
U.S. CITIZENSHIP AND IMMIGRATION SERVICE  
NATIONAL RECORDS CENTER  
150 SPACE CENTER LOOP  
LEE'S SUMMIT, MO 64064

On the back of jacket, in the bottom right corner, contractor must typeset the form number (M-672) and date.

*Labels:* For each number, the contractor must set one line of type consisting of prefix letter and a number, plus create a matching bar code with Human Readable Interpretation (HRI).

The prefix letter and numbers (9-digit "A Number") that print on the labels are to be in Classic Bold, 24 pt.

**PROOFS: Proofs are required on the first order for the serialized jacket only and the first order for the non-serialized jacket only.**

One Adobe Acrobat (current version) PDF soft proof of the jacket. PDF proof must show all text matter. PDF proof will be evaluated for text and image position.

For the serialized jackets, contractor must also furnish a PDF proof of the label. Both jacket and label must be numbered with "dummy" A Numbers.

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.

The contractor must not print prior to receipt of an "O.K. to Print."

**PRIOR TO PRODUCTION SAMPLES: Prior to production samples are required on the first order for the serialized jacket only and the first order for the non-serialized jacket only.**

Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 100 samples of the Alien File Jackets. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO Purchase Order, Jacket, Program, and Print Order Numbers.

NOTE: The serialized jackets must have the labels numbered with “dummy” A Numbers and affixed in accordance with these specifications.

All sample items shall be printed and constructed as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the paper required, as specified herein.

Contractor must submit samples to the HQ Records Training Evaluation and Monitoring, Washington, DC (complete address to be specified on the print order).

Contractor must submit samples in sufficient time to allow Government testing of the samples, production, and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 “Notice of Compliance with Schedules” of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor’s risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated March 2011.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

*Jackets:* Natural High-Finish Folder Stock, basis weight: 250 lbs. per 500 sheets, 24 x 36”, equal to JCP Code P20. (NOTE: Grain must run parallel to the 20-1/2” dimension to reduce curling over time.)

*Labels:* White Uncoated Label, basis weight: 55 – 60 lbs. per 500 sheets, 25 x 38”. NOTE: The use of coated or chemically treated paper is unacceptable.

**PRINTING:**

*Jackets:* Print face and back (flat) in black ink only. Printing consists of text and line matter.

*Labels:* Print face of label in black ink only. Printing consists of serial numbers (A Numbers) and bar codes. Numbers will be 9 digits long and in a series of 500,000, as specified on the print order. Prefix letter and numbers must be spaced in groups of three numbers (follow sample). (See "CONSTRUCTION.") No missing numbers.

Labels will contain an A Number on the front half of the label and the A Number and corresponding bar code on the back half of the label.

NOTE: Printing is sensitive in nature. Serialized jackets are to be treated as controlled and accountable items. See "WARNING" specified in SECTION 1.

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

**CONSTRUCTION:**

*Jackets:* Fold from a flat size of 20-1/2 x 11-3/4" (includes 1-1/4" lipped reinforcement) to 10 x 11-3/4" (including 1/2" tab). Score on fold as specified below.

Front leaf is 9-1/4 x 11-3/4" and back leaf is 10 (with 1/2" tab) x 11-3/4".

The inside back leaf (along the 11-3/4" dimension) is reinforced with a 1-1/4" fold-over across the tab portion and continuing with a 3/4" fold-over across the remainder of the 11-3/4" dimension; folding to the inside back leaf. Fold-over must be securely glued.

*Tabbing:* Back leaf to be lipped across the 11-3/4" dimension with 1/3<sup>rd</sup> cut, 1/2" tab in position 1 or 3 only, as required. Front leaf, die-cut 1/2" deep, 1/3<sup>rd</sup> cut, position 1 or 3 only corresponding to the tab on the back leaf. Round all outside corners and tabs.

*Scoring:* Score jackets in three places across the entire 11-3/4" dimension, 3/8" apart on the 9-1/4 x 11-3/4" front leaf. From the left edge of the inside front leaf, the first two scores are for expansion and the last one is for folding. The score must be of sufficient depth to provide a clean straight fold, free from wrinkles when the stock is creased on the score by hand, without the use of a tool.

