Program 1840-S Term: August 1, 2026 to July 31, 2027, plus up to four (4) optional 12-month extension period(s)
TITLE: Posters, Postcards, Brochures, and Flyers fot the GPO Pueblo Distribution Center

			Schusters Printing Inc Pueblo, CO 050-78319	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST
I.	**PRINTING:** Prices offered must be all inclusive and include the cost of materials and operations necessary for the products listed in accordance with these specifications.			
(a)	Format A (3-1/2 x 2"), per side			
1.	4-Color Process, Makeready/Setup	46	60.00	$ 2,760.00
2.	4-Color Process, printing per 1,000 copies	464	24.00	$ 11,136.00
(b)	Format B (3 x 5"), per side			
1.	Black ink, Makeready/Setup	2	35.00	$ 70.00
2.	Black ink, printing per 1,000 copies	2	15.00	$ 30.00
3.	4-Color Process, Makeready/Setup	2	65.00	$ 130.00
4.	4-Color Process, printing per 1,000 copies	2	25.00	$ 50.00
5.	Each Additional Color of Ink, Makeready/Setup	2	35.00	$ 70.00
6.	Each Additional Color of Ink, printing per 1,000 copies	2	5.00	$ 10.00
(c)	Format C (5 x 7"), per side			
1.	4-Color Process, Makeready/Setup	20	65.00	$ 1,300.00
2.	4-Color Process, printing per 1,000 copies	84	25.00	$ 2,100.00
(d)	Format D (8-1/2 x 11"), per side			
1.	Black ink, Makeready/Setup	257	35.00	$ 8,995.00
2.	Black ink, printing per 1,000 copies	416	25.00	$ 10,400.00
3.	4-Color Process, Makeready/Setup	1537	65.00	$ 99,905.00
4.	4-Color Process, printing per 1,000 copies	2817	31.00	$ 87,327.00
5.	Each Additional Color of Ink, Makeready/Setup	1	35.00	$ 35.00
6.	Each Additional Color of Ink, printing per 1,000 copies	1	6.00	$ 6.00
(e)	Format E (11 x 17"), per side			
1.	4-Color Process, Makeready/Setup	5	65.00	$ 325.00
2.	4-Color Process, printing per 1,000 copies	10	50.00	$ 500.00
3.	Each Additional Color of Ink, Makeready/Setup	3	30.00	$ 90.00
4.	Each Additional Color of Ink, printing per 1,000 copies	5	7.50	$ 37.50
(f)	Imprinting on government furnished envelopes from 3-5/8 x 6-1/2" to 10 x 13"			
1.	First Color, Makeready/Setup	4	60.00	$ 240.00
2.	First Color, printing per 1,000 copies	196	69.00	$ 13,524.00
3.	Each Additional Color of Ink, per order	2	59.00	$ 118.00
(g)	Overprinting on one side only of 8-1/2 x 11" government furnished certificates, inserting certificate and clear suitable thickness mylar (8-1/2 x 11") into government furnished padfolios. One set equals one certificate plus one sheet of clear suitable thickness mylar plus one padfolio.			
1.	Black ink, including variable data in black ink, per each set	1	0.60	$ 0.60
2.	4-Color Process, including variable data in black ink, per each set	1	0.80	$ 0.80
3.	Collate and insert additional inserts (up to six additional 8-1/2 x 11" inserts) into set, per 100 inserts	1	1.35	$ 1.35

