



U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Billing Statements and Notices***

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

U.S. Department of Justice (DOJ)  
United States Trustees Program

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning April 1, 2026 and ending March 31, 2027, 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 opened virtually at 11:00 a.m., Eastern Time (ET), on February 9, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@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 the bid opening date and time specified above will not be considered for award.***

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

For information of a technical nature, contact Lucy Belden at [lbelden@gpo.gov](mailto:lbelden@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>.

**SUBCONTRACTING:** Subcontracting is allowed for the printing and binding of the inserts and for the manufacturing and printing of the mail-out envelopes only. The contractor is responsible for enforcing all contract requirements outsourced to a subcontractor.

**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:

Attribute

Specified Standard

P-7. Type Quality and Uniformity

Average type dimension

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

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

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from April 1, 2026 to March 31, 2027, 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 December 31, 2025, 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.

**SECURITY OF DATA:** The contractor shall not release or sell to any person any technical or other data received from the Government under this contract; nor shall the contractor use the data for any purpose other than that for which it was provided to the contractor under the terms of the contract.

Contractor is cautioned that no Government provided information shall be used for non-Government business. Specifically, no Government information shall be used for the benefit of a third party.

**DATA RIGHTS:** All data and materials furnished and produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/materials in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

Information contained in all source documents and other media provided by the Government is the sole property of the Government.

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

Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed. (See "PREAWARD PRODUCTION PLANS, *Security Control Plan* and *Disposal of Waste Materials Plan*" for additional information.)

**SECURITY REQUIREMENTS: Protection of Confidential Information:**

- (a) The contractor shall restrict access to all confidential information obtained from the ordering agency in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the postaward conference between the Contracting Officer and the responsible contractor representative.

- (b) The contractor shall process all confidential information obtained from the ordering agency in the performance of this contract under the immediate supervision and control of authorized personnel and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from the ordering agency in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1), which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the Government.
- (e) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act.
- (f) All confidential information obtained from the ordering agency for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) All such information shall be handled as confidential and may not be disclosed without the written permission of the ordering agency and/or the Contracting Officer.
- (h) The Government reserves the right to conduct on-site visits to review the contractor's documentation and inhouse procedures for protection of confidential information.
- (i) If a subcontractor is used for the sorting and/or mailing, the subcontractor must conform to all security requirements of the contract.

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

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

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

Additionally, the preaward survey will include a review of all subcontractors (as applicable) involved, along with their specific functions, and the contractor's security control and disposal of waste material plans as required by this specification.

**PREAWARD PRODUCTION PLANS:** As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the below activities. If the Government requests additional information after review of the production plans, the contractor must submit updated plans within two (2) workdays of request.

The Preaward Production Plans must be formatted so that each plan, as specified below, is its own section, and all information required for that plan is specified in that section. The plans must be furnished as one document with each plan separately identified.

*Option Years:* For each option year that may be exercised, the contractor will be required to review their plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval and must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.

NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

**These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.**

**Security Control Plan:** The contractor shall maintain, in operation, an effective security system where items by these specifications are produced and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

The Government retains the right to conduct security reviews at any time during the term of the contract.

The security control plans must address in detail, at a minimum, the following –

- How all accountable materials will be handled throughout all phases of production.
- How the disposal of waste materials will be handled. (See “*Disposal of Waste Materials Plan.*”)
- If applicable, list of subcontractor(s) and their specific function.
- How all applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor and/or subcontractor(s), as applicable.

**Disposal of Waste Materials Plan:** The contractor is required to demonstrate how all waste materials used in the production of sensitive records will be definitively destroyed (e.g., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed 1/4”. All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor’s printing site. The contractor must specify the method planned to dispose of the material.

Subcontracting is not allowed.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications by completing a preaward test at the requisite quality level. 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 one (1) electronic file consisting of 10 PDF files that are representative of the materials to be furnished under these specifications (see "GOVERNMENT TO FURNISH" for additional information).

