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|------------|--|----------|-----------------------------|-------------|----------------------------|------------|---------------------------|------------|
| Program: | 772-S | | | | | | | |
| Term: | Date of Award to December 31, 2018 | | | | | | | |
| Title: | White House Stationery (EOP) | | | | | | | |
| | | | TAYLOR/ NATIONAL | | | | | |
| | | | RECOGNITION PRODUCTS | | THE REGAL PRESS INC | | CURRENT CONTRACTOR | |
| | | BASIS OF | Mankato, MN | | Norwood, MA | | THE REGAL PRESS INC | |
| ITEM NO. | DESCRIPTION | AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST |
| I. | COMPLETE PRODUCT: | | | | | | | |
| A. | Acknowledgement Card - 6-1/2 x 4-1/8" | | | | | | | |
| | Text prints in black, heading engraves in PMS and seal engraves in gold or blind embosses. No borders | | | | | | | |
| (a) | Classic Crest Cream, Smooth Cover (110 lb.) or equal..... | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 5 | 586.00 | \$2,930.00 | 154.74 | \$773.70 | 81.68 | \$408.40 |
| B. | Acknowledgement Card - 6-1/2 x 4-1/8" | | | | | | | |
| | Text prints in black, heading engraves in PMS, and seal engraves in gold or blind embosses. One or two borders are printed or foil stamped | | | | | | | |
| (a) | Classic Crest Cream, Smooth Cover (110 lb.) or equal..... | | | | | | | |
| (1) | Makeready and/or Setup | 2 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 13 | 690.00 | \$8,970.00 | 155.57 | \$2,022.41 | 50.00 | \$650.00 |
| C1. | Acknowledgement Card without Border - 8-1/8 x 5-1/4" | | | | | | | |
| | Text prints in black, heading engraves in PMS and seal engraves in gold or blind embosses. No borders | | | | | | | |
| (a) | Classic Crest Cream, Smooth Cover (110 lb.) or equal..... | | | | | | | |
| (1) | Makeready and/or Setup | 5 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 27 | 598.00 | \$16,146.00 | 136.75 | \$3,692.25 | 70.80 | \$1,911.60 |
| C2. | Acknowledgement Card without Border - 8-1/8 x 5-1/4" | | | | | | | |
| | Text prints in black, heading engraves in PMS and seal engraves in gold or blind embosses. No borders | | | | | | | |
| (a) | Classic Crest Cream, Smooth Cover (80 lb.) or equal... | | | | | | | |
| (1) | Makeready and/or Setup | 2 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 75 | 553.00 | \$41,475.00 | 125.40 | \$9,405.00 | 125.40 | \$9,405.00 |
| D. | Acknowledgement Card - 8-1/8 x 5-1/4" | | | | | | | |
| | Text prints in black, heading engraves in PMS, and seal engraves in gold or blind embosses. One or two borders are printed or foil stamped | | | | | | | |
| (a) | Classic Crest Cream, Smooth Cover (110 lb.) or equal..... | | | | | | | |
| (1) | Makeready and/or Setup | 2 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 11 | 592.00 | \$6,512.00 | 225.43 | \$2,479.73 | 88.00 | \$968.00 |
| E. | Program Cover - 9-1/4 x 8" | | | | | | | |
| | No printing, seal engraves in gold | | | | | | | |
| (a) | Pastelle Natural White, antique Cover (110 lb.), or equal..... | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 10 | 404.00 | \$4,040.00 | 184.98 | \$1,849.80 | 182.56 | \$1,825.60 |
| F. | Program Cover - 11 x 8-1/2" | | | | | | | |
| | No printing, seal engraves in gold | | | | | | | |
| (a) | Pastelle Natural White, antique Cover (110 lb.), or equal..... | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 5 | 384.00 | \$1,920.00 | 253.31 | \$1,266.55 | 120.50 | \$602.50 |
| G. | Envelope - 4-1/8 x 9-1/2" | | | | | | | |
| | No Printing, engraving only, in PMS | | | | | | | |
| (a) | 100% cotton, Fine Writing (28 lb.)..... | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 20 | 267.00 | \$5,340.00 | 154.74 | \$3,094.80 | 126.80 | \$2,536.00 |
| H. | Envelope - 6-3/4 x 4-1/4" | | | | | | | |
| | No Printing, engraving only, in black | | | | | | | |
| (a) | Classic Crest Cream, Smooth Text (80 lb.) or equal..... | | | | | | | |
| (1) | Makeready and/or Setup | 3 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 45 | 539.00 | \$24,255.00 | 98.78 | \$4,445.10 | 86.50 | \$3,892.50 |
| I. | Envelope - 8-1/2 x 5-1/2" | | | | | | | |
| | No Printing, engraving only, in black | | | | | | | |
| (a) | Classic Crest Cream, Smooth Text (80 lb.) or equal..... | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 50 | 260.00 | \$13,000.00 | 106.56 | \$5,328.00 | 92.10 | \$4,605.00 |

