

Program:	705-S R-1							
Term:	Date of Award to June 30, 2024							
Title:	Serialized and Non-Serialized Alien File Jackets							
			BLUFF SPRINGS PAPER					
			dba BSP FILING		S & W MANUFACTURING		CURRENT CONTRACTOR	
		BASIS OF	KOSCIUSKO, MS		FLORENCE, SC		S & W MANUFACTURING	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PREPRESS:							
(a)	PDF "Soft" Proofs.....per file.....	6	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00
(b)	Prior to Production Samples.....per jacket.....	120	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00
II.	PRINTING, BINDING, CONSTRUCTION, PACKING, AND DISTRIBUTION:							
(a)	Serialized Alien File Jackets with labels - including the cost of the label.....per jacket.....							
(1)	Makeready and/or Setup	4	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00
(2)	Running Per 1,000 Copies	2,016	\$640.00	\$1,290,240.00	\$260.00	\$524,160.00	\$197.55	\$398,260.80
(b)	Non-Serialized Alien File Jackets.....per jacket.....							
(1)	Makeready and/or Setup	2	No Charge	\$0.00	No Charge	\$0.00	No Charge	\$0.00
(2)	Running Per 1,000 Copies	1,008	\$490.00	\$493,920.00	\$137.00	\$138,096.00	\$114.55	\$115,466.40
III.	PAPER:							
(a)	Natural High-Finish Folder Stock (250-lb).....per 1,000 leaves.....	3,024	\$490.00	\$1,481,760.00	\$150.00	\$453,600.00	\$107.10	\$323,870.40
	CONTRACTOR TOTALS			\$3,265,920.00		\$1,115,856.00		\$837,597.60
	DISCOUNT		1.00%	\$32,659.20	1.00%	\$11,158.56	1.00%	\$8,375.98
	DISCOUNTED TOTALS			\$3,233,260.80		\$1,104,697.44		\$829,221.62
						AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Serialized and Non-Serialized Alien File Jackets

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

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 **June 30, 2024** 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 opened at 11:00 a.m., prevailing Washington, DC Time, on **June 27, 2023** at the Government Publishing Office, Washington, DC.

BID SUBMISSION: Bidders must submit email bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award. This will not be a public bid opening.*

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, call **David Love** at (202) 512-0104 or email dlove@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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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 III

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

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production of labels.

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 extensions added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** through **June 30, 2024**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **March 31, 2023**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **June 2023** will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month is being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{_____} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.

7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item II. "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

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 prime contractor/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors' facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

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 pre-award test results and the previously printed sample must be delivered to: U.S. Government Publishing Office, Quality Control for Published Products, 732 North Capitol Street NW, Stop: CSPC, Room C613, Washington, DC 20401.

Samples should be clearly marked as: "Pre-Award Test Samples for Program 705-S"

When the package is shipped a tracking number for the delivery should be emailed to: dlove@gpo.gov and QCPP@gpo.gov.

The prospective contractor shall submit five samples for both the Serialized and Non-Serialized Alien File Jackets.

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.

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

Approval/Disapproval of Preaward Test: Approval will be based upon the contractor fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications, or failure to complete delivery within the time specified may result in declaring the contractor non-responsible.

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 pre-award 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.

If the low bidder is declared non-responsible, then the second low bidder will then be tested, and at the option of the Government, this process will continue until a successful bidder is found.

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

No charges will be allowed for costs incurred by the Contractor for materials required or services necessary in the performance of this pre-award 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 either GPO, Washington, DC or USCIS, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **June 30, 2024**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.

4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

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

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

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

On large orders where production requires multiple truckloads and deliveries over more than a single month, the Contractor will be allowed to invoice for partial payments at the end of each month while the order is in production.

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

SECTION 2. - SPECIFICATIONS

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

TITLE: Serialized and Non-Serialized Alien File Jackets

FREQUENCY OF ORDERS:

Serialized Jackets – Approximately 2-4 orders per year.

Non-Serialized Jackets – Approximately 1-3 orders per year.

QUANTITY: Orders are divided equally between tab position 1 and tab position 3

Serialized Jackets – Approximately 500,000 up to 1,000,000 copies per order.

Non-Serialized Jackets – Approximately 500,000 up to 1,000,000 copies per order.

NUMBER OF PAGES:

Jackets – Face and back (flat size).

Labels – Face only.

TRIM SIZES:

Jackets – Flat size: 20-1/2 x 11-3/4”

Finished size: 10 x 11-3/4”

Labels – 3 x 2” for serialized jackets only

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

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 and B 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 & B.

Jackets –

Outside front leaf (C1) – YOB Jacket File Stamp – Contractor to typeset on the front center edge along the tab side of the jacket, 1” from the top side of the jacket, in 1/2” size letters, the following:

“YOB _____”.