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 make-ready or running spoilage must be included in the prices offered.			
	Note: Trim size of up to and including 5-1/2 x 8-1/2" will be billed at one half (1/2) a page size unit per leaf. Computation of the net number of leaves will be based on the following: Text/Cover - Each page-size leaf 17 x 11" equal two-page sized leaves. Page size will be determined by dividing its trim size by 94 square inches, with any fractional remainder being counted as a whole.			
(a)	White Uncoated Text, 60 lbs, per 1,000 leaves	651	22.00	$ 14,322.00
(b)	White Smooth and Embossed Text, 70 lbs, per 1,000 leaves	483	32.50	$ 15,697.50
(c)	White Gloss-Coated Text, 80 lbs, per 1,000 leaves	429	27.00	$ 11,583.00
(d)	White Matte-Coated, 80 lbs, per 1,000 leaves	48	27.00	$ 1,296.00
(e)	White Litho (Gloss) Coated Cover, 80 lbs, per 1,000 leaves	488	47.00	$ 22,936.00
(f)	White No. 1 Coated Cover, Gloss Finish, 100 lbs, per 1,000 leaves	30	63.00	$ 1,890.00
(g)	White No. 1 Coated Cover, Gloss Finish, 120 lbs, per 1,000 leaves	52	93.00	$ 4,836.00
(h)	White Smooth Cover, 65 lbs, per 1,000 leaves	102	55.00	$ 5,610.00
III.	**ADDITIONAL OPERATIONS:**			
(a)	Hard Copy Color Content proof with samples of paper stock, per trim / page-size unit	327	25.00	$ 8,175.00
(b)	Folding (maximum of two folds), per 1,000 leaves	1046	20.00	$ 20,920.00
(c)	Shrink wrap, per 100 units	120	32.00	$ 3,840.00
(d)	Perforation / Score			
	1. Makeready/Setup	52	25.00	$ 1,300.00
	2. Running, per 1,000	407	19.00	$ 7,733.00
(e)	Personalized mailers, per side Variable image names and addresses on first insert/leaf only. Any remaining inserts/leaves are static images.			
	1. Makeready/Setup	749	50.00	$ 37,450.00
	2. Running, per 1,000	606	45.00	$ 27,270.00
	3. Stuff first insert/leaf into envelopes, per 1,000	153	40.00	$ 6,120.00
	4. Collate and stuff each additional inserts/leaves (up to six inserts/leaves), per 1,000	83	10.00	$ 830.00
(f)	Wafer seals, per 1,000 mail pieces	433	30.00	$ 12,990.00
(g)	Collate and staple once in Upper Left Corner, per 1,000 sets	1	100.00	$ 100.00
(h)	Timework for design time, per hour NOTE: "Timework must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds 3 hours or for other than aa's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent Contract Modification(s). Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) to the agency via FTP or Email. Contractor must confirm the transmission method with the ordering agency.	111	80.00	$ 8,880.00
(i)	Computer data processing to process permit mailing paperwork through USPS Business Gateway, per print order	172	80.00	$ 13,760.00
	CONTRACTOR TOTALS			$ 466,699.75
	DISCOUNT		NET	$ -
	DISCOUNTED TOTALS			$ 466,699.75
				AWARDED

Abstracted by: FB

Reviewed by: JH

Program 1840-S
Specifications by FB
Reviewed by RW

U.S. GOVERNMENT PUBLISHING OFFICE
Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Posters, Postcards, Brochures, and Flyers for the GPO Pueblo Distribution Center

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

U.S. Government Publishing Office, Pueblo Distribution Center

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2026 and ending July 31, 2027, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be opened virtually at 1:00 p.m., Eastern Time (ET), on July 8, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Program Number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

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.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of Pueblo Distribution Center (Pueblo, CO 81001).

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

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

For information of a technical nature, contact fbuchko@gpo.gov and termcontracts@gpo.gov and phone number 206-764-3726 ext. 3

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

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: No subcontracting should be allowed for any element of this contract except for USPS and small common carrier shipping.

GPO IMPRINT REQUIREMENT: 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 (page related) Attributes -- Level III.
(b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests - General Inspection Level I.
(b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Average type dimension in publication
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Government Furnished Material

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

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 August 1, 2026 to July 31, 2027, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending April 30, 2026, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

1. BLS code 0913 for ***All Paper*** will apply to all paper required under this contract.

2. The applicable index figures for the month of July, 2026 will establish the base index.

3. There shall be no price adjustment for the first three months of the contract.

4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{\text{x} - \text{base index}}{\text{base index}} \text{ x } 100 = \_\%$$

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

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

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

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

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor 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
8) Security Control Plan

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.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

(a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;

(b) Address information, such as street address or personal email address; and,

(c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;

2. Explain how all accountable materials will be handled throughout all phases of production;

3. How the disposal of waste materials will be handled; and,

4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives. At the option of the Government, the postaward conference may be held via teleconference or waived.

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 August 1, 2026 through July 31, 2027 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT: Unless waived by the agency billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing applicable to the work performed.

The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification a copy of the approved billing certification sheet and the accompanying GPO Print Order Form 2511 with all additional pages are to be submitted by the contractor with their invoice to GPO.

After examination and certification by the ordering agency, contractor must submit their invoice to GPO.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of 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 design and/or production of face only and/or face and back posters, cards, postcards, brochures, and flyers requiring such operations as design, printing, binding, packing, mail merge, preparation for mailing, and distribution.

TITLE: Posters, Postcards, Brochures, and Flyers for the GPO Pueblo Distribution Center

FREQUENCY OF ORDERS: Approximately 292 orders per year.

Approximately 38% of the orders will require design and development. Approximately 56% of the orders will require mail merge. Approximately 59% of the orders will required personalized (variable data) letters printed, and sealed with wafer seals or stuffed in window envelopes in preparation for mailing through the USPS.