Each PDF file contains one (1) statements/notice. Five (5) of the furnished PDF files will contain static information only and five (5) will contain both static and dummy variable data. For the five that contain static information only, the statements/notices will be printed without any variable data.

Test file will be furnished via Government-hosted SFTP or email.

The prospective contractor must produce the 10 statements/notices and the required mail-out envelopes in accordance with these specifications. (NOTE: For the purpose of this preaward test, the envelopes can be blank but must contain the two (2) die-cut windows.)

Statements/notices and envelopes are to be printed on the applicable paper as specified under "STOCK/PAPER."

Each test statement/notice is to be folded and inserted into a mail-out envelope as required by these specifications. Do not seal envelopes.

Test samples will be inspected and tested for accuracy and conformance of materials to the furnished specifications and must comply with the specifications stated herein.

Test samples are to be delivered f.o.b. destination to: U.S. Department of Justice, Executive Office of the U.S. Trustees, Room 6Y09, 441 G Street, NW, Washington, DC 20226.

Prospective contractor must notify GPO (lbelden@gpo.gov) the same workday as delivery of the test samples to the ordering agency.

The prospective contractor must submit the test samples within three (3) workdays of receipt of furnished test materials.

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

In the event the revised test samples are disapproved by the Government, the prospective 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 the completed test within the stated time period may disqualify the prospective contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities and on the equipment 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. Government Publishing Office, Washington, DC, immediately after award. The postaward conference will be held via teleconference.

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

**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 April 1, 2026 through March 31, 2027, 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 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.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

**PRIVACY ACT**

- (a) The contractor agrees:
- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
  - (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
  - (2) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
  - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
  - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**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:** Within the first five (5) workdays of each month, the contractor is to submit one monthly invoice for all print orders issued the previous month.

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

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

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

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

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of mailers consisting of a statement or notice and mail-out envelope requiring such operations as electronic prepress, printing, binding, construction, gathering and inserting, and distribution.

**TITLE:** Billing Statements and Notices.

*NOTE: For the purpose of this contract, billing statements and notices will be referred to as letters throughout the remainder of these specifications.*

### **FREQUENCY OF ORDERS:**

Letters: Approximately 1 to 5 orders per month.

Inserts: Approximately 1 or 5 orders per year.

*NOTE:* It is anticipated that there will be two (2) different inserts. Mailers may have one or two inserts in the same mailer. There may be contract years (if exercised) when no inserts are required. When ordered, the insert will be ordered on the same print order as the letters.

**QUANTITY:** Approximately 3,000 to 20,000 letters per order.

The Government reserves the right to increase or decrease by up to 25% the total number of letters ordered annually.

### **NUMBER OF PAGES:**

Letters: Approximately 1 to 6 printed pages (1 to 3 leaves) per letter.

Inserts: Face only (1 leaf per insert).

Mail-out Envelopes: Face only (after manufacturing).

### **TRIM SIZES:**

Letters: 8-1/2 x 11".

Inserts: 8-1/2 x 11".

Mail-out Envelopes: No. 10 (4-1/8 x 9-1/2", plus flap).

### **GOVERNMENT TO FURNISH:**

*Letters:* An encrypted file containing multiple Adobe Acrobat (current or near current version) PDF files furnished via Government-hosted SFTP. Each PDF file will consist of both the static information and the variable data for each recipient.

*Inserts:* An electronic file consisting of a MS Word file (current or near current version) via email or Government-hosted SFTP.

*Mail-out Envelopes:* Previously printed sample to be used as copy will be furnished once at the beginning of the contract and held for reuse throughout the term of the contract.

“Postage and Fees Paid” mailing indicia.

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.

The contractor must be able to download files electronically from a Government-hosted SFTP server. Appropriate log-on instructions and protocol will be provided by the Government at time of award.