*Fasteners:* Each leaf to be equipped with a permanently affixed, prong type, one piece, rust resistant metal fastener, or other fastener of similar design and equal quality and durability which meet the following requirements:

- (a) Fasteners to be positioned (prongs inside) as follows:
  - 1) Inside front leaf (C2) - center of fastener 1/2" from top edge and 4-5/8" from the fold.
  - 2) Inside back leaf (C3) - center of fasteners 1/2" from top edge and 4-5/8" from the fold.
- (b) *Quality of Metal:* Fasteners to be made of corrosion-resistant, plated, bright finish metal or baked enamel finished metal 0.013" plus/minus 0.001" thickness, Rockwell Hardness F-79 to F-89 and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexures without fracture.

*Bend Test:* With the fastener in the normal flat position, bend the prongs to a vertical position, insert one sheet of punched paper on the prongs and bend the prongs back to the flat position. Continue this cycle of bends a minimum of 20 times, taking not less than 1 minute to complete the 20 cycles.

- (c) *Prongs:* Width 7/32". Length 2" to 2-1/4". Spaced 2-3/4" center to center.

The fasteners shall be produced with properly maintained dies to insure that the finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. The fasteners shall be free from oil or grease. If fasteners are inserted through the folder leaves, each leaf is to be die-cut and embossed so that the back of the fasteners will be flush on the outside of the folder with a minimum of thickness and so as not to snag other folders while being removed from or inserted in files. The method of securing the fasteners to the leaf must be equal to the eight-crimped-over-ends style.

The warehouse where these folders are stored is not climate controlled. The temperatures can range from 40 to 120 degrees Fahrenheit. The folders must remain intact and functional through this range of temperatures.

**Labels:** Trim four sides. Round corners.

Label will contain an A Number on front half of the label, and the A-Number and the corresponding bar code on the back half of the label.

Back of labels are to be coated with a permanent type, pressure-sensitive adhesive and shall be firmly affixed with no torn or peeling edges.

Each label must wrap around the tab portion as follows:

- All odd numbered labels are to be on the position 1 tab (left tab).
- All even numbered labels are to be on the position 3 tab (right tab).
- Label is to be centered left to right on the tab portion.
- Numbers and barcodes are to be positioned within 10 degrees of horizontal, parallel to the 11-3/4" dimension of the jacket.
- The outer edge of the tab must be smooth.
- No more than one mismatched or missing barcode error in 200 jackets.
- The labels must adhere to the file jackets for a period of not less than 75 years, with considerable handling for short periods of time.
- The technology used must create a label which will not further develop an image upon exposure to normal office environment.

**NOTE:** Ninety-five percent of all labels shall adhere to these requirements. The bar coded A Number shall match the A Number on the front side of the folder to which it is applied with 99.5 percent accuracy; that is, no more than one mismatched or missing bar code error in 200 jackets is acceptable.

**Bar Coding:** The same 9-digit A Number that appears on the front side of the jacket is to be bar coded (without intervening spaces) on the label stock, using standard 3 of 9 (code 39) bar code system, for noncontact reading, in accordance with Mil. Std. 1189. The printed bar code must be of high print quality and excellent scan ability such as that obtainable from formed font impact or laser technology/bar code printers. Bar code is to be read by a light pen, ruby wand, or laser reader capable of reading high density (9.4 characters per inch), Code 39 standard bar codes. Each jacket should have its unique "A" number printed in bar code 39 symbology. Labels must also contain numbers in human-readable interpretation printed below the bar code. The bar code number must match the actual A Number. Random inspection of matching bar code numbers may be conducted during an on-site inspection. Printed bar codes shall be high-contrast and have no broken bars, gaps, or blank spots. Printed bar codes must continue to be readable into a light pen, ruby wand, or laser reader after the bar code label surface has been rubbed by a light pen, ruby wand, or laser reader one dozen times over a short period of time. Prior to shipping, the contractor must electronically read or scan each jacket bar code to verify the readability of the codes.

**NOTE:** The bar coding produced under these specifications must be guaranteed to be readable when processed through/on optical scanning equipment.

**PACKING:** Pack in quantities of 250 jackets in numerical order, with the low number on top. Contractor to include a packing list on the top of jackets.