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|------------|---|----------------|-----------------------------|-------------|----------------------------|-------------|---------------------------|-------------|
| Program: | 772-S | | | | | | | |
| Term: | Date of Award to December 31, 2018 | | | | | | | |
| Title: | White House Stationery (EOP) | | | | | | | |
| | | | TAYLOR/ NATIONAL | | | | | |
| | | | RECOGNITION PRODUCTS | | THE REGAL PRESS INC | | CURRENT CONTRACTOR | |
| | | | Mankato, MN | | Norwood, MA | | THE REGAL PRESS INC | |
| ITEM NO. | DESCRIPTION | BASIS OF AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST |
| J. | Envelope - 4-1/8 x 9-1/2" | | | | | | | |
| | No Printing, engraving only, in PMS | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 30 | 325.00 | \$9,750.00 | \$485.00 | \$14,550.00 | 555.00 | \$16,650.00 |
| K. | Envelope - 3-7/8 x 7-1/4" | | | | | | | |
| | No Printing, engraving only, in PMS | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 5 | 311.00 | \$1,555.00 | 385.00 | \$1,925.00 | 453.55 | \$2,267.75 |
| L. | Envelope - 3-5/8 x 7-1/4" | | | | | | | |
| | No Printing, engraving only, in PMS | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 5 | 519.00 | \$2,595.00 | 247.34 | \$1,236.70 | 368.55 | \$1,842.75 |
| M. | Envelope- 6-3/8 x 3-5/8" | | | | | | | |
| | No Printing, engraving only, in PMS | | | | | | | |
| (a) | 100% cotton, Fine Writing (28 lb.)..... | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 10 | 539.00 | \$5,390.00 | 95.79 | \$957.90 | 70.50 | \$705.00 |
| U. | Envelope - 4 -3/8 x 6 -9/16" | | | | | | | |
| | No Printing, engraving only, in gold | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Pearl White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 5 | 519.00 | \$2,595.00 | 297.50 | \$1,487.50 | 285.55 | \$1,427.75 |
| V. | Envelope - 5 -3/4 x 7-11/16" | | | | | | | |
| | No Printing, engraving only, in gold | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Pearl White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 10 | \$519.00 | \$5,190.00 | \$360.00 | \$3,600.00 | 345.50 | \$3,455.00 |
| X. | Envelope - 4-5/8 x 6-7/8" | | | | | | | |
| | No Printing, engraving only, in PMS | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 2 | \$519.00 | \$1,038.00 | \$562.50 | \$1,125.00 | \$562.50 | \$1,125.00 |
| N1. | Proclamation - 10 x 15" | | | | | | | |
| | Border/rule prints in PMS and seal foil embosses in gold | | | | | | | |
| (a) | 100 % cotton diploma parchment paper (47 lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 15 | \$369.00 | \$5,535.00 | \$224.37 | \$3,365.55 | \$172.10 | \$2,581.50 |
| N2. | Proclamation - 10 x 15" | | | | | | | |
| | Border/rule prints in PMS | | | | | | | |
| (a) | 100 % cotton diploma parchment paper (47 lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 5 | \$244.00 | \$1,220.00 | \$204.37 | \$1,021.85 | \$152.10 | \$760.50 |
| O. | Letterhead - 6-3/4 x 8-7/8" | | | | | | | |
| | Heading engraves in PMS and seal engraves in gold | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 100 | \$561.00 | \$56,100.00 | \$173.20 | \$17,320.00 | \$292.50 | \$29,250.00 |
| P. | Letterhead - 7 x 10-1/2" | | | | | | | |
| | Heading engraves in PMS and seal engraves in gold | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 10 | \$561.00 | \$5,610.00 | \$198.20 | \$1,982.00 | \$292.50 | \$2,925.00 |

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| Program: | 772-S | | | | | | | |
| Term: | Date of Award to December 31, 2018 | | | | | | | |
| Title: | White House Stationery (EOP) | | | | | | | |
| | | | TAYLOR/ NATIONAL | | | | | |
| | | | RECOGNITION PRODUCTS | | THE REGAL PRESS INC | | CURRENT CONTRACTOR | |
| | | BASIS OF | Mankato, MN | | Norwood, MA | | THE REGAL PRESS INC | |
| ITEM NO. | DESCRIPTION | AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST |
| Q. | Letterhead - 8-1/2 x 11" | | | | | | | |
| | Heading engraves in PMS and seal engraves in gold | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 100 | \$561.00 | \$56,100.00 | \$185.46 | \$18,546.00 | \$315.50 | \$31,550.00 |
| R. | Letterhead - 8-1/2 x 11" | | | | | | | |
| | No Printing, engraving of heading only, in PMS | | | | | | | |
| (a) | 100 % Fine Writing - Eagle Watermark White, smooth (28lbs.)..... | | | | | | | |
| (1) | Makeready and/or Setup | 3 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 220 | ----- | ----- | \$73.00 | \$16,060.00 | \$73.55 | \$16,181.00 |
| S. | Letterhead - 6-1/4 x 9-1/4" | | | | | | | |
| | No Printing, engraving of heading only, in PMS | | | | | | | |
| (a) | 100 % Fine Writing - Eagle Watermark White, smooth (28lbs.)..... | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 10 | ----- | ----- | \$75.57 | \$755.70 | \$70.50 | \$705.00 |
| T1. | Letterhead - 8-1/2 x 11" | | | | | | | |
| | No printing or engraving (2nd sheet only) | | | | | | | |
| (a) | 100 % Fine Writing - Eagle Watermark White, smooth (28lbs.)..... | | | | | | | |
| (1) | Makeready and/or Setup | 2 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 55 | ----- | ----- | \$75.42 | \$4,148.10 | \$55.00 | \$3,025.00 |
| T2. | Letterhead - 8-1/2 x 11" | | | | | | | |
| | No printing or engraving (2nd sheet only) | | | | | | | |
| (a) | 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | | | | | | | |
| (1) | Makeready and/or Setup | 2 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 25 | \$166.00 | \$4,150.00 | \$130.46 | \$3,261.50 | \$51.00 | \$1,275.00 |
| T3. | Letterhead - 6-1/4 x 9-1/4" | | | | | | | |
| | No printing or engraving (2nd sheet only) | | | | | | | |
| (a) | 100 % Fine Writing - Eagle Watermark White, smooth (28lbs.)..... | | | | | | | |
| (1) | Makeready and/or Setup | 1 | No Charge | \$0.00 | No Charge | \$0.00 | No Charge | \$0.00 |
| (2) | Running Per 1,000 Copies | 10 | ----- | ----- | \$48.57 | \$485.70 | \$48.57 | \$485.70 |
| II. | ADDITIONAL OPERATIONS: | | | | | | | |
| (a) | Producing new die.....per die..... | 5 | \$85.00 | \$425.00 | \$406.25 | \$2,031.25 | \$245.00 | \$1,225.00 |
| | | | | | | \$128,217.09 | | \$144,241.55 |
| | DISCOUNT | | 0.00% | ----- | 2.00% | \$2,564.34 | 2.00% | \$2,884.83 |
| | DISCOUNTED TOTALS | | | ----- | | \$125,652.75 | | \$141,356.72 |
| | | | | | | AWARDED | | |

