

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

American Community Survey Envelopes

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

Department of Commerce (Census)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **DATE OF AWARD** and ending **MAY 31, 2015**, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on **JUNE 17, 2014**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

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

Abstracts of contract prices may be viewed at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

For information of a technical nature, call William (Bill) White at (202) 512- 0303. (No collect calls.)

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

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

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

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

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.
- (c) Exception: Tolerances and Definitions (see "TOLERANCES AND DEFINITIONS" below).
- (d) Exception: Item 1 must also meet the U.S. Postal Service Business Mail requirements.

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

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

P-7. Prior to Production samples, proofs, average type dimension, electronic media.

TOLERANCES AND DEFINITION:

Envelope Size:	± 1/16"
Envelope side flaps:	± 1/32"
Window Size:	± 1/16"
Window Location:	± 1/16"
Printed Image Misplacement:	± 1/32"

Position and Skewness: ± 2 degrees
Filled-in Characters: There shall be no filled-in characters.

Nonconformance with these tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement will govern in all cases.

All applicable image position tolerance shall meet U.S. Postal Service (USPS) requirements. Item 1 must meet the U.S. Postal Service Qualified Business Reply Mail (QBRM) requirements. Refer to the latest version of the U.S. Postal Service Domestic Mail Manual and the latest version of the U.S. Postal Service Publication 25, Designing Letter and Reply Mail.

SUBCONTRACTING: The predominant production function is printing and the manufacture of envelopes. Subcontracting will not be permitted.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **DATE OF AWARD** to **MAY 31, 2015**, 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 **FEBRUARY 28, 2014**, 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.

PRODUCTION AND QUALITY SYSTEMS PLAN: Within three (3) workdays after notification of award, the contractor is required to furnish two (2) copies each of a detailed Production Plan and Quality Systems Plan (as specified below) to the Contracting Officer.

The proposed plans and any revised plans are subject to Government approval.

Production Plan: The minimum requirements to be included in the Production Plan are: 1) a flow chart containing the proposed overall step-by-step methods of production (i.e. expected delivery date of paper supply for each item; the number of machines to be used for each item; the dates, times, and shifts per day to be used for each item, including dates, times, and shifts of work performed on weekends; and types of presses and machines used for each process of each item); 2) the proposed start-up dates of all phases of production for all items, which will demonstrate the operation (i.e., printing, folding, etc.), length of production period for each operation, anticipated quantity completion rate per production day and operation for each item; 3) how the coordination will be handled from one production phase to the next; 4) the name and title of the person responsible for each production phase (i.e. Quality Control Officer); 5) how the final products will be staged/shipped, including the name of the person responsible for this phase; 6) list of the steps the contractor will follow when purging defective items and when replacements will be provided; and, 7) any other special requirements which the contractor deems necessary to successfully perform the contract.

In the event that a change is required in the production the contractor shall submit a revised Production Plan to the GPO, Attn: Contracting Officer, within three (3) business days of the change. The revised Production Plan is subject to Government approval.

Quality Systems Plan: The contractor shall implement (prior to start-up of production and maintain throughout the term of the contract) a Quality Systems Plan. The plan must demonstrate conformance to all requirements of this contract. The Quality System shall, at a minimum, include the following:

- 1) Appointment of an official who shall be responsible for the complete operation of the quality control system/department. This official shall be responsible for investigating and ascertaining the causes of deficiencies found and shall serve as the Government's single point of contact on all quality matters throughout the term of the contract.
- 2) Appointment of a lead Quality Control (QC) person who is directly involved in the day-to-day production of each item ordered. The QC person shall report to the directly to the designated official established in paragraph 1) above.
- 3) Details of where and by whom daily process controls and inspections will be performed to detect any defects during each phase of the Printing, Folding/Constructing, and Labeling and Packing of Shipping Containers processes. The contractor shall state the number of people that shall be permanently assigned to this contract and give details about their individual assignments.
- 4) Procedures to be utilized to insure that daily samples for inspection will be taken from all phases of production. All forms that the contractor will utilize in documenting daily sampling must also be included in the Quality Systems Plan.
- 5) Procedures for detecting any defective and/or incorrect items. Procedures MUST describe in detail the actions that will be taken if/when defects are discovered and how/when these defective/incorrect items will be replaced.
- 6) Description of how verification will be accomplished to insure that all envelopes have been processed in full.
- 7) Description of the procedures for retrieving and correcting any quantity of items shipped to Jeffersonville, IN, which do not meet specifications.