Internal dimensions of shipping containers must not exceed the width or length of the jacket by more than 3/8". Jackets are to be packed suitable so as not to damage the tabs.

All shipments must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the shipping process.

Shipping containers must be suitable for re-shipping no less than three (3) times.

Skids/pallets are required. Shipping containers to be packed in numerical sequence on skids/pallets with low number on top.

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

Label outside of shipping containers, using bar code label with numbers in human-readable interpretation, to indicate beginning and ending "A" Numbers in each shipping container. Each applied bar code label on shipping containers shall be electronically read or scanned prior to release. Contractor must ensure that the entire contents of a container are consistent with the numbers shown on outside of container. (Shipping container bar code labels should be larger than the label size required for the jacket.)

**BAR CODE LABELING AND SPECIAL MARKING OF SHIPPING LABEL:** The shipping label file provided has bar codes embedded for those fields where a barcode is warranted. When completing the label, the contractor must adhere to the following:

1. Have at least Adobe Reader 7
2. The keyboard CAPS must be locked
3. The date must be typed as MM/DD/YYYY

**PACKING/LABELING/MARKING INSPECTION:** The contractor is responsible for ensuring that all packing, labeling, and marking are in accordance with these specifications. However, packing, labeling, and marking may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the term of the contract. Upon approval, contractor is charged with maintaining those standards throughout the term of the contract.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Forms Center West, 5160 Richton Street, Suite G, Montclair, CA 91763.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Publisher Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

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

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship f.o.b. destination to: Forms Center West, 5160 Richton Street, Suite G, Montclair, CA 91763.

All shipments must be delivered by traceable means.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 705-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product.

Within 24 hours of shipping, the contractor must be able to fax all tracking/shipping documents to: USCIS, RTEM, c/o Biaffra Broussard at (202) 587-9849.

Upon completion of the contract, contractor must return all furnished materials to: USCIS, Attn: Dick Lee, 633 3<sup>rd</sup> Street, NW, Suite 200, Washington, DC 20529.

All expenses incidental to returning materials and submitting proofs and prior to production samples, 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).

Print order will be emailed to the contractor.

First order and furnished material to be furnished at the postaward conference (or shortly thereafter) and held for reuse throughout the term of the contract.

Contractor to email PDF soft proofs to the address specified on the print order.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Contractor must complete production and distribution within 60 workdays of receipt of print order.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.

- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until notified of corrections, changes, and/or “O.K. to Print” (via email). (NOTE: The first workday after receipt of proofs at the ordering agency is day one of the hold time.)
- Upon receipt of “O.K. to print” on proofs, prior to production samples must be submitted in sufficient time to allow Government testing of the samples and production and delivery/shipment in accordance with the contract schedule.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.
- All proof, prior to production sample, and transit time is included in the 60-workday schedule.

The contractor must notify the U.S. GPO of the date and time the packing/labeling/marketing inspection can be performed. In order for proper arrangements to be made, notification must be given at least seven (7) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

NOTE: Contractor must notify the agency at the same time as notifying GPO. Contact Biaffra Broussard on (202) 587-9819.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, 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](mailto: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 (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

	(1)	(2)
I. (a)	2	1,000
(b)	2	800
II.	1,800	



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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

All invoices submitted to the GPO shall be based on the most economical method of production.

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

**I. PRINTING, BINDING, CONSTRUCTION, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary (including proofs and prior to production samples) for the composition, printing, binding, construction, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Alien File Jackets (Serialized) with Labels, including the cost of the label.....per jacket.....	\$ _____	\$ _____
(b) Alien File Jackets (Non-Serialized).....per jacket.....	\$ _____	\$ _____

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

Computation of the net number of leaves will be based on the following:

Jacket – Each jacket.