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

White House Stationery

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

Executive Office of the President (EOP)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **December 31, 2018** plus up to *two(2)* optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **February 9, 2018**

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

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

For information of a technical nature call **David Love** (202) 512-0310 or email aps-team1@gpo.gov.

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

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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

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

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at:
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit subcontracting of envelope construction.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II
- (b) Finishing (item related) Attributes -- Level II

Exceptions: (1) Extraneous marks - Level I

(2) Margins - Level I

(3) Trim Size - each item must be held to $\pm 1/32$ " between the specified and the actual trim size.

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. Press Sheets |
| P-9 Solid and Screen Tint Color Match | O.K. Press Sheets |

Special Instructions: In the event that inspection of press/embossed sheets are waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7 Electronic Media and/or Government furnished sample

P-9 Government furnished sample, color swatch, Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **3 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 **Date of Award** through **December 31, 2018**, 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 **September 30, 2017**, 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.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

Prior to award the contractor shall present in writing, a detailed Quality control plan:

Quality Control Plan: Contractor must furnish a written quality assurance plan detailing all processes to be followed on each order to assure quality standards are met.

The quality control plan must be reviewed and approved by the Government prior to award. The plan must be submitted within three (3) workdays of notification from GPO.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of this program, as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the Executive Offices of the President (EOP), Washington, DC, immediately after award.

SECURITY REQUIREMENTS: Material produced on this Program shall be handled by authorized personnel only. The contractor shall insure that the following steps are taken:

- (1) Release of materials to anyone not authorized by the GPO is prohibited.
- (2) All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction.
- (3) The production facilities must be locked or guarded.

RETURN OF GOVERNMENT PROPERTY: Government furnished production media such as electronic files, artwork, camera copy, and dies shall be returned to the agency upon completion or termination of the contract, without demand by the Government, at the contractor's expense, unless specifically provided otherwise in the specifications or by the Contracting Officer. The contractor agrees to return all excess paper, supplies, or materials received from the Government resulting from over-delivery of such materials, more economical production than anticipated, or for any other reason, at the Government's expense unless specifically provided otherwise. The contractor shall request advice from the Contracting Officer as to the disposition of the excess materials. The contractor warrants, in submitting a claim upon the Government that all such materials, supplies, and excess paper have been returned to the Government. It shall be the responsibility of the contractor to secure evidence of return of such Government property in the form of delivery receipts signed by an authorized officer or agent of GPO, or any other receipt acceptable to the Government.

REPRODUCTION OF PRINTING PROHIBITED: No printing or other work to be performed shall be reproduced by the contractor for sale or for any purpose other than that provided.

BANKRUPTCY: In the event the contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the contractor agrees to furnish, by certified mail or electronic commerce method authorized by the contract, written notification of the bankruptcy to the Contracting Officer responsible for administering the contract. This notification shall be furnished within 5 days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of Government contract numbers and contracting offices for all Government contracts against which final payment has not been made. This obligation remains in effect until final payment under the contract.

In the event of bankruptcy all Government materials and properties will either be disposed of or returned to the Government at vendor's expense. Dies must be returned to the Government.

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 **December 31, 2018**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

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

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

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

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

PAYMENT: Submitting 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>

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of Stationery (cards, program covers, envelopes, proclamations, and letterheads) requiring such operations as foil stamping, embossing, printing, binding, packing, and delivery.