QUALITY SYSTEMS AUDIT: After review of the contractor's Quality Systems Plan, the Government may conduct an in-depth audit of all the contractor's quality control methods and quality systems in a formal walk-through.

Failure to maintain quality systems in accordance with the Quality Systems Plan approved by the Government may result in the Government's termination of the contractor for default.

ON-SITE GOVERNMENT REPRESENTATIVES: Two (2) or more Government representatives may be present at the contractor's production facility, for the duration of each shift, to monitor the production and quality review of all items, plus labeling, packaging and palletizing of shipping containers. For all production process for all items, the Census Quality Assurance team and the contractor's management team will establish a leader or point of contact for each shift on which Census work will be performed.

These *representatives* do not have contractual authority. They are not authorized to make changes, or imply that changes be or can be made, in these specifications or contract. Additionally, these Government *representatives* are not to provide support or disapproval of any concerns pertaining to any of the terms of this contract to the contractor's staff. However, these *representatives* are to bring any and all defects to the attention of the contractor's QC Officer.

The *representatives* will have full and unrestricted access to all production areas where Census work is being produced. The contractor must provide office space with a desk, a telephone and unlimited access to a fax machine. The office must be in an enclosed, secured area adjacent to the production operations. The contractor will be reimbursed for any charges incurred for toll calls made by the Government coordinators upon presentation of voucher and verifiable documentation.

NOTE: The Government *representatives* may affix stickers to the cartons and/or pallets for internal Census purposes. The application of these stickers neither signifies nor implies, in any way, the acceptance of the job by the Government.

The affixed stickers do apply to the acceptance of the materials on the pallet. Pallets cannot be shipped until the stickers have been applied to the pallets or written permission to ship has been provided by the Government.

Travel Expenses and per diem to be incurred by the Government for Quality Control Monitoring of each print order will be a factor in determining award. (See "SECTION 3.-DETERMINATION OF AWARD.")

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through MAY 31, 2015 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of six (6) different envelopes requiring such operations as printing, construction, packing, and distribution.

TITLE: American Community Survey Envelopes.

FREQUENCY OF ORDERS: Up to approximately 20 orders per year. (NOTE: Different envelopes will be ordered on separate print orders.)

QUANTITY: Approximately 1,500 to 6,400,000 envelopes per item per year (see chart below), Plus or minus none. **NOTE:** Shortages will not be accepted.

NOTE: Contractor is responsible for excess processing costs incurred for furnishing envelopes that do not meet specifications. **No shortages will be allowed;** therefore the contractor is cautioned that they will be required to make up any shortages at no additional costs to the Government.

NOTE: Multiple orders may be placed throughout the contract year for the same envelope. The total of all orders combined for that envelope is expected to be within the estimated quantity range given for that envelope in the below chart.

ITEM	TITLE/PRODUCT	FORM NO.	SIZE	QUANTITY RANGE
1	ACS Business Reply Mail Return Envelope	5385-47	10-5/8 x 5-3/4” plus flap	1,000,000 to 3,000,000
2	ACS Outgoing Group Quarter Envelopes	5385-46(GQ)(PR)	11-1/2 x 6-1/16” plus flap	1,500 to 2,000
3	ACS Outgoing Spanish Envelopes	ACS-46(SP)	11-1/2 x 6-1/16” plus flap	5,000 to 6,000
4	ACS Outgoing Puerto Rico Envelopes	ACS-46(PR)	11-1/2 x 6-1/16” plus flap	50,000 to 100,000
5	ACS Outgoing Group Quarter Envelopes	6385-46(GQ)	11-1/2 x 6-1/16” plus flap	100,000 to 200,000
6	ACS Outgoing Envelope	ACS-46 & ACS-46(IM)	11-1/2 x 6-1/16” plus flap	1,000,000 to 3,000,000

NOTE: Contractor must replace all spoiled/damaged items.