Within one (1) workday of receipt of each print order and the furnished electronic files, contractor must notify the ordering agency with confirmation of receipt of the electronic files and with the quantity of files received.

**MEETINGS:** The ordering agency may require ad hoc meetings with the contractor throughout the term of the contract to discuss current work in progress. The ordering agency will notify the contractor when a meeting is needed.

All meetings will be conducted via telephone.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to ordering agency contact as specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All text paper used in each copy must be of a uniform shade.

*Letters:* White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

*Inserts:* Yellow Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code D10.

*Mail-out Envelopes:* White Writing Envelope, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V20.

## **PRINTING:**

NOTE: The Government reserves the right to make changes to the envelope at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the contractor to allow for the change. The contractor is not to preprint or maintain more than a 60-calendar day inventory of the envelope required on this contract. The Government will not be required to purchase from the contractor the inventory of any stocked envelopes remaining on hand in excess of what was authorized when an envelope format/text change is implemented. However, if a revision occurs which requires destruction of outdated envelope stock, all costs incurred are to be in accordance with the “SCHEDULE OF PRICES,” as applicable. No additional charge may be incurred.

*Letters:* Print leaves face only or face and back, head-to-head, in black ink and two (2) additional ink colors (red and blue). Printing consists of text and line matter and agency seal/logo. Variable image in black. Variable imaging consists of text and line matter to include, but not limited to, name and address, date, account number, and financial amount. (See Exhibit A.)

*Inserts:* Print face only in black ink only. Printing consists of text and line matter only.

*Mail-out Envelopes:* Print face only (after manufacturing) in black ink only. Printing consists of text and line matter consisting of one line of text and the mailing indicia. (See Exhibit B.)

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

**MARGINS:** Margins will be as indicated on the print order, furnished electronic media, or furnished sample.

**BINDING (Letters and Inserts):**

*Letters:* Trim each leaf four sides.

*Inserts:* Trim four sides.

**CONSTRUCTION (Mail-out Envelopes):** See “NOTE” under “PRINTING.”

Envelope must be open side, with gummed, fold-over flap for sealing and contain high-cut diagonal or side seams, at contractor’s option. Flap is at the contractor’s option but must meet all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, permit easy opening by the recipient, and not permit resealing of the envelope.

Face of envelope to contain two (2) die-cut windows (one for the return address; one for the mailing address) with slightly rounded corners. Size and location of windows are at the discretion of the contractor; however, the contractor must ensure that only the return address and the mailing address are visible through the applicable windows. No other text on the letter can be visible through either window.

Both windows are to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standards/requirements.

**GATHERING AND INSERTING:** Gather leaves of each letter in proper sequence. Leaves are to be nested together with all faces forward. Letter-fold all leaves with two (2) parallel, wraparound folds, return/ mailing addresses out, and insert into mail-out envelope with return address and mailing address on first page facing out for visibility through the applicable windows in the envelope.

When required, letter-fold the insert(s) with two (2) parallel, wraparound folds, title out, and insert into the mail-out envelope behind the letter. If a mailer requires more than one insert - as specified on the print order, the inserts are to be folded together for insertion into the envelope or each insert is to be folded and inserted separately into the envelope.

It is the contractor’s responsibility to ensure that only the return address and recipient’s name/ mailing address on the letter will be visible through the applicable windows in the envelope and that only one letter and one copy of each required insert are inserted into each envelope.

Seal envelopes.

**DISTRIBUTION:** Mail f.o.b. contractor’s city to domestic destinations (nationwide, including Alaska, Hawaii, APO/FPO, and American Territories). (The contractor is responsible for all costs incurred in transporting the mailers to the U.S. Postal Service facility.)

Complete quantities and addresses will be furnished with the print orders.

All mailing shall be made at the First-Class rate.

The contractor is cautioned that the “Postage and Fees Paid” indicia may be used only for the purpose of mailing material produced under this contract. However, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with their billing invoice.