TITLE: White House Stationery

| <u>Item</u> | <u>Frequency / year*</u> | <u>Quantity per order**</u> | <u>Trim size</u> |
|---|--------------------------|-----------------------------|------------------|
| A – Acknowledgement Card: | 1 to 2 orders | 1,000 to 5,000 | 6-1/2 x 4-1/8" |
| B – Acknowledgement Card: | 1 to 5 orders | 1,000 to 5,000 | 6-1/2 x 4-1/8" |
| C1 – Acknowledgement Card: | 5 to 10 orders | 1,000 to 10,000 | 8-1/8 x 5-1/4" |
| C2 – Acknowledgement Card: | 1 to 4 orders | 25,000 to 50,000 | 8-1/8 x 5-1/4" |
| D – Acknowledgement Card: | 1 to 5 orders | 1,000 to 10,000 | 8-1/8 x 5-1/4" |
| E – Program Cover: | 1 to 3 orders | 1,000 to 10,000 | 9-1/4 x 8" |
| F – Program Cover: | 1 to 2 orders | 1,000 to 5,000 | 11 x 8-1/2" |
| G – Envelope: | 1 to 3 orders | 5,000 to 20,000 | 4-1/8 x 9-1/2" |
| H – Envelope: | 1 to 5 orders | 5,000 to 25,000 | 6-3/4 x 4-1/4". |
| I – Envelope: | 1 to 3 orders | 5,000 to 50,000 | 8-1/2 x 5-1/2". |
| J – Envelope: | 1 to 3 orders | 5,000 to 30,000 | 4-1/8 x 9-1/2" |
| K – Envelope: | 1 to 2 orders | 1,000 to 5,000 | 3-7/8 x 7-1/2" |
| L – Envelope: | 1 to 2 orders | 1,000 to 5,000 | 3-5/8 x 7-1/4" |
| M – Envelope: | 1 to 2 orders | 1,000 to 10,000 | 6-3/8 x 3-5/8" |
| U – Envelope: | 1 to 3 orders | 1,000 to 5,000 | 4-3/8 x 6-9/16" |
| V – Envelope: | 1 to 3 orders | 1,000 to 10,000 | 5-3/4 x 7-11/16" |
| X – Envelope: | 1 to 3 orders | 5,000 to 30,000 | 4-5/8" x 6-7/8" |
| N1 - Proclamation: | 1 to 2 orders | 1,000 to 15,000 | 10 x 15" |
| N2 – Proclamation: | 1 to 2 orders | 2,000 to 5,000 | 10 x 15" |
| O – Letterhead: | 1 to 3 orders | 5,000 to 100,000 | 6-3/4 x 8-7/8" |
| P – Letterhead: | 1 to 2 orders | 1,000 to 10,000 | 7 x 10-1/2" |
| Q – Letterhead: | 1 to 3 orders | 1,000 to 100,000 | 8-1/2 x 11" |
| R – Letterhead: | 1 to 5 orders | 20,000 to 120,000 | 8-1/2 x 11" |
| S – Letterhead: | 1 to 2 orders | 5,000 to 10,000 | 6-1/4 x 9-1/4" |
| T1 – Letterhead (2 nd sheet only): | 1 to 4 orders | 5,000 to 50,000 | 8-1/2 x 11" |
| T2 – Letterhead (2 nd sheet only): | 1 to 4 orders | 5,000 to 20,000 | 8-1/2 x 11" |
| T3 – Letterhead (2 nd sheet only): | 1 to 2 orders | 5,000 to 10,000 | 6-1/4 x 9-1/4" |

* There is no way at this time to determine the frequency that orders will be placed during the term of the contract. However, it is anticipated that the figures reflect a fairly accurate estimate of the number of orders that will be placed during the year.

** Frequency of orders and quantities are estimates only and may be more or less than the amount shown. Each order MUST ship complete and no variation in the quantity will be accepted.

Contractor must not carry any pre-printed inventory, or chargeable materials necessary to produce any of the items noted above, in excess of a 60-day supply required to meet anticipated orders per the specifications.

Note: No engraving is allowed to proceed prior to an order being placed.

GOVERNMENT TO FURNISH:

Electronic Media will be furnished as follows:

Platform: Macintosh OSX.

Storage Media: E-mail

Software: Adobe Creative Cloud

Files will be furnished in PDF.

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

Fonts: All fonts will be embedded in the PDF files furnished.

Additional Information supplied

GPO Form 2511 - Print Order form will be furnished for each order

Blue label and Certificate of Selection (GPO Form 917) for shipping Departmental Random "Blue Label" copies

PDF of carton label(s) will be furnished for each order

Attachment 1: Relocation of the Remote Delivery Site (RDS)

Attachment 2: RDS 410 Delivery Appointment Form

Supplied Dies:

- After award, the Government will furnish one or two dies for each item requiring a die.
- Contractor is required to make all new dies as necessary throughout the term of the contract.
- Contractor is to hold all dies for the duration of the contract.

Samples of a previous printing are to be used for color match of the gold ink. Occasionally, Gold Treasure (4037s) or Silver Satin (1066s) is required for embossed border rules.

Note: Gold (Buzz Ink 8023) must be used for all the items which are engraved in gold.

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

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

NEW DIES: It is anticipated that approximately five (5) new dies will be produced throughout the term of the contract. Vendor is required to provide a Prior to Production sample for each new die prior to use in live production.

See page 8 of 20: PRIOR TO PRODUCTION SAMPLES

ELECTRONIC PREPRESS:

The Government will supply a PDF for each new Item required.

When required, the Government will supply the necessary revised PDF.

The contractor shall be able to make minor revisions to the electronic files if needed. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

PRIOR TO PRODUCTION SAMPLES: Prior to Production samples are required for all items after award and as ordered on individual print orders.

Prior to the commencement of production of the contract production quantity, the contractor shall submit to the Government not less than 12 production samples of each item. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

NOTE: All Items requiring die cutting/embossing should be manufactured with the supplied dies.

For each of the following, the paper sample shall be approximately (8-1/2 x 11"):

Acknowledgement Cards (A-D),

Program covers (E-F),

Proclamations (N)

Letterhead (O-T)

For Envelopes (G-M, U-V and X) each envelope sample shall be submitted in the finished size required in these specifications.

Samples will be inspected and tested and must comply with the specifications in all respects. 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.

Samples must be submitted prior to commencement of production of the contract quantity. The contractor must fill in the furnished preaddressed revised label (GPO Form 892). The samples plus the furnished government material must be submitted according to schedule requirements, using the furnished label, to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

See page 13 of 20: 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 and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

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

In the event the Government fails to approve, conditionally approve or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms [Pub. No. 310.2 effective December 1, 1987 (Rev. 6-01)].

