

Program:	772-S R-1					
Term:	September 1, 2020 to August 31, 2021					
Title:	White House Stationery					
			<b>THE REGAL PRESS, INC.</b>		<b>CURRENT CONTRACTOR</b>	
		BASIS OF	NORWOOD, MA		<b>THE REGAL PRESS</b>	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PREPRESS:</b>					
(a)	Prior to Production samples (1st order).....all items.....	1	\$980.04	\$980.04		
(b)	Prior to Production samples.....per items, per order.....	10	\$163.34	\$1,633.40		
<b>II.</b>	<b>ENGRAVING, EMBOSSED, BINDING AND CONSTRUCTION:</b>					
G-	Envelope - 4-1/8 x 9-1/2"					
	Engraving in PMS.....					
(1)	<b>Makeready and/or Setup</b>	1	\$129.60	\$129.60		
(2)	<b>Running Per 1,000 Copies</b>	20	\$167.82	\$3,356.40		
J-	Envelope - 4-1/8 x 9-1/2"					
	Engraving in PMS.....					
(1)	<b>Makeready and/or Setup</b>	1	\$129.60	\$129.60		
(2)	<b>Running Per 1,000 Copies</b>	30	\$136.64	\$4,099.20		
K-	Envelope - 3-7/8 x 7-1/2"					
	Engraving in PMS.....					
(1)	<b>Makeready and/or Setup</b>	1	\$129.60	\$129.60		
(2)	<b>Running Per 1,000 Copies</b>	5	\$136.64	\$683.20		
L-	Envelope - 3-5/8 x 7-1/4"					
	Engraving in PMS.....					
(1)	<b>Makeready and/or Setup</b>	1	\$129.60	\$129.60		
(2)	<b>Running Per 1,000 Copies</b>	5	\$136.64	\$683.20		
M-	Envelope - 6-3/8 x 3- 5/8"					
	Engraving in PMS.....					
(1)	<b>Makeready and/or Setup</b>	1	\$129.60	\$129.60		
(2)	<b>Running Per 1,000 Copies</b>	10	\$167.82	\$1,678.20		
U-	Envelope - 4-3/8 x 6-9/16"				<b>EXTENSIVELY</b>	
	Engraving in gold.....					
(1)	<b>Makeready and/or Setup</b>	1	\$259.20	\$259.20		
(2)	<b>Running Per 1,000 Copies</b>	5	\$248.64	\$1,243.20		
V-	Envelope - 5-3/4 x 7-11/16"				<b>REVISED</b>	
	Engraving in gold.....					
(1)	<b>Makeready and/or Setup</b>	1	\$259.20	\$259.20		
(2)	<b>Running Per 1,000 Copies</b>	10	\$248.64	\$2,486.40		
X-	Envelope - 4-5/8 x 6-7/8				<b>SPECIFICATION</b>	
	Engraving in PMS.....					
(1)	<b>Makeready and/or Setup</b>	1	\$129.60	\$129.60		
(2)	<b>Running Per 1,000 Copies</b>	2	\$136.64	\$273.28		
O-	Letterhead - 6-3/4 x 8-7/8"					
	Heading engraves in PMS, Seal engraves in gold OR blind embossed.....					
(1)	<b>Makeready and/or Setup</b>	1	\$388.80	\$388.80		
(2)	<b>Running Per 1,000 Copies</b>	100	\$310.24	\$31,024.00		
P-	Letterhead - 7 x 10-1/2"					
	Heading engraves in PMS, Seal engraves in gold OR blind embossed....					
(1)	<b>Makeready and/or Setup</b>	1	\$388.80	\$388.80		
(2)	<b>Running Per 1,000 Copies</b>	10	\$327.04	\$3,270.40		
Q-	Letterhead - 8-1/2 x 11"					
	Heading engraves in PMS, Seal engraves in gold OR blind embossed.....					
(1)	<b>Makeready and/or Setup</b>	1	\$388.80	\$388.80		
(2)	<b>Running Per 1,000 Copies</b>	100	\$310.24	\$31,024.00		
R-	Letterhead - 8-1/2 x 11"					
	Engraving of heading only, in PMS.....					
(1)	<b>Makeready and/or Setup</b>	3	\$129.60	\$388.80		
(2)	<b>Running Per 1,000 Copies</b>	220	\$119.84	\$26,366.80		
S-	Letterhead - 6-1/4 x 9-1/4"					
	Engraving of heading only, in PMS.....					
(1)	<b>Makeready and/or Setup</b>	1	\$129.60	\$129.60		
(2)	<b>Running Per 1,000 Copies</b>	10	\$136.64	\$1,366.40		

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		BASIS OF	NORWOOD, MA		<b>THE REGAL PRESS</b>	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
T1-	Letterhead - 8-1/2 x 11"					
	No engraving or embossing 2nd sheet only - trim four sides.....					
(2)	<b>Running Per 1,000 Copies</b>	55	\$32.04	\$1,762.20		
T2-	Letterhead - 8-1/2 x 11"					
	No engraving or embossing 2nd sheet only - trim four sides.....					
(2)	<b>Running Per 1,000 Copies</b>	25	\$140.81	\$3,520.25		
T3-	Letterhead - 6-1/4 x 9-1/4"					
	No engraving or embossing 2nd sheet only - trim four sides.....					
(2)	<b>Running Per 1,000 Copies</b>	10	\$32.04	\$320.40		
<b>III.</b>	<b>PAPER: Per 1,000 leaves</b>					
J-	Envelope - 4-1/8 x 9-1/2"					
	100% Cotton Crane & Co. Ecru White, Kid Finish (32-lb.).....	30	\$256.50	\$7,695.00		
K-	Envelope - 3-7/8 x 7-1/2"					
	100% Cotton Crane & Co. Ecru White, Kid Finish (32-lb.).....	5	\$273.90	\$1,369.50		
L-	Envelope - 3-5/8 x 7-1/4"					
	100% Cotton Crane & Co. Ecru White, Kid Finish (32-lb.).....	5	\$263.72	\$1,318.60		
U-	Envelope - 4-3/8 x 6-9/16"					
	100% Cotton Crane & Co. Pearl White, Kid Finish (32-lb.).....	5	\$273.90	\$1,369.50		
V-	Envelope - 5-3/4 x 7-11/16"					
	100% Cotton Crane & Co. Pearl White, Kid Finish (32-lb.).....	10	\$256.50	\$2,565.00		
X-	Envelope - 4-5/8 x 6-7/8"					
	100% Cotton Crane & Co. Ecru White, Kid Finish (32-lb.).....	2	\$307.10	\$614.20		
O-	Letterhead - 6-3/4 x 8-7/8"					
	100% Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.).....	100	\$120.78	\$12,078.00		
P-	Letterhead - 7 x 10-1/2"					
	100% Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.).....	10	\$136.68	\$1,366.80		
Q-	Letterhead - 8-1/2 x 11"					
	100% Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.).....	100	\$122.01	\$12,201.00		
T2-	Letterhead - 8- 1/2 x 11"					
	100% Cotton, Crane & Co. Ecru White, Kid Finish (32-lbs.).....	25	\$122.01	\$3,050.25		
<b>IV.</b>	<b>ADDITIONAL OPERATIONS:</b>					
(a)	Producing new copper dies.....per die.....	5	\$686.00	\$3,430.00		
	<b>CONTRACTOR TOTALS</b>			<b>\$165,807.62</b>		
	<b>DISCOUNT</b>		<b>1.00%</b>	<b>\$1,658.08</b>		
	<b>DISCOUNTED TOTALS</b>			<b>\$164,149.54</b>		
				<b>AWARDED</b>		