NOTE: Printing shall be in accordance with the requirements for the style envelope ordered. The Business Reply Mail Return Envelope must meet the U. S. Postal Service Business Reply mail requirements. All printing shall comply with all applicable U.S. Postal Service Regulations. Envelope printing, e.g., print contrast ratio, Intelligent Mail barcodes, must meet U.S. Postal Service automation guidelines/requirements. Refer to latest version of the: U.S. Postal Service Domestic Mail Manual; U.S. Postal Service Publication 25, Designing Letter and Reply Mail, July 2003; U.S. Postal Service Quick Service Guide 922, Business Reply Mail Layout Guidelines (S922.5); U.S. Postal Service Notice 124, July 2004 (transparent template); and U.S. Postal Service Notice 67 USPS September 2000 (transparent template).

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows-

Platform: Windows 7.

Storage Media: CD-R.

Software: One Form Designer Plus by Amgraf, Inc. 4.7.2.1., or higher, written to Adobe Acrobat 812.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All screen and printer fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: - A visual of all files will be furnished.
- GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

One piece of camera copy for carton labeling.

One piece of camera copy for pallet labeling.

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

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

GPO Form 892, Proof Label.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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 product(s) in accordance with these specifications.

In addition, the contractor must have the following on hand:

- The latest version of the U.S. Postal Service Domestic Mail Manual.
- The latest version of the U.S. Postal Service Publication 25, Designing Letter and Reply Mail, July 2003.
- The latest version of the U.S. Postal Service, Quick Service Guide 922; Business Reply Mail Layout Guidelines (S922.5).
- The latest version of the U.S. Postal Service Notice 124, July 2004 (transparent template).
- The latest version of the U.S. Postal Service Notice 67 USPS September 2000 (transparent template).
- Gage-Line Optical Comparator 6x (Gage-Line Company) or equivalent.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contact person noted on the GPO's 952 form and to the GPO.

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

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Files must be output on high resolution image processors at a minimum of 2540 dpi.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

Note: Proofs will be required for all Print Orders.

PROOFS: Two (2) sets of digital color content proofs. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs must have all elements in proper position (i.e., flap to size, adhesive position indicated for flap and seams and security tint area indicated).

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The container and accompanying documentation for each delivery address shall be marked "PROOFS – URGENT" and shall include the GPO Jacket, Purchase Order, Program, and Print Order Numbers.

Proofs must deliver via traceable means. Approval/disapproval of Proofs will come from the Suitland, MD address.

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

PRIOR TO PRODUCTION SAMPLES: After receipt of "O.K. to print" on proofs but prior to the commencement of production of the contract production quantity, the contractor shall submit to the Government not less than 150 samples for each type of envelope ordered on a print order. All samples must be printed and constructed to size, kind, and quality that the contractor will furnish, and must comply with these specifications.

These Prior to Production samples **MUST** be manufactured at the facilities, and on the equipment, in which the production quantity will be manufactured.

Samples must be delivered as follows:

- Submit 50 samples to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Donald J. Meyd, Room 3J424B, Telephone: 301-763-4447.
- Simultaneously, submit 100 samples to the U.S. Census Bureau, Attn: Quality Assurance Processing Section, 1621 Dutch Lane, Bldg. 60F, Jeffersonville, IN 47132. (Telephone: (812-218-2018).

The container and accompanying documentation for each delivery address shall be marked "URGENT: PRIOR TO PRODUCTION SAMPLES", and shall include the GPO jacket number, purchase order number, program number, and print order number.

Inside delivery to room number specified is required.

NOTE: All Prior to Production samples must deliver via traceable means. Approval/disapproval of Priors will come from the Suitland, MD address.

Contractor must submit Prior to Production samples within three (3) workdays of receipt of "O.K. to print" on the proofs.