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. The cost of all samples shall be included in the contract price for the production quantity.

NOTE: THE CONTRACTOR MUST NOT PRINT PRIOR TO AN "O.K. TO PRINT".

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

Government Paper Specification Standards No. 12 –

https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf?sfvrsn=2

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

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

Acknowledgement Cards

Items A, B, C1 and D – Cover, basis weight: 110 lbs. per 500 sheets, 20 x 26", equal to Neenah Classic Crest, Classic Cream, smooth.

Item C2 – Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to Neenah Classic Crest, Classic Cream, smooth.

Program Covers

Items E and F – Cover, basis weight: 110 lbs. per 500 sheets, 20 x 26", Strathmore Pastelle, Natural white, antique, deckle long.

Envelopes - All are open side, with gummed flaps – See BINDING

Note: Different envelopes items with the same stock requirement should match

Items G and M – 100% cotton Fine Writing, basis weight: 28 lbs. per 500 sheets, 17 x 22", White, equal to JCP Code D50

Items H and I – Text, basis weight: 80 lbs. for 500 sheets, 25 x 38", Neenah Classic Crest, Classic Cream, smooth

Items U and V – 100% cotton, basis weight: 32 lbs. per 500 sheets, 17 x 22", Crane & Co., Pearl white, Kid finish

Items J, K, L and X – 100% Cotton, basis weight: 32 lbs. per 500 sheets, 17 x 22", Crane & Co. Ecu White, Kid Finish

Proclamations

Item N1 and N2 – 100% cotton diploma parchment paper, basis weight: 47 lbs. per 500 sheets, 17 x 22", Cream or natural shade equal to the color, finish and formation of Parson's natural white or Weston's cream white diploma parchment.

Letterheads

Note: Different letterhead items with the same stock requirement should match

Items R, S, T1 and T3 – 100% cotton Fine Writing, basis weight: 28lbs. per 500 sheets, 17 x 22", **White, 4-star Eagle Watermark**, smooth equal to JCP Code D50. All watermarks **MUST** be right reading and right side up on the paper with no year designation.

Items O, P, Q and T2 – 100% Cotton, basis weight: 32 lbs. per 500 sheets, 17 x 22", Crane & Co. Ecu White, Kid Finish

NOTE: It is understood by the Government that the Contractor may need to purchase required minimum order quantities of special-order stocks. However, the Contractor must make every effort to hold no more than a 60-day supply of any paper required by these specifications.

At the end of the term of the contract the Executive Office of the President will purchase any unused Ecu stock. Contractor will be required to provide a final inventory of the Ecu stock supported by invoicing documentation for costs of stock and envelope converting to establish baseline on actual costs incurred.

PRINTING/ENGRAVING/EMBOSSING: All items print one side only. Must match furnished samples.

Acknowledgement Cards: Item A— Text prints in black, heading is engraved in PMS #1, one 11/16" diameter seal engraves in Gold Buzz Ink 8023 or blind embossed.

Item B – Text prints in black, heading is engraved in PMS #1, one 11/16" diameter seal engraves in Gold Buzz Ink 8023 or blind embossed. 1 or 2 borders printing in PMS #2 or color foil stamped - color to be supplied on the print order.*

Item C1 – Text prints in black, heading is engraved in PMS #1, one 11/16" diameter seal engraves in Gold Buzz Ink 8023 or blind embossed.

Item C2 – Heading is engraved in PMS #1, one 11/16" diameter seal engraves in Gold Buzz Ink 8023 or blind embossed.

Item D – Text prints in black, heading is engraved in PMS #1, one 11/16" diameter seal engraves in Gold Buzz Ink 8023 or blind embossed. 1 or 2 borders printing in PMS #2 or color foil stamped - color to be supplied on the print order. *

* Foil stamped colors that will be used the most are Gold Treasure (4037s) or Silver Satin (1016s).

Program Covers: Items E and F – 1-3/4" seal engraves in Gold Buzz Ink 8023.

Envelopes: Items G and M - Engrave in PMS 288

Items H and I - Engrave in Black

Items J, K, L, and X - Engrave in PMS 288

Items U and V - Engrave in Gold Buzz Ink 8023 (return address in upper left corner of envelopes or on back flap of envelopes)

Proclamations: Item N1 - 1/8" border/rule prints in PMS 299 Blue (7-13/16 x 12-3/8"), one 1-1/2" diameter seal foil stamps/embosses in imitation gold (equivalent to Kurz Hastings' 418 or All Purpose Roll Leaf Corporation's SG-14) centered on the 10" dimension 2" from the top.

Item N2 - 1/8" border/rule prints in PMS 299 Blue (7-13/16 x 12-3/8")

Letterheads: Items O, P, and Q - Heading Engraves in PMS 288 and 3/4" diameter seal engraves in Gold Buzz Ink 8023 or blind embossed.

Items R and S - Heading engraves in PMS 288 only

Item T1/T2/T3 - No printing required

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QA TAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. **See GPO Publication 315.3** (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015.

A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; slur targets; two-color overprint ink trapping targets and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Note: At the Government's option, the Press Sheet Inspection may be waived.

MARGINS: Margins must be exact.

Contractor must follow layout sheet or sample and specifications on each print order.

Acknowledgement cards: Margins must be equal on all four sides.

Envelopes: Return address to be within 3/8" of top and left edge of envelope.