**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 **September 1, 2020** and ending **August 31, 2021** 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 opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **August 13, 2020** at the U.S. Government Publishing Office, APSDC. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Program 772-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised. All bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding with particular attention to the following:

- GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Perspective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. This document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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

For information of a technical nature, call **David Love** at (202) 512-0307 or email [apsdc@gpo.gov](mailto:apsdc@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 1-18)) 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:** The predominant production functions are printing and engraving. Any bidder who cannot perform the predominant production functions will be declared non-responsible.

**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 three (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 **September 1, 2020** through **August 31, 2021**, 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 **May 31, 2020**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

**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.

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 plan must be submitted within three (3) workdays of notification from GPO.

The quality control plan must be reviewed and approved by the Government prior to award.

**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.

**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 **September 1, 2020** through **August 31, 2021**, 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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:**

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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

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

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

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

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 Stationery (envelopes and letterheads) requiring such operations as proofing, prior to production samples, engraving, embossing, binding, construction, packing, and delivery.

**TITLE:** White House Stationery

<u>Item</u>	<u>Frequency / year*</u>	<u>Quantity per order**</u>	<u>Trim size</u>
G – Envelope:	1 to 3 orders	5,000 to 20,000	4-1/8 x 9-1/2"
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"
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 <sup>nd</sup> sheet only):	1 to 4 orders	5,000 to 50,000	8-1/2 x 11"
T2 – Letterhead (2 <sup>nd</sup> sheet only):	1 to 4 orders	5,000 to 20,000	8-1/2 x 11"
T3 – Letterhead (2 <sup>nd</sup> sheet only):	1 to 2 orders	5,000 to 10,000	6-1/4 x 9-1/4"

A Print Order will be issued soon after award requiring prior to production samples for all of the above items.

\* 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.

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:* GPO Form 2511 - Print Order form will be furnished for each order  
PDF of carton label(s) will be furnished for each order

Samples of a previous printing will be supplied for color match of the blue ink in Pantone Blue 288.

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

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

Exhibit A: RDS Delivery Appointment Instructions

Exhibit B: RDS 410 Appointment Form

Exhibit C: Item G - Envelope – front and back

Exhibit D: Item J - Envelope – front and back

Exhibit E: Item K - Envelope – front and back

Exhibit F: Item L - Envelope – front and back

Exhibit G: Item M - Envelope – front and back

Exhibit H: Item U - Envelope – front and back

Exhibit I: Item V - Envelope – front and back

Exhibit J: Item X - Envelope – front and back

Exhibit K: Item O – Letterhead

Exhibit L: Item P – Letterhead

Exhibit M: Item Q – Letterhead

Exhibit N: Item R – Letterhead

Exhibit O: Item S – Letterhead

Exhibit P: Seal example for Items O, P, and Q – Letterhead

**EXHIBITS:** The facsimiles of samples pages shown as exhibits C through P are representative of the requirements which will be ordered under this contract for these items. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

***Required Dies:***

- The Government will not furnish any dies necessary for any of the items requiring a die.
- The Government will supply previous samples of any item necessary after award, if requested.
- Contractor is required to make all new dies as necessary throughout the term of the contract.
- It is anticipated that approximately five (5) new copper dies will be produced throughout the term of the contract.
- Contractor is to hold all dies for the duration of the contract.
- All dies prepared under this contract are the property of the US Government.

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.

***Ordering Instructions for GPO Stock:*** Government supplied stock must be ordered through GPO Paper Control. Contractor must contact the U.S. Government Publishing Office to order the White 100% cotton Fine Writing, 4-star Eagle Watermark. See "STOCK/PAPER". GPO will only furnish 34-1/2 x 44-1/2" sheets, as listed in the Paper Catalogue. Custom-cut sizes cannot be accommodated.

After the print order is placed, the contractor is required to notify GPO Customer Services at (202) 512-0307 with the amount of sheets required. After the order is submitted, the contractor will be contacted to arrange for pickup of stock (3<sup>rd</sup> party carriers are acceptable).

It is the contractor's responsibility to order the amount of stock needed to fulfill the requirements of this contract. The contractor will not be entitled to any additional time in the schedule due to the contractor's failure to order this stock in sufficient time in order to meet the requirements of the contract schedule.

The contractor does not pay for the paper; however, the contractor is responsible for prepaying for the freight or any other charges related to obtaining the paper. Charges incurred by the contractor for pickup of GPO furnished stock via small package carrier will be reimbursable upon submission of shipping receipts with the billing invoice.

Contractor must keep an accurate and updated account of how much stock is used under the requirements of this contract, including spoilage and/or damaged stock.

**DIE REQUIREMENTS:**

Contractor is required to include in their base pricing all costs necessary to make the dies needed to meet the initial requirements of production.

The dies for the Governmental seals must be copper dies with a steel coating to extend the life and detail necessary for these dies. For all other required dies standard copper dies are acceptable.

Vendor is required to provide a prior to production sample for each new die prior to use in live production.

**ELECTRONIC PREPRESS:**

The Government will supply a PDF for each 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.

Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. All samples shall be submitted in the finished size required in these specifications.

The sample requirement for the first Print Order will be for not less than 12 production samples of each item. These samples, plus the furnished government material for each, must be submitted, in accordance with the schedule for Prior to Production samples. At the option of the Government this requirement may be waived.

The Government may require samples on future print orders prior to the commencement of production of the contract production quantity. If required, it will indicated on the Print Order. The sample requirement on these orders will be for not less than 12 production samples of the item(s) required. The samples, plus the furnished government materials, must be submitted, in accordance with the Regular Schedule.

Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product(s)

The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples and ink drawdowns must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. Samples will be tested for conformance of material(s) and for construction.

The Government will approve, conditionally approve, or disapprove the samples. 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.

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

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

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

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

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

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

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

### **Envelopes**

All are open side, with gummed flaps – See BINDING

Different envelopes items with the same stock requirement should match

Items G and M White 100% cotton Fine Writing, smooth finish, 4-star Eagle Watermark (no year of manufacture indicated), basis weight: 28lbs. per 500 sheets, 17 x 22", equal to JCP Code D50 (Property #1181-9).

**NOTE:** Flat sheets under Property #1181-9, will be furnished by the Government. Envelopes are converted by the Contractor.