Natural High-Finish Folder Stock (250-lb.).....per 1,000 leaves .....\$ \_\_\_\_\_

\_\_\_\_\_  
Initials

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

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

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

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

EXHIBIT A  
SAMPLE OF SERIALIZED JACKET - FRONT

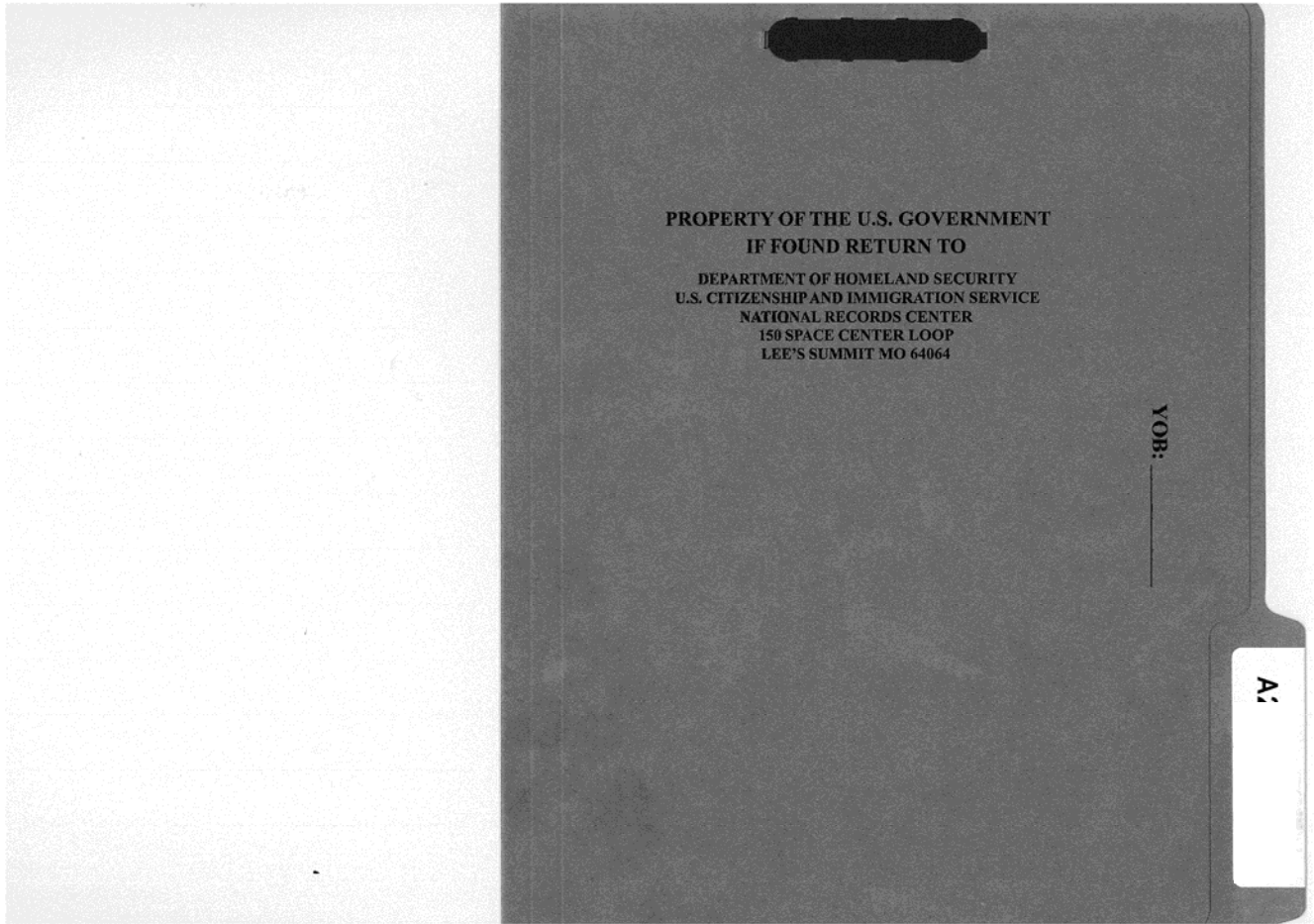


EXHIBIT B  
SAMPLE OF JACKET – INSIDE FRONT

<b>NF</b>	<b>FCO</b>	<b>Date</b>	<b>Initials</b>
		<b>Date</b>	<b>Initials</b>
<b>Verf</b>			
<b>CONS A#</b>	<b>FCO</b>	<b>Date</b>	<b>Initials</b>

EXHIBIT C  
SAMPLE OF SERIALIZED JACKET - BACK

IF FOUND RETURN TO  
USCIS NATIONAL RECORDS CENTER  
150 SPACE CENTER LOOP  
LEE'S SUMMIT MO 64064