Proclamations: Margins left and right must be equal. Top and bottom margins must be equal. PMS 299 blue ink on first and second sheets must match in color.

Letterheads: Items O, P and Q - From top edge of page to the top of the seal, should be 1/2". From the bottom of the seal to the top of THE WHITE HOUSE, should be 1/4". From the top of the page to the top of THE WHITE HOUSE, should be 1-1/2". Seal and text must be centered on the page.

Items R and S - From top edge of page to the top of THE WHITE HOUSE, should be 7/8". Text must be centered on the page.

BINDING / CONSTRUCTION:

Acknowledgement cards: Trim four sides.

Program covers: Item E – Deckle long edge, Score, without ink, along the entire 8" dimension, 4-5/8 from the left edge.

Item F – Deckle long edge, Score, without ink, along the entire 8-1/2" dimension, 5-1/2" from the left edge.

Envelopes: Convert envelopes to required size dimensions. See Trim Size.

All envelopes open side, diagonal seams, gummed fold-over flap for sealing. Envelope flap must be coated with suitable glue that will securely seal the envelope for mailing, permit easy opening by recipient, but will not permit resealing of the envelope. Envelopes are not to be sealed.

Proclamations: Trim four sides.

Letterheads: Trim four sides.

PACKING:

Acknowledgement cards: Shrink film wrap in units of 250 or as indicated on the print order. Pack in shipping containers not to exceed (42 lbs.).

Program covers: Shrink film wrap flat in units of 100 or as indicated on the print order. Pack in shipping containers not to exceed (42 lbs.).

Envelopes: Boxed (envelope size boxes) in suitable units, then packed in shipping containers not to exceed (45 lbs.). Inner packaging of envelopes is to be packaged 250 per box and then placed in larger cartons, not to exceed 45 lbs. Cartons must be sturdy and able to withstand shipping and handling.

Proclamations: Shrink film wrap in units of 100 or as indicated on the print order. Pack in shipping containers not to exceed (42 lbs.).

Letterheads: Box in units of 250. Pack in shipping containers not to exceed (42 lbs.).

LABELING AND MARKING: New box label will be supplied by the agency with each print order. Contractor to reproduce shipping container label from furnished PDF and attach label to all four sides of each shipping container for each separate order. For Blue Label copies, the supplied carton label must be printed on blue paper.

On smaller orders of different items, mixed pallets are acceptable but all container labels should be easily visible. On larger orders mixed pallets are not allowed.

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.

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

These randomly selected copies must be packed separately and identified by a special 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 GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address indicated under "Schedule".

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor is required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications 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 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 purchase order/specifications must be included.

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 Jacket and Purchase Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to approximately two addresses in the Washington, DC area.

Delivery instructions for RDS destination are attached.

See Attachment 1: Relocation of the Remote Delivery Site (RDS)

Contractor must follow instructions and complete RDS 410 Delivery Appointment Form when deliveries are required to the RDS location, as indicated on the print order.

See Attachment 2: RDS 410 Delivery Appointment Form

Deliver by FedEx, UPS or truck to RDS.

Complete addresses and quantities will be furnished with each print order.

Upon termination of this contract, all furnished materials remaining in the contractor's plant, must be returned to the address indicated under "SCHEDULE", unless contractor is again the successful bidder, in which case he will continue to hold all materials.

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

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

No definite schedule for release of print orders and Government Furnished Materials can be predetermined.

Prior to Production samples must be sent via UPS/ FedEx to: OA RDS Warehouse, Anacostia Naval Annex Bldg. 410/Door 123, 250 Murray Lane, SW, Washington, DC 20509, Attn: Yael Intrator (202 395-7683) and Linda Beales (202-395-7682).

As soon as known, the tracking number is to be supplied via e-mail to Yael Intrator [e-mail to: Yael_Intrator@oa.eop.gov] and Linda Beales [e-mail to: Linda.L.Beales@oa.eop.gov]

Note: The container and accompanying documentation shall be marked PRIOR TO PRODUCTION SAMPLES and shall include the GPO jacket number, program number, and purchase order number.

Prior to production samples (As required)

The samples must be submitted within **ten workdays** after award of the contract to allow sufficient time for Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve or disapprove the samples with in **ten workdays** of the receipt thereof.

Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

Regular Schedule

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.

If prior to production samples are ordered, they must be submitted within **two workdays**.

The Government will approve, conditionally approve, or disapprove the priors within **three workdays** of the receipt thereof. The first workday after proofs are received is day one (1) of the hold time.

Contractor must deliver the first 5,000 copies of each order within **ten workdays after receipt of the print order or after approved priors if ordered.**

A minimum of 50,000 more copies must be delivered within an **additional ten workdays**.

The remaining balance of copies must be delivered within an **additional ten workdays**.

Complete production and distribution must be made within **25 workdays** with no priors or **30 workdays** with priors.

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 then overtime costs will be considered to meet schedule requirements.

If the contractor requires additional workdays for any deliveries they must first get approval from EOP.

Press Sheet Inspection

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 48 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162. 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)).

Contractor should also e-mail the following Agency contacts with 48 hours' notice:

Yael Intrator [e-mail to: Yael_Intrator@oa.eop.gov] and Linda Beales [e-mail to: [Linda L. Beales@oa.eop.gov](mailto:Linda_L_Beales@oa.eop.gov)]

Note: 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.

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

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

Travel expenses and per diem to be incurred by the Government for press sheet inspection will be a factor in determining award. This will be based on sending 2 Government representatives from the Washington, D.C., area for 2 calendar days.