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

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

### **Letterheads**

Different letterhead items with the same stock requirement should match

Items R, S, T1 and T3: White 100% cotton Fine Writing, smooth finish, 4-star Eagle Watermark (no year designation), basis weight: 28lbs. per 500 sheets, 17 x 22", equal to JCP Code D50 (Property #1181-9).

**NOTE:** Flat sheets under Property #1181-9, will be furnished by the Government. All watermarks MUST be right reading and right side up on the paper.

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

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.

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

**NOTE:** All items engraved in gold must be burnished after engraving.

### **Envelopes**

Items G and M: Engrave in Pantone 288.

Items J, K, L, and X: Engrave in Pantone 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)

**Letterheads**

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

Items R and S: Heading engraves in Pantone 288 only.

Item T1/T2/T3 - No printing required

**PRODUCTION INSPECTION:** At the Government's option, Production Inspection may be waived.

Production inspections may be required at the contractor's plant for the purpose of establishing that the engraving is being accomplished in accordance with contract quality attributes and specifications.

All items engraved in gold must be burnished after engraving.

**NOTE:** A production inspection is for the purpose of setting specific standards that are to be maintained throughout the duration of the contract. When production inspection is required, the Government will notify the contractor.

*Viewing Light:* Engraved sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**MARGINS:** Margins must be exact. Contractor must follow layout sheet or sample and specifications on each print order.

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

**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:**

**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.

**Letterheads** - Trim four sides.

**PACKING:**

**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.

**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](http://www.GPO.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.GPO.gov](http://www.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.

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

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

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

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

Delivery instructions for RDS destination are attached.

**See Exhibit A: RDS Delivery Appointment Instructions**

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 Exhibit B: RDS 410 Appointment Form**

Deliver by FedEx, UPS or truck to RDS.

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

Upon completion of each order the contractor must notify the ordering agency (on the same day the order ships) via email to Yael Intrator at [Yael\\_Intrator@oa.eop.gov](mailto:Yael_Intrator@oa.eop.gov). The subject line of the email shall be "Distribution Notice for Program 772-S, Jacket Number XXX-XXX, Print Order XXXXX,." The notice must provide all applicable tracking numbers, shipping/mailling method, and title of publication.

Upon completion of the contract, all unused Government furnished paper stock must be returned to the U.S. Government Publishing Office and 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).

Furnished material (except for paper) must be picked up from and delivered to:

OA RDS Warehouse, Anacostia Naval Annex Bldg. 410/Door 123, 250 Murray Lane, SW, Washington, DC 20509.  
Attn: Yael Intrator (202 395-7683)

Furnished paper stock must be picked up from: U.S. Government Publishing Office, Washington, DC 20401.

**NOTE:** It is the contractor's responsibility to arrange for pickup of the stock.

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

**Prior to production samples** (for all items, as required upon award)

Samples of all items and ink draw downs must be submitted within ten workdays after receipt of the Print Order and Government furnished materials.

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)

As soon as known, the tracking number is to be supplied via e-mail to Yael Intrator ([Yael\\_Intrator@oa.eop.gov](mailto:Yael_Intrator@oa.eop.gov))

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.

The Government will approve, conditionally approve or disapprove the samples within ten workdays of receipt of the Print Order and Government furnished materials.

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.

When ordered, prior to production samples must be submitted within two (2) workdays.

The Government will approve, conditionally approve, or disapprove the priors within three (3) workdays of the receipt thereof. The first workday after proofs are received is day one of the hold time.

Contractor must deliver the first 5,000 copies of each order within 10 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 10 workdays.

The remaining balance of copies must be delivered within an additional 10 workdays.

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.

### **Product Inspection**

The contractor must notify the U.S. GPO of the date and time the product 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.

Contractor should also e-mail Yael Intrator ([Yael.Intrator@oa.eop.gov](mailto:Yael.Intrator@oa.eop.gov)) with 48 hours' notice.

**NOTE:** See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov). Personnel receiving the email will be unable to respond to questions of a technical nature or to transfer any inquiries.

**STORAGE OF FURNISHED PAPER STOCK:** The contractor must properly store all furnished paper stock at no cost to the Government. The contractor will be responsible for reimbursing the Government for any stock that is damaged while in their possession.

The contractor must return any unused paper stock to the U.S. Government Publishing Office upon completion of the contract.

### 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.

**NOTE:** The Determination of Award estimates specified below are based on historical data; however, due to the current global Pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.

**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. (a) 1  
(b) 10

II. <u>Item</u>	(1)	(2)
G	1	20
J	1	30
K	1	5
L	1	5
M	1	10
U	1	5
V	1	10
X	1	2
O	1	100
P	1	10
Q	1	100
R	3	220
S	1	10
T1		55
T2		25
T3		10

III. <u>Item</u>	
J	30
K	5
L	5
U	5
V	10
X	2
O	100
P	10
Q	100
T2	25

- IV (a) 5

## 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.

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

No charge will be allowed for paper furnished by the Government

### I. PREPRESS: Prices offered must be all-inclusive.

- (a) Prior to Production samples (1<sup>st</sup> order, all items) .....all Items.....\$ \_\_\_\_\_
- (b) Prior to Production samples.....per item, per order.....\$ \_\_\_\_\_

### II. ENGRAVING, EMBOSSING, BINDING AND CONSTRUCTION: Prices offered shall include the cost of all required materials and operations necessary for the proofing, engraving, embossing, binding, construction, packing, and distribution of the products listed in accordance with these specifications.

For envelopes – includes converting flat sheets to finished envelope sizes

For letterhead – includes trimming four sides

	<u>Makeready And/or Setup</u>	<u>Running Per 1,000 Copies</u>
G – Envelope – 4-1/8 x 9-1/2" Engraving in PMS .....	\$ _____	\$ _____
J – Envelope – 4-1/8 x 9-1/2" Engraving in PMS .....	\$ _____	\$ _____
K – Envelope – 3-7/8 x 7-1/2" Engraving in PMS .....	\$ _____	\$ _____
L – Envelope – 3-5/8 x 7-1/4" Engraving in PMS .....	\$ _____	\$ _____

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

	<u>Makeready And/or Setup</u>	<u>Running Per 1,000 Copies</u>
M – Envelope – 6-3/8 x 3-5/8" Engraving in PMS .....	\$ _____	\$ _____
U – Envelope – 4-3/8 x 6-9/16" Engraving in gold .....	\$ _____	\$ _____
V – Envelope – 5-3/4 x 7-11/16" Engraving in gold .....	\$ _____	\$ _____
X – Envelope – 4-5/8 x 6-7/8" Engraving in PMS .....	\$ _____	\$ _____
O – Letterhead – 6-3/4 x 8-7/8" Heading engraves in PMS, Seal engraves in gold OR blind embossed .....	\$ _____	\$ _____
P – Letterhead – 7 x 10-1/2" Heading engraves in PMS, Seal engraves in gold OR blind embossed .....	\$ _____	\$ _____
Q – Letterhead – 8-1/2 x 11" Heading engraves in PMS, Seal engraves in gold OR blind embossed .....	\$ _____	\$ _____
R – Letterhead – 8-1/2 x 11" Engraving of heading only, in PMS .....	\$ _____	\$ _____
S – Letterhead – 6-1/4 x 9-1/4" Engraving of heading only, in PMS .....	\$ _____	\$ _____
T1 – Letterhead – 8-1/2 x 11" No engraving or embossing 2 <sup>nd</sup> sheet only – trim four sides.....		\$ _____
T2 – Letterhead – 8-1/2 x 11" No engraving or embossing 2 <sup>nd</sup> sheet only – trim four sides.....		\$ _____
T3 – Letterhead – 6-1/4 x 9-1/4" No engraving or embossing 2 <sup>nd</sup> sheet only – trim four sides.....		\$ _____

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

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

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

Envelopes: Each envelope.