Contractor is responsible for sorting/processing the letter mailers in order to receive the maximum postal discounts allowable in accordance with the USPS mailing regulations in effect at time of mailing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail,” as applicable.

***Certificate of Conformance:*** When using Permit Imprint Mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement(s) supplied by the USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

***Monthly Billing:*** On the same day as submitting the monthly invoice to GPO for payment (see “PAYMENT” specified herein), contractor must email a copy of their billing invoice and a copy of all postal receipts to the ordering agency (agency contact information to be provided after award).

Upon completion of the contract, the furnished sample envelope is to be recycled or destroyed.

All expenses incidental to receiving or picking up furnished materials (as applicable) 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 and furnished materials for the letters and inserts will be furnished via Government-hosted SFTP site or via email as specified under “GOVERNMENT TO FURNISH. Sample for the mail-out envelope is to be picked up from: U.S. Department of Justice, Executive Office of the U.S. Trustees, Room 6Y09, 441 G Street, NW, Washington, DC 20226.

No definite schedule for placement of orders can be predetermined.

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

Contractor must complete production and distribution within seven (7) workdays of receipt of notification of availability of print order and furnished material.

The ship/deliver date indicated on the print order is the date products ordered for mailing f.o.b. contractor’s city must be delivered to the post office.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto: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 transfer any inquiries.

**REPORTING:** On same day as mailing for each print order, the contractor shall provide a production report. At a minimum, the report is to include, but is not limited to, the following:

- Print order number
- Date of report
- Number of PDF files received
- Number of letters mailed
- Date letters were mailed
- List of letters not mailed.
- Reason for not mailing

Contractor must provide these reports as a Microsoft Excel file. Reports are to be provided via email to the ordering agency personnel as specified after award.

### **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) 36
- (b) 1,080
- (c) 20
- (d) 360

- II. 360

**THIS PAGE IS INTENTIONALLY BLANK.**

**SECTION 4. - SCHEDULE OF PRICES**

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

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

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

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

**I. PRINTING, BINDING, AND CONSTRUCTION:** Prices offered shall include the cost of all required materials and operations (including paper and reports) for the printing, binding, and construction of the products listed in accordance with these specifications.

(a) \*Makeready/setup charge..... per print order.....\$ \_\_\_\_\_

\*Contractor will be allowed only one (1) makeready/setup charge per print order. This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor’s equipment for all files transmitted for each order. Invoices submitted with more than one (1) makeready/setup charge per print order will be disallowed.

(b) *Letters:*  
Printing in three ink colors,  
including binding.....per 1,000 printed pages.....\$ \_\_\_\_\_

(c) *Inserts:*  
Printing in black ink only,  
including binding.....per 1,000 inserts.....\$ \_\_\_\_\_

(d) *Mail-out Envelopes:*  
Printing in black ink only,  
including construction ..... per 1,000 envelopes.....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**II. GATHERING, INSERTING, AND MAILING:** Prices offered must include the cost of all required materials and operations necessary for the mailing of the letters including cost of gathering leaves in proper sequence; folding letters and insert(s) (when applicable) to required size in accordance with these specifications; insertion of letter and insert(s) (when applicable) into mail-out envelope; and, mailing in accordance with these specifications.

Mailers .....per 1,000 complete mailers .....\$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**SHIPMENT(S):** 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 Solicitation 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 points(s), in exact accordance with specifications. *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 Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

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

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

---

---

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

---

---

**EXHIBIT A  
Sample of Letter**

Office of the U. S. Trustee  
602 Public Lane  
Room 976  
Anywhere, US 11111-222Public

202-555-0000

0000259

\*\*\*\*\*AUTO\*\*5-DIGIT 75204

JOHN Q. PUBLIC  
1376 SOMEAVENUE  
Anytown, US 12345-6789



UNITED STATES  
DEPARTMENT OF JUSTICE  
U. S. TRUSTEE PROGRAM

Page 1 of 1  
Account No.: 123-45-67890  
Process Date: 01-06-26

Rev. 01/20

**See Instructions  
On Reverse Side**

Chapter 11 Quarterly Fees Statement

Date	Description	Amount
11-07-25	Balance Forward	251.30
12-02-25	Payment from pay.gov	251.11-
12-02-25	Payment for Interest via pay.gov	.19-
01-06-26	{Est. using prev qtr fee.} (8-1)	250.00
	Estimated Balance Due Based On Disbursement Record	250.00

Fee estimated using the previous quarter's fee of \$250.00.