Outside front leaf (C1) – The contractor is to typeset the following text matter (in 18 pt. and 14 pt.) in the same typestyle:

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

Inside front leaf (C2) – *File Jacket Stamp* – Contractor to typeset text and line matter on the left inside of the file jacket, approximately 2” inches from the bottom. Approximate area required is: 3 x 4-1/4”

Inside back leaf (C3) – No Printing required

Outside back leaf (C4) – The contractor is to typeset the following text matter (in 18 pt. and 14 pt.) in the same typestyle:

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

Outside back leaf (C4) – A-File Jackets shall be typeset on the back Bottom right side as follows:

Serialized –

The form number M-672 (09/02/08) for left (Position 1) tabbed jackets

The form number M-672 (09/02/08) for right (Position 2) tabbed jackets

Non-Serialized –

The form number M-672B1 (02/01/12) for left (Position 1) tabbed jackets

The form number M-672B3 (02/01/12) for right (Position 2) tabbed jackets

PROOFS: *As required on the Print Order*

One Adobe Acrobat (current version) PDF soft proof of the jacket. PDF proof must show all text matter. PDF soft 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: *As required on the Print Order*

The sample requirement for this contract is not less than 10 samples each for the Serialized and Non-serialized Alien File Jackets. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

NOTE: The serialized Jackets must have Contractor created labels numbered with “dummy” A-Numbers and barcodes which must be affixed to the tabs of each sample jacket in accordance with these specifications.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. If machine processing of the final product is indicated in the specification, the samples will be tested and must function satisfactorily on the equipment indicated.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples plus the furnished government material to:

Homeland Security - USCIS - Records Division, 5900 Capital Gateway Drive, Camp Springs MD 20746.
Attn: Marlene Baker-Dunn, 202-253-8210 [email: marlene.b.edwards@uscis.dhs.gov and Datisha L. Evans
202-924-0028 [email: datisha.l.evans@uscis.dhs.gov]

The container and accompanying documentation shall be marked “PRIOR TO PRODUCTION SAMPLES” and shall include the GPO jacket number, purchase order number, program number, and print order number. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule. See: “SCHEDULE”, Prior to Production Samples.

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. Alternatively, the Government may elect to perform additional on-site inspections.

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 Contract Clause 12, “Notice of Compliance With Schedules,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

The contractor shall not print/manufacture the final product prior to approval by the Government. 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. Manufacturer will correct errors that are the fault of the manufacturer at no additional cost to the Government.

All samples shall be manufactured at the facilities 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. 13” dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.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. Digital printing is not allowed for the printing of the jackets.

Labels – Print face of label in black ink only. Printing consists of serial numbers (A-Numbers) and bar codes.

Ink jetting of A-numbers and barcodes directly onto the jacket’s tab is not acceptable. The Contractor is allowed to inkjet A-numbers and barcodes on to the labels. For digital printing Quality Level 3 standards must be maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

NOTE: Printing is sensitive in nature. Serialized and Non-Serialized A-File Jackets are to be treated as controlled and accountable items. See: “WARNING”.

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

CONSTRUCTION:

JACKETS

The warehouse where all A-File Jackets are stored is not climate controlled. The temperatures can range from 40 to 120 degrees Fahrenheit. The jackets must remain intact and functional through this range of temperatures.

Flat size: 20-1/2 (including 1/2” tab and 1-1/4” lipped reinforcement) x 11-3/4”

Front leaf: Finished size – 9-1/4” x 11-3/4”

Back leaf: Finished size – 10 (including 1/2” tab) x 11-3/4”

The face of the back leaf (across the 11-3/4” dimension) is reinforced with a 1-1/4" fold-over (1/2” across tab and 3/4” fold-over across the rest of the face) 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 1/3rd cut, 1/2” tab in position 1 or 3 only, as required. Front leaf, die-cut 1/2” deep, 1/3rd cut, position 1 or 3 only corresponding to the tab on the back leaf.

Round corners on tabs and all outside corners.

Scoring – Score A-File 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) *Position* – 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 or bind edge.
- 2) Inside back leaf (C3) - center of fasteners 1/2" from top edge and 4-5/8" from the fold or bind edge.

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

(c) *Quality of Metal* – Fasteners to be made of corrosion-resistant, plated, bright finish metal or baked enamel finished metal 0.013" thickness (plus/minus 0.001"), 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.

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 jacket 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 jacket with a minimum of thickness and so as not to snag other jackets 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 all corners. 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.

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. The number on the front must match the number on the back. Label information on each side of the tab should be right-reading from that side. No missing numbers.

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
- Label is to be placed on the Tab within 10 degrees of parallel to the 11-3/4" dimension. Label is to be folded so that the A-Numbers on the front are positioned within 1/2" of the top edge of the front side of the jacket's tab. Additionally, the barcodes and A-Numbers on the back are to be positioned within 1/2" of the top edge of the back side of the jacket's tab.
- The outer edge of the tab must be smooth.
- The labels must adhere to the A-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-nine point 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 jackets to which it is applied with 99.5% 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 (The letter "A" prefix and the eight (8) numeric digits) 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.

NOTE: Random inspection of matching bar code numbers will 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 Open, ruby wand, or laser reader one dozen times over a short period of time. Prior to shipping, Contractor must electronically read or scan each A-File Jacket bar code to verify 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: The Contractor must notify the Government Publishing Office of the date and time packing for shipment will commence. Notification must be given at least seven (7) workdays in advance, so that Government inspection of the packing process can be scheduled. See: "PACKING/LABELING/MARKING INSPECTION".