Letterhead: Each page-size leaf

Per 1,000 leaves

J – Envelope – 4-1/8 x 9-1/2"	
100 % Cotton, Crane & Co. Ecu White, Kid Finish (32-lbs.) .....	\$ _____
K – Envelope – 3-7/8 x 7-1/2"	
100 % Cotton, Crane & Co. Ecu White, Kid Finish (32-lbs.) .....	\$ _____
L – Envelope – 3-5/8 x 7-1/4"	
100 % Cotton, Crane & Co. Ecu White, Kid Finish (32-lbs.) .....	\$ _____
U – Envelope – 4-3/8 x 6-9/16"	
100 % Cotton, Crane & Co. Pearl White, Kid Finish (32-lbs.) .....	\$ _____
V – Envelope – 5-3/4 x 7-11/16"	
100 % Cotton, Crane & Co. Pearl White, Kid Finish (32-lbs.) .....	\$ _____
X – Envelope – 4-5/8 x 6-7/8"	
100 % Cotton, Crane & Co. Ecu White, Kid Finish (32-lbs.) .....	\$ _____
O – Letterhead – 6-3/4 x 8-7/8"	
100 % Cotton, Crane & Co. Ecu White, Kid Finish (32-lbs.) .....	\$ _____
P – Letterhead – 7 x 10-1/2"	
100 % Cotton, Crane & Co. Ecu White, Kid Finish (32-lbs.) .....	\$ _____
Q – Letterhead – 8-1/2 x 11"	
100 % Cotton, Crane & Co. Ecu White, Kid Finish (32-lbs.) .....	\$ _____
T2 – Letterhead – 8-1/2 x 11"	
100 % Cotton, Crane & Co. Ecu White, Kid Finish (32-lbs.) .....	\$ _____

**IV. ADDITIONAL OPERATIONS:**

(a) Producing new copper dies..... per die.....\$ \_\_\_\_\_

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

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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

\*\*\*\*\*

**Address to be used for Delivery of Purchases:**

SSDMD/RDS; Plus recipient's name  
Joint Base Anacostia-Bolling (JBAB)  
Bldg. 410/Door 123, PO#  
For Credit Card Orders, 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-2:30 pm Monday-Friday (closed weekends and Federal holidays).
- Mandatory advance delivery notice required for access to JBAB and Bldg. 410.
- Emergency, early or late deliveries must be coordinated in with the ***Distribution Director or Branch Chief at 202-395-5250***
- All packages, regardless of address sent via United States Postal Services (USPS) will be processed at an alternate screening facility not the RDS.
- Packages that do not follow the address criteria above will be refused for security reasons.
- Packages with no end recipients name on the box will be refused and returned to the carrier for security reasons.

**DELIVERY ACCESS REQUIREMENTS TO RDS 410:**

For security reasons, SSDMB must submit a roster of all incoming deliveries to Security Personnel no later than 3 pm, one business day in advance.

- Items shipped by carriers other than United Parcel Service (UPS), Federal Express (FEDEX), Federal Express Ground, Government Printing Office (GPO), and National Park Service (NPS) require an appointment for delivery to gain access to JBAB and to bldg. 410.
- Carriers with a Rapid Gate Pass or other Government Identification that can access military installations without being processed at the JBAB Visitor's Center ***still require*** a delivery appointment to access Bldg. 410.
- FedEx Freight and UPS Freight require an appointment for delivery
- Carriers without an appointment will be turned away and an appointment will need to be made for the next business day.
- To ensure coordination with all Security Personnel, appointments must be made by 12 noon of the business day prior to delivery.
- The carrier must complete the RDS 410 Delivery Appointment Form on back, fax it to 202-757-5209 and confirm the appointment date by calling 202-395-5250.
- Directions to the address above cannot be obtained through the internet. Call for directions.
- Carriers must enter the South Gate at JBAB (Exit 1 off 295) and proceed to the inspection station.
- Carriers must be at the JBAB Visitor's Center no later than 1:30 pm to be processed through the inspection station.  
***\*\*NOTE: Any changes to driver(s), passenger(s), truck, or other details after approved scheduled appointment confirmation will result in refusal of delivery\*\****
- ***Requirements upon Arrival Include:***
  - Driver must have a valid driver's license
  - All passengers must have a government issued photo identification (driver's license)
  - No pets allowed
  - Valid vehicle registration
  - Valid vehicle insurance
  - Delivery manifest
  - Leased vehicles or trucks making deliveries are required to have the lease agreement as a substitute for registration and insurance. Lease agreement must be in the name of the driver or the carrier company on the manifest.

**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		Color	
Model		Tag Number	
Year			

**DRIVER INFORMATION:**

Name			
Date of Birth		Driver's License #	

**PASSENGER (1) INFORMATION:**

Name			
Date of Birth		Driver's License #	

**PASSENGER (2) INFORMATION:**

Name			
Date of Birth		Driver's License #	

**ITEM INFORMATION:**

Company Name			
Pro Number		Purchase Order Number	
End Recipient			
General Description of Item			
Number of pallets or boxes		Dimensions of Item or Pallet	

*Upon completion, please email [MBX.OA.RDSAppt@OA.eop.gov](mailto:MBX.OA.RDSAppt@OA.eop.gov). Call 202-395-5250 to confirm receipt and set up an appointment time. For questions, please contact Curtis Hamlin at 202-641-4867 or Ed Madden at 202-870-2016.*