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

| I. | | | |
|-------------|-----|-----|-----|
| <u>Item</u> | | (1) | (2) |
| A | (a) | 1 | 5 |
| B | (a) | 2 | 13 |
| C1 | (a) | 5 | 27 |
| C2 | (a) | 2 | 75 |
| D | (a) | 2 | 11 |
| E | (a) | 1 | 10 |
| F | (a) | 1 | 5 |
| G | (a) | 1 | 20 |
| H | (a) | 3 | 45 |
| I | (a) | 1 | 50 |
| J | (a) | 1 | 30 |
| K | (a) | 1 | 5 |
| L | (a) | 1 | 5 |
| M | (a) | 1 | 10 |
| U | (a) | 1 | 5 |
| V | (a) | 1 | 10 |
| X | (a) | 1 | 2 |
| N1 | (a) | 1 | 15 |
| N2 | (a) | 1 | 5 |
| O | (a) | 1 | 100 |
| P | (a) | 1 | 10 |
| Q | (a) | 1 | 100 |
| R | (a) | 3 | 220 |
| S | (a) | 1 | 10 |
| T1 | (a) | 2 | 55 |
| T2 | (a) | 2 | 25 |
| T3 | (a) | 1 | 10 |
| II | | | |
| | (a) | 5 | |

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SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared 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 vouchers submitted to the GPO shall be based on the most economical method of production.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

| | <u>Makeready and/or Setup</u> | <u>Running Per 1,000 copies</u> |
|---|-----------------------------------|-------------------------------------|
| | (1) | (2) |
| A – Acknowledgement Card – 6-1/2 x 4-1/8” Text prints in black, heading engraves in PMS and seal engraves in gold or blind embosses. No borders. | | |
| (a) Classic Crest Cream, Smooth Cover (110 lb.), or equal | \$ _____ | \$ _____ |
| B – Acknowledgement Card – 6-1/2 x 4-1/8” Text prints in black, heading engraves in PMS, and seal engraves in gold or blind embosses. One or two borders are printed or foil stamped. | | |
| (a) Classic Crest Cream, Smooth Cover (110 lb.), or equal | \$ _____ | \$ _____ |
| C1 – Acknowledgement Card – 8-1/8 x 5-1/4” Text prints in black, heading engraves in PMS, and seal engraves in gold or blind embosses. No borders. | | |
| (a) Classic Crest Cream, Smooth Cover (110 lb.), or equal | \$ _____ | \$ _____ |
| C2 – Acknowledgement Card – 8-1/8 x 5-1/4” Text prints in black, heading engraves in PMS, and seal engraves in gold or blind embosses. No borders. | | |
| (a) Classic Crest Cream, Smooth Cover (80 lb.), or equal | \$ _____ | \$ _____ |
| D – Acknowledgement Card – 8-1/8 x 5-1/4” Text prints in black, heading engraves in PMS, and seal engraves in gold or blind embosses. One or two borders are printed or foil stamped. | | |
| (a) Classic Crest Cream, Smooth Cover (110 lb.), or equal | \$ _____ | \$ _____ |

(Initials)

| | <u>Makeready and/or Setup</u> | <u>Running Per 1,000 copies</u> |
|---|-----------------------------------|-------------------------------------|
| | (1) | (2) |
| E – Program Cover – 9-1/4 x 8" No printing, seal engraves in gold (a) Pastelle Natural White, antique Cover (110 lb.), or equal | \$ _____ | \$ _____ |
| F – Program Cover – 11 x 8-1/2" No printing, seal engraves in gold (a) Pastelle Natural White, antique Cover (110 lb.), or equal | \$ _____ | \$ _____ |
| G – Envelope – 4-1/8 x 9-1/2" No Printing, engraving only, in PMS (a) 100% cotton, Fine Writing, (28 lb.) | \$ _____ | \$ _____ |
| H – Envelope – 6-3/4 x 4-1/4" No Printing, engraving only, in black (a) Classic Crest Cream, Smooth Text (80 lb.), or equal..... | \$ _____ | \$ _____ |
| I – Envelope – 8-1/2 x 5-1/2" No Printing, engraving only, in black (a) Classic Crest Cream, Smooth Text (80 lb.), or equal..... | \$ _____ | \$ _____ |
| J – Envelope – 4-1/8 x 9-1/2" No Printing, engraving only, in PMS (a) 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | \$ _____ | \$ _____ |
| K – Envelope – 3-7/8 x 7-1/2" No Printing, engraving only, in PMS (a) 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | \$ _____ | \$ _____ |
| L – Envelope – 3-5/8 x 7-1/4" No Printing, engraving only, in PMS (a) 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | \$ _____ | \$ _____ |
| M – Envelope – 6-3/8 x 3-5/8" No Printing, engraves only in PMS (a) 100% cotton, Fine Writing (28-lbs.) | \$ _____ | \$ _____ |
| U – Envelope – 4-3/8 x 6-9/16" No Printing, engraving only, in gold (a) 100 % Cotton, Crane & Co. Pearl White, Kid Finish (32-lbs.)..... | \$ _____ | \$ _____ |
| V – Envelope – 5-3/4 x 7-11/16" No Printing, engraving only, in gold (a) 100 % Cotton, Crane & Co. Pearl White, Kid Finish (32-lbs.)..... | \$ _____ | \$ _____ |
| X – Envelope – 4-5/8 x 6-7/8" No Printing, engraving only, in PMS (a) 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | \$ _____ | \$ _____ |