The Government will approve, conditionally approve, or disapprove the samples within five (5) 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.

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 the procedures as indicated in Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

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

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.

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

Kraft (Bleached White), Basis Weight: 24 lbs. per 500 sheets, 17 x 22", with a minimum bursting strength of 38 pounds per square inch.

PRINTING:

Item 1 - Print outside of envelope (prior to manufacturing) in black only. Image consists of type and line matter in business reply mail format. After manufacture, image appears on the side opposite the seams (front). Inside of envelope must have a security tint of the contractor's own design printing in black or gray ink. Tint must not show through the envelope nor interfere with USPS equipment reading the FIM, OCR, and Intelligent Mail Barcode read area, but must ensure complete opacity, and prevent show through of any material contained therein. Tint must print on the inside of the flap during construction.

NOTE: The contractor must knockout the security tint in the area directly behind the Intelligent Mail bar code.

Items 2, 3, 4, and 5: Print outside of envelope (prior to manufacturing) in black only. Image consists of type and line matter.

Item 6: Print outside of envelope (prior to manufacturing) in black or a single ink color. Future orders for these envelopes may be printed with an additional color. Image consists of type and line matter.

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 QATAP 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) dated August 2002. Note: 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 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

CONSTRUCTION:

Item 1 – Envelope construction must be square. Web style side seams envelopes and gummed flap (1-3/8" minimum; 1-1/2" maximum). Envelopes must be sufficiently high cut as to prevent the flap adhesive from contacting the envelope contents. Square-cut flap is NOT acceptable. A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope.

NOTE: The Intelligent Mail Barcodes on the Business Reply Mail envelope will be inspected with a Gage-Line Optical Comparator 6x or equivalent. The general construction of each item will be inspected with the U.S. Postal Service, USPS Notice 67 September 2000 and USPS Notice 124, July 2004 as supplied by the contractor. (See "CONTRACTOR TO FURNISH".) Intelligent barcode on the Business Reply Mail envelopes will replace the Intelligent Mail barcode in the future.

Items 2, 3, 4, 5 and 6 - Envelope construction must be square. Web style side seams envelopes and gummed flap (2" minimum, 2-3/8" maximum). Flap angle is 70 degrees maximum. Envelopes must be sufficiently high cut as to prevent the flap adhesive from contacting the envelope contents. Square-cut flap is NOT acceptable. MacIntyre die-cut required at top of back flap. A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope.

NOTE: Items 2, 3, 4, 5, and 6: These envelopes will be used for mechanical mailing operations and will be used on any of the following machines: Gunther International Finishing System Model EP 4000 and Model Series III, Pitney Bowes Model 12000 XL, Bell & Howell Phillipsburg Inserter Model A347-2-C6 and Model 776-C6.

Adhesives (for each item): The adhesives used must be in accordance with QATAP and/or current industry standards and meet specifications below. All adhesives used shall be clean and free from offensive odor and ingredients that would discolor the paper.

All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. All adhesives shall be uniformly and continuously applied and have a minimum thickness of 0.0006". When opened 15 to 20 seconds after sealing, the flaps and seams shall pull fibers from the body of the envelope from not less than 75% of the adhesive area.

Flap Adhesive (for each item): The flap adhesive shall be applied along the length of the flap to a point not less than 3/4" from each end of the flap. The flaps shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive. See diagrams for flap adhesive for each item.

Seam Adhesive (Items 1, 2, 3, 4, 5, and 6): The seam adhesive must end not more than 1/2" from the beginning of the top seam overlap and no more than 9/16" from the bottom edge of the envelope. The width of the adhesive on the side seams must be no less than 3/16".

Windows (for each item): Exact size and placement of the window is **CRITICAL TO THE ADDRESSING OPERATIONS**. Plus or minus 1/16" variation in size of the window is allowed or plus or minus 1/16" variation is allowed in the placement of the windows.

Item 1 - Die-cut a 7/8 x 5" window with four 1/4" radius round corners- the long dimension of the window to be parallel to the long dimension of the envelope. **DO NOT COVER THE WINDOW**.