**DELIVERY OF ITEMS ORDERED BY EOP COMPONENTS**

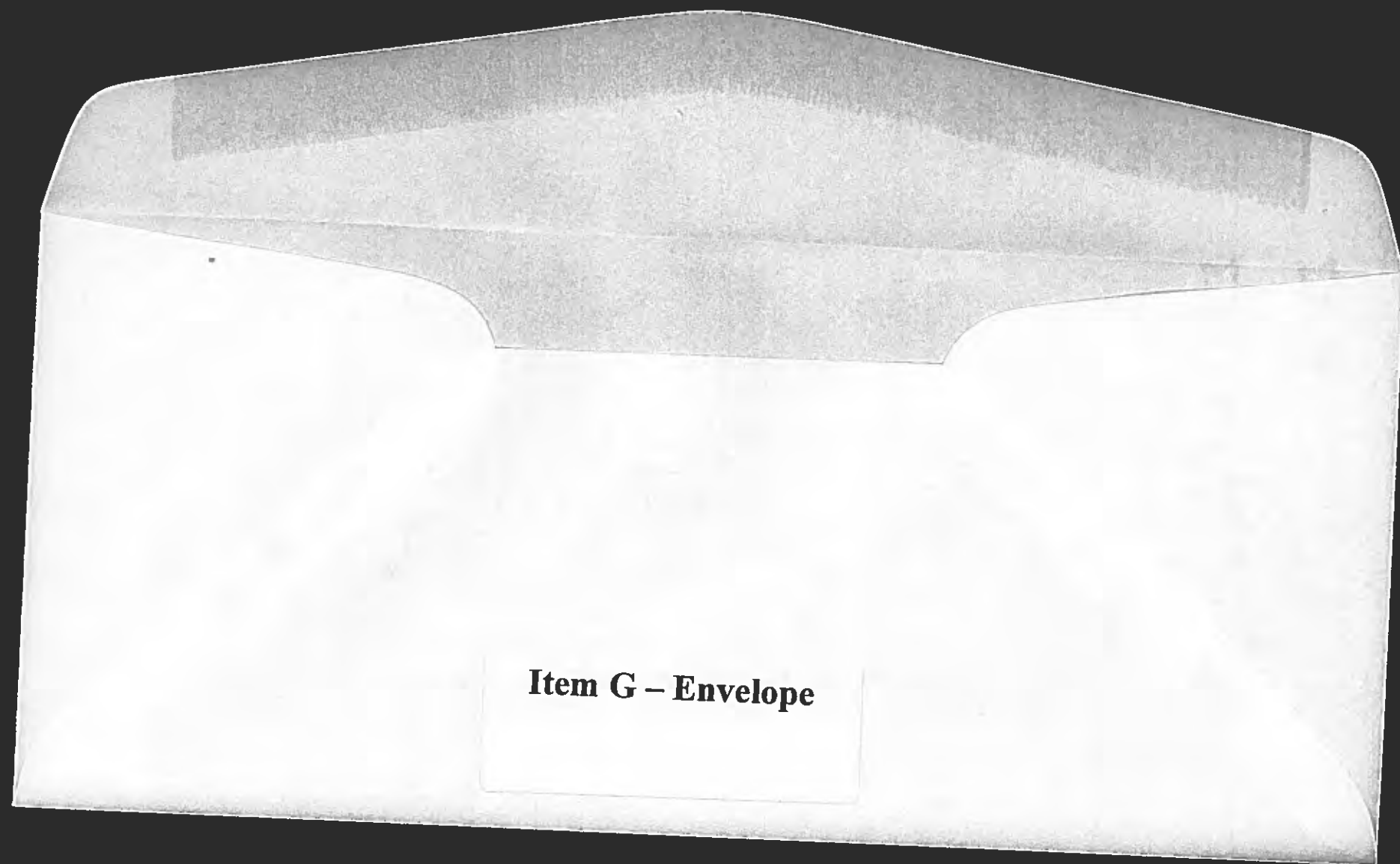
Required Address and Access Procedures to the Remote Delivery Site (RDS)

The RDS will only accept deliveries of items (purchased for official government business via a purchase order, credit card or through a Standard Form 1) if addressed as specified below.