Internal dimensions of shipping containers must not exceed the width or length of the jacket by more than 3/8". Pack carefully to ensure that the tabs are not damaged in transit.

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.

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

Shipping containers must be suitable for re-shipping no less than three (3) times. Shipping containers are not to exceed 70 lbs. Pack 250 jackets per shipping container (for both Serialized & Non-Serialized A-File Jackets) in numerical order (Serialized A-File Jackets), with the low number on top, and include a packing list on the very top.

All Shipments to the Western Forms Center must meet the following requirement:

1. Must be shipped on 48 x 40", 4 way pallets. No double stacking of pallets.
2. Pallets should contain 36 cartons (carton size 10W x 12L x 17H) for 9,000 files per pallet. Cartons must be tacked so that total height of the pallet (including the pallet itself) does not exceed 54".
3. Every shipment must include a visible packing slip

LABELING AND MARKING (Package and/or Container Label): Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at www.gpo.gov, 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 box are consistent with the numbers shown on the outside of the container. (Shipping container bar code labels shall be larger than the label size required for the A-File Jackets)

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. The Government may conduct an inspection without prior notification to Contractor.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on www.GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from www.GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest consignment.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on www.GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

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

DISTRIBUTION: All shipments must be delivered by traceable means.

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

Within 24 hours of shipping, the contractor must e-mail all tracking/shipping documents to:

USCIS, IRIS, PCT – Compliance [E-mail to: hqpcb-em@uscis.dhs.gov]

Followed by E-mails to:

Evgeni Y (Ev) Dobrev, [E-mail to: evgeni.dobrev@uscis.dhs.gov]

WFC Customer Service [E-mail to: wfccustomerservice@uscis.dhs.gov]

USCIS-Printing [E-mail to: USCIS-Printing@uscis.dhs.gov]

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.

Upon completion of the contract, contractor must return all furnished materials to:
Homeland Security - USCIS - Records Division, 5900 Capital Gateway Drive, Camp Springs MD 20746.
Attn: Marlene Baker-Dunn, 202-253-8210 [email: marlene.b.edwards@uscis.dhs.gov and Datisha L. Evans
202-924-0028 [email: datisha.l.evans@uscis.dhs.gov]

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

Shipping schedule must be sent to Matthew Gaines, DHS/USCIS/PMB Printing Services Program Manager, for Approval within two work days after receipt of the Print Order.

E-mail addresses: USCIS-Printing@uscis.dhs.gov

Phone Numbers; (606) 545-5243, or (606) 465-9256

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. No definite schedule for pickup of material can be predetermined.

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

The following schedule begins the workday after notification of the availability of print order and furnished material:

Contractor must complete production and distribution within 60 workdays of receipt of print order. The workday after notification will be the first workday of the schedule

- Contractor to email PDF “soft” proofs to the address specified on the 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). 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 PDF “Soft” proofs, Prior to Production Samples must be submitted in sufficient time to allow Government testing of the samples, live production, and delivery/shipment in accordance with the contract schedule.
- The Government will approve, conditionally approve, or disapprove the Prior to Production Samples within three (3) workdays of the receipt thereof.

NOTE: 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.

All required PDF “soft” proofs, Prior to Production Samples, and transit time is included in the 60-workday schedule.

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.

Packing/Labeling/Marking Inspection

The contractor must notify the U. S. Government Publishing Office 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. Contractor must notify the agency at the same time as notifying GPO. Notification shall be provided to Evgeni Dobrev at evgeni.dobrev@uscis.dhs.gov, as well as USCIS, IRIS, PCT – Compliance at hqpcb-em@uscis.dhs.gov.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov or via telephone at (202) 512-0520. Personnel receiving the email or call 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.”

- | | | | |
|------|-----|-------|-------|
| I. | (a) | 6 | |
| | (b) | 120 | |
| | | (1) | (2) |
| II. | (a) | 4 | 2,016 |
| | (b) | 2 | 1,008 |
| III. | (a) | 3,024 | |

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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), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all paper must be charged under Item II. "PAPER."

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

I. PREPRESS

(a) PDF "Soft" Proofs per file.....\$ _____

(b) Prior to Production Samples per jacket.....\$ _____

II. PRINTING, BINDING, CONSTRUCTION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary for the composition, printing, binding, construction (including Reinforcement strip for expansion), 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) Serialized Alien File Jackets with labels – including the cost of the label per jacket.....\$ _____	\$ _____	\$ _____
(b) Non-Serialized Alien File Jackets per jacket.....\$ _____	\$ _____	\$ _____

(Initials)

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 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.

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

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

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

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

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

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

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

A208 000 001

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

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

YOB: _____

M-672 (9/2/08)


A208 000 001

NF	FCO	Date	Initials
Verf		Date	Initials
CONSA#	FCO	Date	Initials

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

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

YOB: _____


A208 000 002

M-672 (9/2/08)

NF	FCO	Date	Initials
		Date	Initials
Verf		Date	Initials
CONS A#	FCO	Date	Initials

A208 000 002