Window must measure 2-3/4" minimum, 2-13/16" maximum, from the right edge of the envelope and must measure 1-7/8" from the top broad edge of the envelope.

Items 2 and 5 - Die cut a 3 x 5" window with four 1/4" radius round corners on the face of the envelope, the long dimension of the window to be parallel to the long dimension of the envelope. **DO NOT COVER THE WINDOW**. Window must measure 3-1/8" minimum to a maximum 3-3/16" from the right edge of the envelope and must measure 1-1/2" from the bottom broad edge of the envelope.

Items 3 and 6 - Die-cut a 2-1/2 x 5" window with four 1/4" radius corners on the face of the envelope, the long dimension of the window to be parallel to the long dimension of the envelope. **DO NOT COVER THE WINDOW**. Window must measure 3-1/8" minimum to a maximum 3-3/16" from the right edge of the envelope and must measure 2-1/8" from the top broad edge of the envelope.

Item 4 - Die-cut a 2-1/2 x 6-1/4" window with four 1/4" radius round corners- the long dimension of the window to be parallel to the long dimension of the envelope. **COVER THE WINDOW with a suitable transparent polystyrene material** securely affixed to the inside of envelope. Window covering must be clear and free from any condition that would prevent the address from being readable on USPS, OCR, or Intelligent Mail Barcode equipment.

Window must measure 3-1/8" minimum to a maximum 3-3/16" from the right edge of the envelope and must measure 2-1/8" from the top broad edge of the envelope. Gum width on top edge of window must be a minimum of 4mm and a maximum of 5 mm. Gum must not touch the window opening on any side. There must be no more than 2mm of polysterene above the gum line on the top edge of the window.

CONSTRUCTION INSPECTIONS: Construction operations (trimming, gluing, folding, and envelope construction) will be inspected and approved at contractor's plant for quality conformance and for the purpose of setting specific standards that are to be maintained throughout the entire run. The construction inspection does not constitute a prior approval of the entire run. Upon approval, the contractor is charged with maintaining those standards throughout the construction process (within QATAP tolerances when applicable). Contractor is also charged with discarding all products that preceded approval. When a construction inspection is required, it will be specified on the individual print order.

PACKING: Pack and identify each print order separately. Pack in suitable uniform quantities in shipping containers not to exceed 40 pounds when fully packed.

NOTE: Pack in boxes constructed with a minimum bursting strength equal to 275 pounds per square inch.

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement at the contractor's expense.

DO NOT place rubber bands or plastic shrink-wrap around carton contents.

PALLETS/PALLETIZING: All orders must be shipped on pallets. Wood pallets are required with un-notched single stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must be 48" x 42" (stringer measurement shall be the 48" dimension). The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Cartons must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the cartons. Cartons shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each carton runs in the opposite direction to the row of cartons beneath/above (i.e., interlocking 90-degree palletizing scheme) with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure that all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or rows will not be accepted. **DO NOT MIX ITEMS ON PALLETS.**

Each pallet when completed should have a pallet tag attached with the following information:

Pallet # example 1 of 20
Item/Form #
Carton Range example: 1 thru 36
Number of carton x item per carton = total items per pallet"

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers (full adhesive labels are preferred). For orders requiring more than one container, each container must be labeled to indicate what box of how many. (Example: 1 of 3, 2 of 3, and 3 of 3.)

NOTE: Carton shipping labels must indicate correct and complete Form Number and Edition Date and Production Date as indicated on finished product within each carton.

Each container label must be securely attached to each carton.

Each container label must be numbered in numerical sequence of production and of each other.

CAUTION: Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment, at destination, and return it to the contractor at contractor's expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. (GPO Publication 310.2, as revised 6-01, Supplemental Specifications, Labeling and Marking Specifications section Page 11.)

NOTE: The contractor shall not ship prior to receipt of an "O.K. to ship". The "O.K. to ship" will be coordinated through the On-Site Government Coordinators.