**THE WHITE HOUSE**  
**WASHINGTON, DC 20502**

**Item G – Envelope**

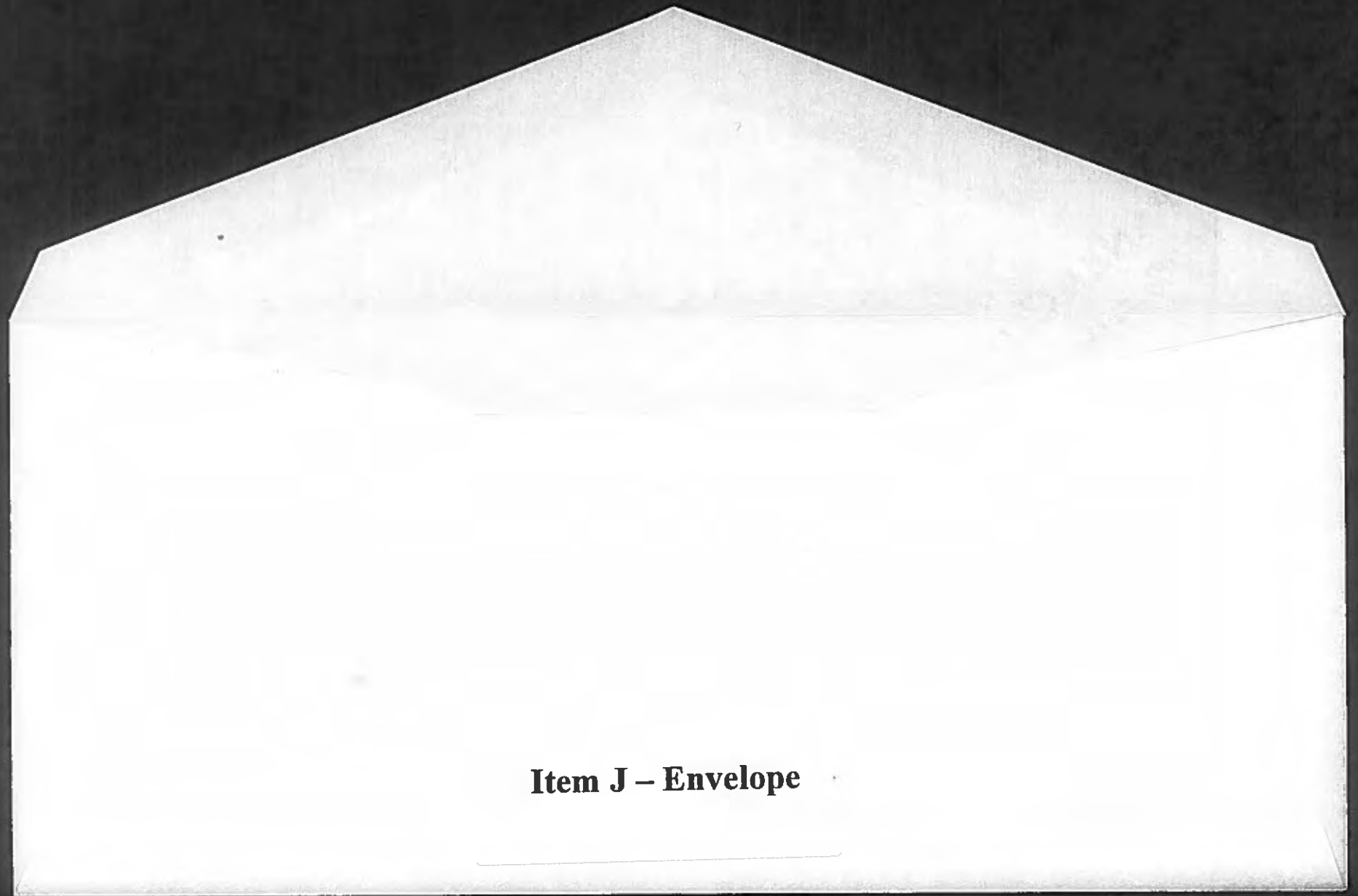


**Item G - Envelope**

THE WHITE HOUSE  
WASHINGTON, DC 20500

**Item J – Envelope**

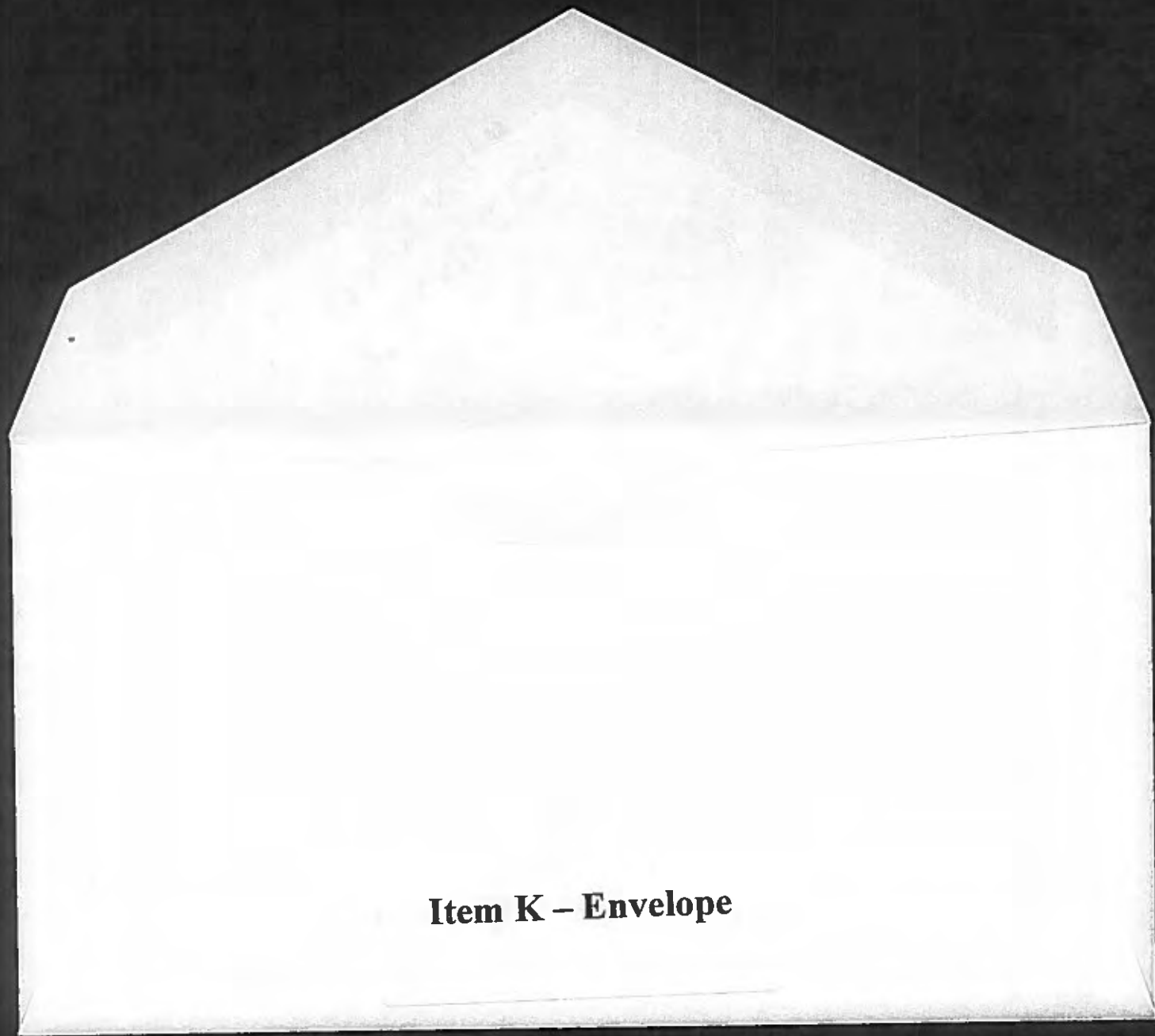
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**Item J – Envelope**