## EXHIBIT A Sample of Letter

### CHAPTER 11 QUARTERLY FEE AND DISBURSEMENT INFORMATION INSTRUCTIONS

**FEE CALCULATION:** The fee schedule is available on the United States Trustee Program's Internet website at <https://www.justice.gov/ust/chapter-11-quarterly-fees>.

**INTEREST:** Based on 31 U.S.C. § 3717, the U.S. Trustee Program will assess interest on unpaid Chapter 11 quarterly fees charged in accordance with 28 U.S.C. § 1930(a)(6) effective October 1, 2007. The interest rate assessed is the rate in effect as determined by the U.S. Department of the Treasury at the time the account becomes past due. If payment of the full principal amount due is received within thirty (30) days of the date of the notice of initial interest assessment, the interest assessment will be reversed. Questions about this policy should be addressed to the local U.S. Trustee office for the case.

**AUTHORITY:** Chapter 11 quarterly fees are determined according to 28 U.S.C. § 1930(a)(6) as amended. Consult an attorney with any questions about quarterly fees for the bankruptcy case.

**PENALTIES:** Failure to pay the quarterly fees is cause for conversion or dismissal of the case under 11 U.S.C. § 1112(b)(4)(K) (for cases filed on or after October 17, 2005) or 11 U.S.C. § 1112(b)(10) (for cases filed before October 17, 2005). Failure to file monthly operating reports may result in a motion filed by the U.S. Trustee office to convert or dismiss the case. For post-confirmation cases, consult the local U.S. Trustee office for the case regarding whether monthly or quarterly reports are required. Filing a false report may result in civil liability under 31 U.S.C. § 3279(a)(1)(G) and criminal penalties under 18 U.S.C. § 1001, and § 1621.

**WHO MUST PAY:** Every case pending under Chapter 11 of the Bankruptcy Code (except small business cases under Subchapter V of chapter 11) is subject to 28 U.S.C. § 1930(a)(6) and the quarterly fee must be paid. If a trustee has been appointed to serve in the case, give this form to the trustee to complete and submit. If the case is jointly administered with another case or has been consolidated with another case for administrative purposes only, submit a separate quarterly fee payment for each case. If the court has ordered the case to be substantively consolidated (consolidated for all purposes), then only one fee is payable per quarter based on the disbursement total of all the entities. When substantive consolidation occurs during a quarter, the individual cases remain subject to the fee for that part of the quarter before the consolidation. Dismissal of a case by the court does not relieve the responsibility to pay unpaid fees for previous quarters and the quarter that includes the dismissal.

**PAYMENT OPTIONS:** Chapter 11 quarterly fees must be paid online at <https://www.pay.gov/public/form/start/672415208>. You will need the ten-digit account number (xxx-xx-xxxx) listed in the upper right corner of this statement and bank account information (account and routing numbers) to remit quarterly fee payments via Pay.gov. Please follow the instructions to set up an account and make payment on Pay.gov.

**WHEN TO PAY:** The fee is due on the last day of the calendar month following the calendar quarter for which the fee is owed.

**CURRENT ADDRESS:** You must keep your address current on the docket of the case and file with the local bankruptcy court a statement of any change in address. To report an address change, also contact your local U.S. Trustee office on the front of this form.

**EXHIBIT B**  
**Sample of Envelope (Face)**