(Initials)

| | <u>Makeready and/or Setup</u> | <u>Running Per 1,000 copies</u> |
|---|-----------------------------------|-------------------------------------|
| | (1) | (2) |
| N1 – Proclamation – 10 x 15" Border/rule prints in PMS and seal foil embosses in gold | | |
| (a) 100% cotton diploma parchment paper (47 lbs.) | \$ _____ | \$ _____ |
| N2 – Proclamation – 10 x 15" Border/rule prints in PMS | | |
| (a) 100% cotton diploma parchment paper (47 lbs.) | \$ _____ | \$ _____ |
| O – Letterhead – 6-3/4 x 8-7/8" Heading engraves in PMS and seal engraves in gold | | |
| (a) 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | \$ _____ | \$ _____ |
| P – Letterhead – 7 x 10-1/2" Heading engraves in PMS and seal engraves in gold | | |
| (a) 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | \$ _____ | \$ _____ |
| Q – Letterhead – 8-1/2 x 11" Heading engraves in PMS and seal engraves in gold | | |
| (a) 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | \$ _____ | \$ _____ |
| R – Letterhead – 8-1/2 x 11" No Printing, engraving of heading only, in PMS | | |
| (a) 100 % Fine Writing - Eagle Watermark White, smooth (28 lbs.) | \$ _____ | \$ _____ |
| S – Letterhead – 6-1/4 x 9-1/4" No Printing, engraving of heading only, in PMS | | |
| (a) 100 % Fine Writing - Eagle Watermark White, smooth (28 lbs.) | \$ _____ | \$ _____ |
| T1 – Letterhead – 8-1/2 x 11" No printing or engraving (2 nd sheet only) | | |
| (a) 100 % Fine Writing - Eagle Watermark White, smooth (28 lbs.) | \$ _____ | \$ _____ |
| T2 – Letterhead – 8-1/2 x 11" No printing or engraving (2 nd sheet only) | | |
| (a) 100 % Cotton, Crane & Co. Ecrú White, Kid Finish (32-lbs.) | \$ _____ | \$ _____ |
| T3 – Letterhead – 6-1/4 x 9-1/4" No printing or engraving (2 nd sheet only) | | |
| (a) 100% Fine Writing – Eagle Watermark White, smooth (28 lbs.) | \$ _____ | \$ _____ |

II. ADDITIONAL OPERATIONS:

(a) Producing new die per die \$ _____

(Initials)

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

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

**Relocation of the Remote Delivery Site (RDS)
From Franconia to
Bldg. 410 Anacostia**

On October 25, 2004, the RDS 410 will reopen for the receipt of deliveries of solicited materials -- items that are purchased for official government business via a purchase order, credit card, or through a Standard Form 1.

Address to be used for delivery of purchases:

GSD/RDF (Recipients Name)
Anacostia Naval Annex
Bldg 410/Door 123, PO# or for credit card orders use last 5 digits of phone number
250 Murray Lane, SW
Washington, DC 20509

Phone Number: 202-395-5250

Please note:

- Receiving Hours: 8:00 am - 3:30pm Monday – Friday (closed weekends and holidays)
- Mandatory advance delivery notice required (see below).
- Emergency, early or late deliveries must be coordinated in advance with the RDS Supervisor, Stephanie Alonzo at 202-641-4860 (see below).
- Packages that do not follow the address criteria above and packages sent via United States Postal Services (USPS) will be processed only at the Secondary Facility.

Delivery Access Requirements to RDS 410:

For security reasons, RDS must submit a roster of all incoming deliveries to Bolling Air Force Base Security Police one day in advance.

- Items shipped by carriers other than United Parcel Service (UPS), Federal Express (Fed Ex), Federal Express Ground, DHL, or Air Borne Express (AB) requires an appointment for delivery.
- To ensure coordination with Base Security, appointments must be made 2 business days in advance.
- The shipper must complete the RDS 410 Delivery Appointment Form below, fax it to 202-610-2027, and confirm the appointment date by calling 202-395-5250.
- Shippers must enter the South Gate at Bolling Air Force Base (Exit 1 off 295) and proceed to the inspection station.
- Requirements upon arrival include:
 1. Driver must have a valid driver's license.
 2. All passengers must have government issued photo identification (driver's license).
 3. No pets allowed.
 4. Valid vehicle registration.
 5. Valid insurance – fleet insurance is not acceptable.
 6. Delivery manifest

Emergency Deliveries: Emergency deliveries to the RDS 410 should be extremely limited as it requires the shipper to be signed in at the South Gate Visitor's Center by a sponsor from the RDS and escorted to the final destination, a process of 30 minutes or longer. The WH/EOP pass holder who ordered the material must validate the requirement for an emergency delivery.

RDS 410 Delivery Appointment Form

Desired Delivery Date: _____

Confirmed Appointment Date (to be completed by RDS): _____

Shipping Company's Name: _____

Shipping Company's Point of Contact Name: _____

Shipping Company's Phone Number: _____

Vehicle Information:

* Make: _____

* Model: _____

* Year: _____

* Color: _____

* Tag Number: _____

Driver Information:

* Name: _____

* Date of Birth: _____

* SSN: _____

Passenger 1 Information:

* Name: _____

* Date of Birth: _____

* SSN: _____

Passenger 2 Information:

* Name: _____

* Date of Birth: _____

* SSN: _____

Item Information:

* Company Name: _____

* Purchase Order Number: _____

* End Recipient: _____

* General Description of Item: _____

* Number of pallets or boxes: _____

Upon completion, fax to 202-610-2027. Call 202-395-5250 to confirm receipt and to set up an appointment time.