THE WHITE HOUSE  
WASHINGTON, DC 20500

**Item K – Envelope**

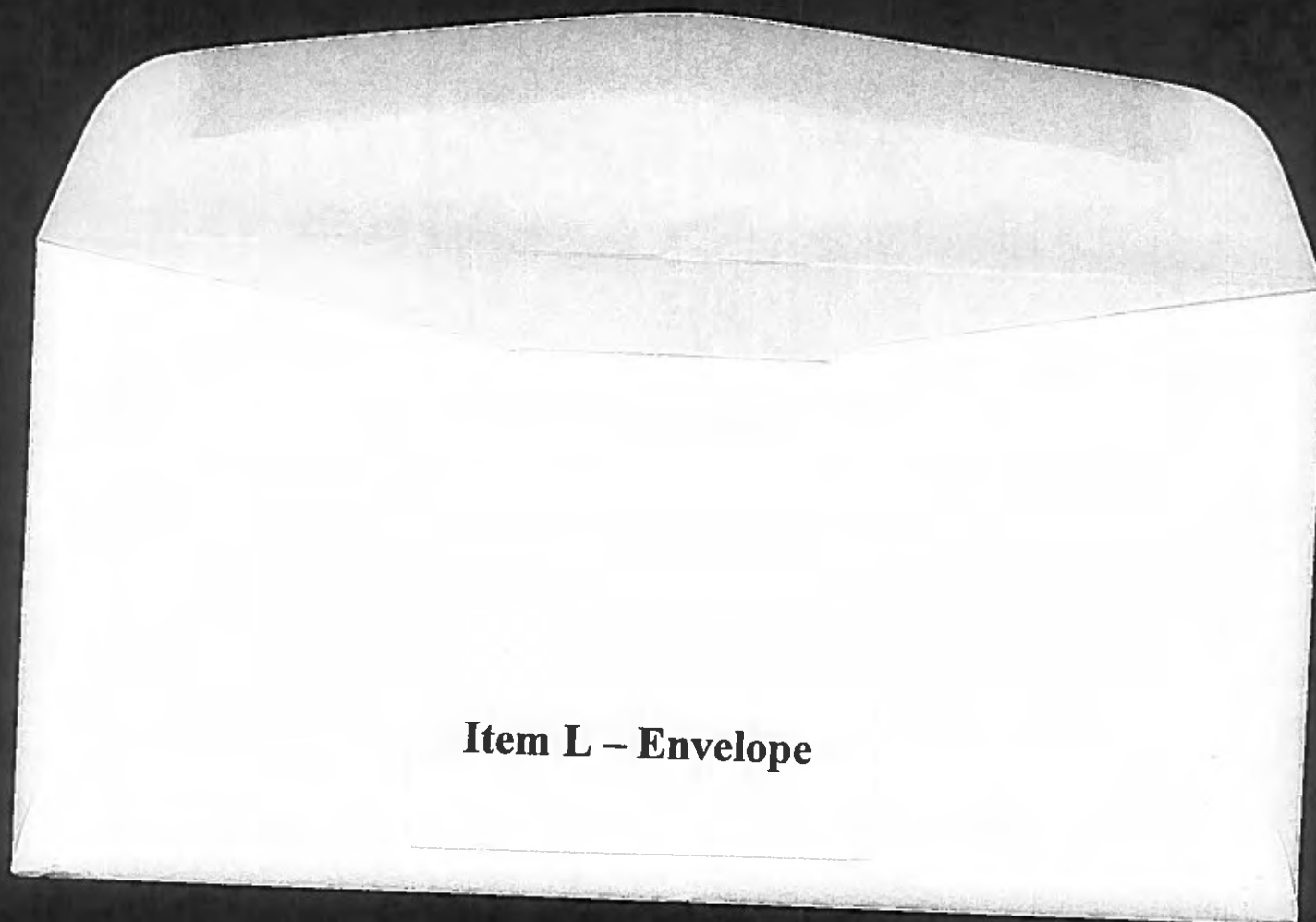


**Item K – Envelope**

THE WHITE HOUSE  
WASHINGTON, DC 20500

**Item L – Envelope**

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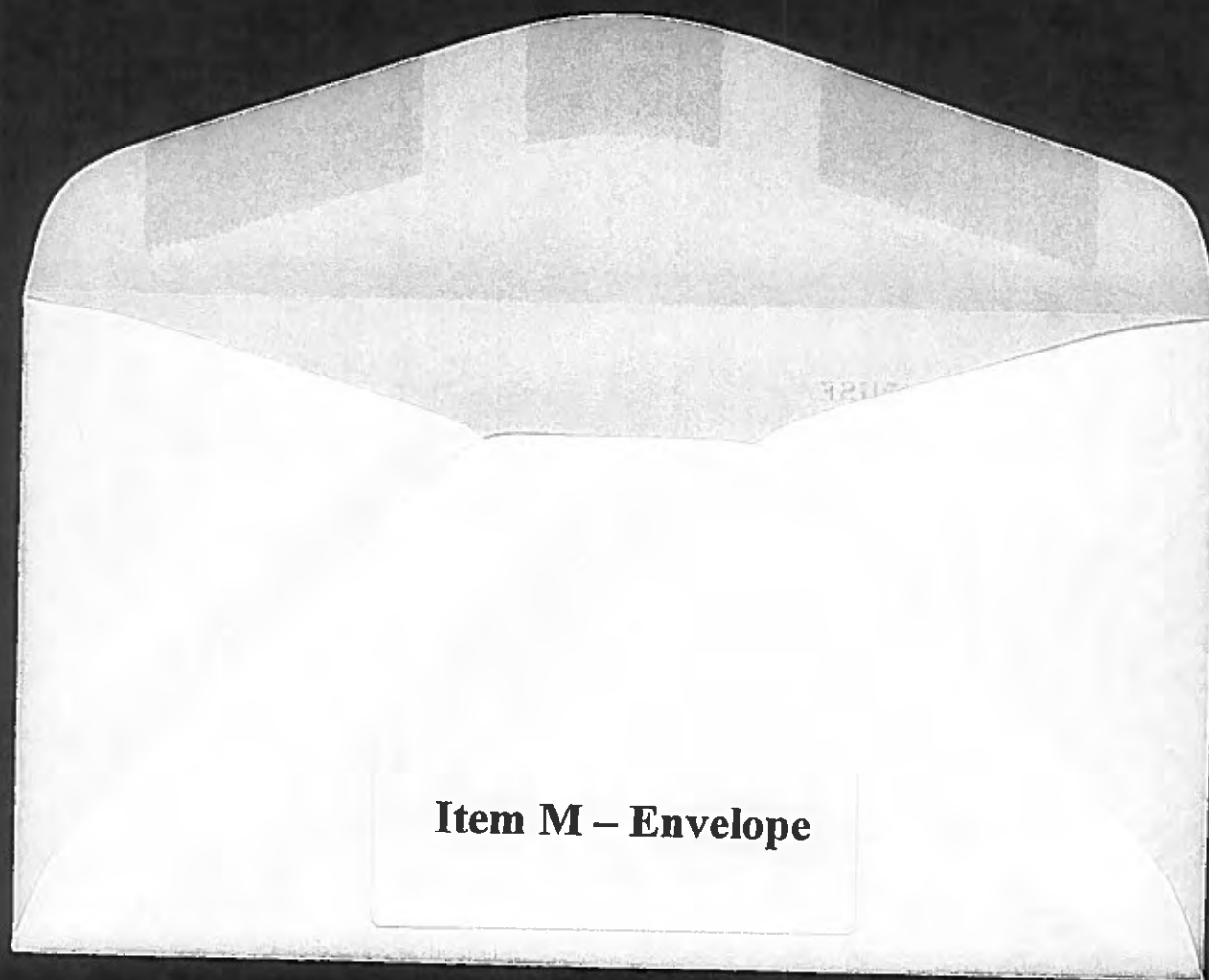