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

<u>Envelopes</u>	
<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 Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

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

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

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

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

CENSUS QUALITY ASSURANCE RANDOM COPIES: After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample, every 5,000 copies, of each type of press sheet produced that day. Each sampling shall be distributed throughout the day. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled, 2) the shift noted on the sample, and, 3) the press number noted on the sample.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output roll.

If construction is performed as a separate operation, one (1) random sample, every 5,000 copies, per day from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 5,000 copies per day from each operation shall be selected. Each sample shall have: 1) the date and time, stamped by machine, when the sample is pulled; 2) the shift noted on the sample; 3) the press number noted on the sample; and, 4) Carton number noted on the sample pulled. The on-site Government coordinators will inspect the Census Quality Assurance Random Copies indicated above. The contractor shall ship these samples with the final shipment of the particular product (marked "QUALITY SAMPLES").

DISTRIBUTION: Deliver f.o.b. destination to one (1) address in Jeffersonville, IN, and one (1) address in Suitland, MD as follows:

- Deliver 50 copies to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Donald J. Meyd, Room 3J424B, 301-763-4447.
- Deliver balance of each order to the U.S. Census Bureau, National Processing Center, Attn: ACS Stock, 1621 Dutch Lane, Bldg. 60F, Jeffersonville, IN 47132 (Phone: 812-218-2018).

Deliveries to the Jeffersonville, IN, address must be made between the hours of 8:30 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays.

NOTE: Contractor must provide 24-hour advance notice for all deliveries to the U.S. Census Bureau, Attn: Quality Assurance Processing Section, 1621 Dutch Lane, Bldg. 60F, Jeffersonville, IN 47132. Verification of the number of copies that are guaranteed for on-time delivery must be communicated by e-mail to npcinventorycontrolandshippinglist@census.gov. The subject line of each e-mail message must contain the words "Shipping Activity Report for Program 865-S, Print Order # (as applicable). The message text must include (1)

the Title, (2) the required delivery date, and (3) the number of copies guaranteed for on-time delivery. For Print Orders requiring delivery of multiple items, the title of each item shall be listed on a single separate line of the e-mail text. For Print Orders requiring more than one scheduled delivery date (delivery of partial quantities) a separate e-mail message must be provided in advance of each individual delivery date.

Deliveries to the Suitland, MD, address must be made through Gate 9, Suitland Road entrance, between the hours of 8:00 a.m. and 4:00 p.m. (Washington, DC, time), Monday through Friday, excluding Government holidays (NOTE: Platform height is 48”).

Inside delivery to room number specified is required.

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

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Upon completion of each order, all furnished material (including electronic media) and digital deliverables must be returned, via traceable means, to the U.S. Census Bureau, Publications Receiving, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746. (Telephone (301) 763-4447) The furnished material must be clearly labeled “Government Furnished Material” and must include Jacket and Print Order numbers. The digital deliverables must be clearly labeled “Digital Deliverables” and must include the Jacket and Print Order numbers.

NOTE: In the event of inclement weather and/or emergency operations in the Washington, D.C. metropolitan area, the following telephone number is supplied to all contractors conducting business with the United States Census Bureau, Suitland, MD location. The number will have information concerning opening and operational hours affecting pickup/delivery of materials at this location: **1-800-591-2000**.

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

Government furnished material must be picked up from and delivered to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Donald J. Meyd, Room 3J424B, 301-763-4447.

Simultaneously, submit 100 samples to the U.S. Census Bureau, Attn: Quality Assurance Processing Section, 1621 Dutch Lane, Bldg. 60F, Jeffersonville, IN 47132. (Telephone: (812-218-2018).

The second set of proofs must be delivered simultaneously to the U.S. Census Bureau, Remote Delivery Facility (RDF), Gate 9, 4600 Silver Hill Road, Suitland, MD 20746, Attn: Donald J. Meyd, Room 3J424B, 301-763-4447.

Furnished electronic media must be returned with proofs to the Suitland, MD address.

NOTE: All proofs must deliver via traceable means. Approval/disapproval of proofs will come from the Suitland, MD address.