**Item L – Envelope**



**THE WHITE HOUSE**  
**WASHINGTON, DC 20502**

**Item M – Envelope**





THE WHITE HOUSE  
WASHINGTON, DC 20502

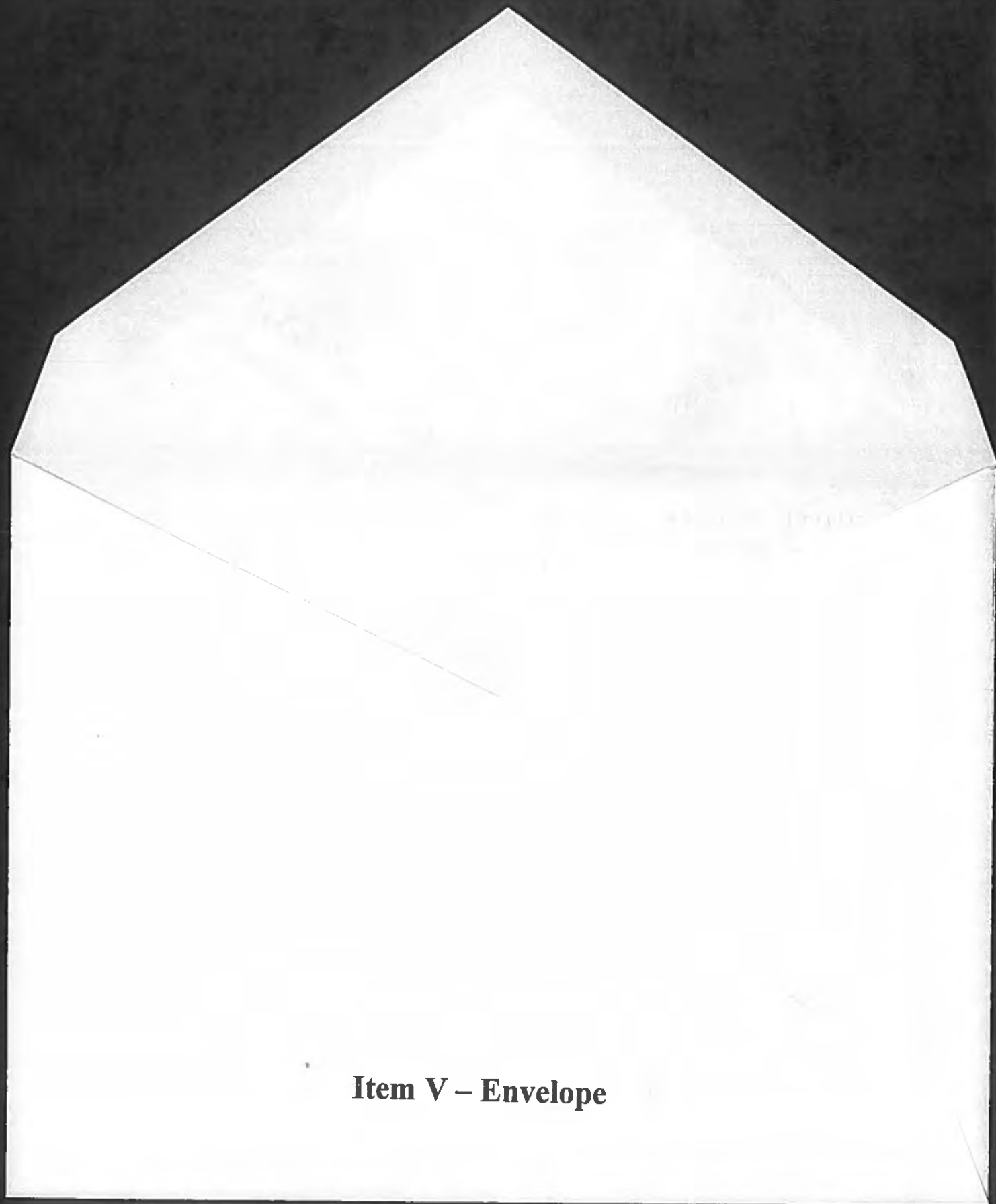


THE NEW YORK  
LIBRARY



THE WHITE HOUSE  
WASHINGTON, DC 20502

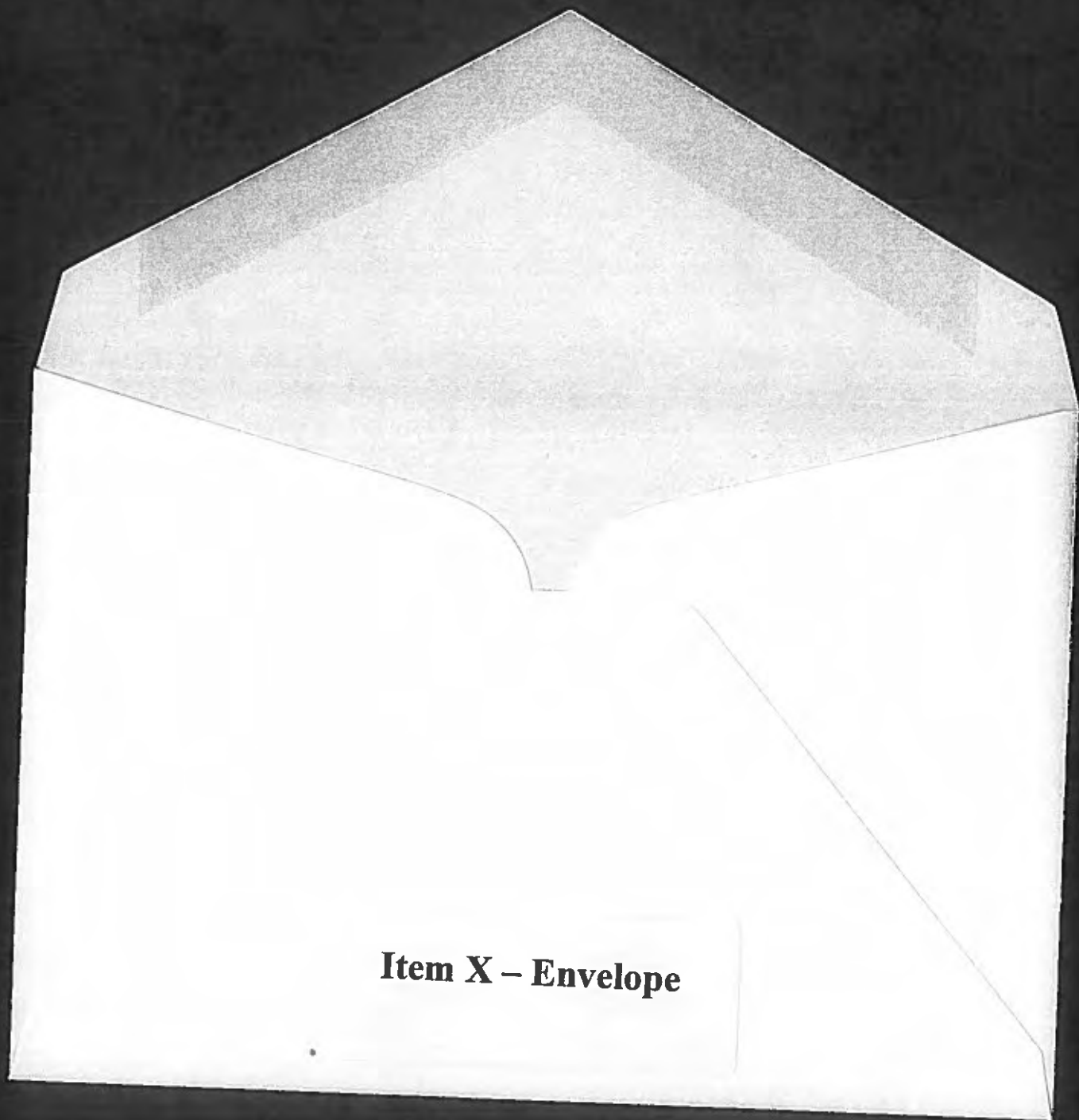
**Item V – Envelope**



**Item V – Envelope**

THE WHITE HOUSE  
WASHINGTON, DC 20500

**Item X – Envelope**



**Item X - Envelope**





THE WHITE HOUSE  
WASHINGTON

**Item O – Letterhead**



THE WHITE HOUSE  
WASHINGTON

**Item P – Letterhead**



**THE WHITE HOUSE**  
**WASHINGTON**

**Item Q – Letterhead**

**THE WHITE HOUSE**  
**WASHINGTON**

**Item R – Letterhead**



**THE WHITE HOUSE**  
**WASHINGTON**



**Item S - Letterhead**

Exhibit P - Seal example for Items O, P, and Q – Letterhead