No definite schedule for pickup of material can be predetermined.

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

Contractor must submit the Production Plan within three (3) workdays of notification of award.

Proofs and Prior to Production Samples Schedule --

Contractor must submit proofs within three (3) workdays of notification of availability of print order and furnished material.

Proofs will be withheld no more than five (5) workdays from their receipt at the U.S. Census Bureau (both locations) until they are made available for pickup. (Note: The first workday after receipt of proofs at the U.S. Census Bureau is day one (1) of the hold time.)

Contractor must submit Prior to Production samples within three (3) workdays of receipt of "O.K. to print" on the proofs.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof.

NOTE: If revised proofs or Prior to Production samples are required due to author's alterations, the contractor must submit revised proofs or samples within two (2) workdays of notification by the Government (to both addresses) and pick up the revised proofs or Prior to Production samples within one (1) workday.

Production and Distribution Schedule --

Contractor must complete production and distribution (AT DESTINATION) as follows:

- Quantities up to and including 500,000 copies:
 - Requiring Proofs, Prior to Production Samples, Press Sheet and Construction Inspections:
 - Within 29 workdays after notification of availability of Print Order.
 - Requiring Proofs and Press Sheet and Construction Inspections:
 - Within 21 workdays after notification of availability of Print Order.
 - Requiring Proofs:
 - Within 18 workdays after notification of availability of Print Order.
- Quantities over 500,000 up to 6,400,000 copies:
 - Requiring Proofs, Prior to Production Samples, Press Sheet and Construction Inspections:
 - Within 34 workdays after notification of availability of Print Order.
 - Requiring Proofs and Press Sheet and Construction Inspections:
 - Within 26 workdays after notification of availability of Print Order.
 - Requiring Proofs:
 - Within 23 workdays after notification of availability of Print Order.

The contractor must notify the GPO of the date and time the press sheet inspection and/or construction inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours (3 workdays) prior to the inspections. Notify the U.S. Government Printing Office, (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See Contract Clause 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.

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

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

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC, area may call toll free 1-800-424-9470 or 9471.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Bidders shall state the location of the plant from which this product(s) will be shipped.

Travel expenses and per diem to be incurred by the Government for Press Sheet Inspections, Construction Inspections, and Quality Control Monitoring (See "ON-SITE GOVERNMENT COORDINATORS") will be a factor in determining award. This will be based on the following:

- Sending two (2) Government representatives from the Washington, DC, area for the Press Sheet Inspections and Construction Inspections on all orders for one (1) calendar day each.
- Sending six (6) On-Site Government Coordinators from the Jeffersonville, IN, area for the Press Sheet Inspections, Construction Inspections, and Quality Control Monitoring on all orders for 15 workdays per order.

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

I.	(a)	(1)	(2)
	(b)	5	5,286
	(c)	1	2
	(d)	1	6
	(e)	5	63
	(f)	1	200
		7	10,318
II.	(a)		5,286
	(b)		10,589
III.	(1)	(1)	(2)
		2	50

THIS PAGE LEFT INTENTIONALLY BLANK

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

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

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

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

I. PRINTING, CONSTRUCTION, PACKING AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations (including proofs) necessary for the production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Item 1..... per envelope.....	\$ _____	\$ _____
(b) Item 2..... per envelope.....	\$ _____	\$ _____
(c) Item 3..... per envelope.....	\$ _____	\$ _____
(d) Item 4..... per envelope.....	\$ _____	\$ _____
(e) Item 5..... per envelope.....	\$ _____	\$ _____
(f) Item 6..... per envelope.....	\$ _____	\$ _____

 (Initials)

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

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

Envelopes - Each envelope.

	<u>Per 1,000 leaves</u>
(a) Kraft (bleached white, 24-lb.)	\$ _____
(1) 10-5/8 X 5-3/4"	\$ _____
(2) 11-1/2 X 6-1/16"	\$ _____

III. ADDITIONAL OPERATIONS:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Printing Item 6 in a second color per envelope.....	\$ _____	\$ _____

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)