QUANTITY:

Format A (3-1/2 x 2”): Approximately 250 to 85,000 copies per order. Average of 23,000 copies per order. Approximately 20% print one side only and approximately 80% print face and back.

Format B (3 x 5”): Approximately 1,000 to 4,000 copies per order. Average of 1,000 copies per order. Approximately 100% print face and back. An occasional order may print one side only.

Format C (5 x 7”): Approximately 800 to 25,000 copies per order. Average of 8,400 copies per order. Approximately 100% print face and back. An occasional order may print one side only.

Format D (8-1/2 x 11”): Approximately 130 to 135,000 copies per order. Average of 10,425 copies per order. Approximately 30% print one side only and approximately 70% print face and back.

Format E (11 x 17”): Approximately 500 to 5,000 copies per order. Average of 2,000 copies per order. Approximately 100% print one side only. An occasional order may print face and back.

overprinting on government furnished envelopes: Approximately 1,000 to 50,000 copies per order. Average of 15,300 copies per order.
Print one side only.

overprinting on government furnished certificates: Approximately 1 to 300 sets per order. Average of 1 set per order.
Print one side only.

TRIM SIZES:

Format A: 3-1/2 x 2”
Format B: 3 x 5”
Format C: 5 x 7”
Format D: 8-1/2 x 11”
Format E: 11 x 17”
Government furnished envelopes: Majority of envelopes will be 4-1/8” x 9-1/2”.
An occasional order may have 3-7/8” x 8-7/8” envelopes.
Government furnished certificates: 8-1/2 x 11”
Government furnished padfolio: 11.25 x 9”

GOVERNMENT TO FURNISH:

Electronic Media:

Platform:	Macintosh operating system or Windows operating system.
Storage Media:	FTP or Email
Software:	Adobe Acrobat, or Adobe InDesign Creative Cloud All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.
Fonts:	All printer and screen fonts will be furnished/embedded as applicable. Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each other. 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:	No prepress functions (e.g., color correction, UCR/GCR, sharpening or other image enhancement) or procedures have been applied to supplied images. Colors will be provided in CYMK and RGB. Files will be furnished in native application and/or PDF format. All necessary scans and graphics will be properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Hard copy visuals output from furnished files may be furnished to be used as a reference only. CYMK to be used for color identification.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

Addresses for Mailing: Addresses furnished in MS Excel (.xlsx) to contractor via secure means to protect PII information. Addresses to be printed in standardized format to meet U.S. Postal regulations.

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.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

DEVELOPMENT AND DESIGN: An occasional order will require the development and/or design of a product.

The designer must have the knowledge to demonstrate the ability to design content as requested on the print order. Agency may provide text in Microsoft Word, Excel, or PowerPoint, requiring the contractor to design and return to the agency in Adobe Acrobat format. This additional work by the contractor must match agency specifications. This order will be charged under III. (h).

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 ordering agency immediately upon discovery.

The contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to:

- color guides and shifts (RGB color data, no spot colors, loss of black plate)
- page integrity (text reflow or type substitution)
- errors associated with embedded graphics
- missing prepress features (e.g., bleeds, trim marks)
- loss of text characters from graphic elements
- defining proper file output selection for the imaging device being used

The contractor shall create/extend bleeds, create or alter any necessary trapping, set proper screen angles and screen frequency, define file output selection for the imaging device being utilized, and ensure that the black type is a solid black, NOT a process build. 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.

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 transmitted to the ordering agency by sFTP or email. Contractor must be able to provide files in native application (including InDesign) and/or PDF upon agency request.

PROOFS: No Proofs Required, soft proof, hard copy Content Proof, and paper samples.

The contractor is cautioned that when proofs are required the proofs must be made from the final digital files (used for printing) that are to be delivered to the Government.

No Proofs Required: When proofs are not required; the contractor will be responsible for final output that is in conformance with the visuals as provided. The contractor will be responsible for reporting immediately to the ordering agency and to GPO if there is any discrepancy within the content of the digital file versus the visuals.

Soft Proof: When ordered, contractor to submit one “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must email proof to ordering agency referenced on Print Order. Contractor must call ordering agency referenced on Print Order to confirm receipt.

When “Press Quality” PDF soft proof are ordered, no charges will be allowed for the PDF soft proofs.

Hard Copy Content Proof: When ordered, contractor to provide composite digital color content proof. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

When hard copy content proofs are ordered the contractor must also provide samples of paper stock.

Submit proofs together with the furnished media (including visual when applicable) to the agency contact indicated on print order. The proof is to include contractor's proof cover memo form, with information identifying a point of contact, their phone number at the contractor's plant, and full identification of the order. All expenses incidental to delivering and returning proofs must be borne by the contractor.

All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Jacket Number, Program Number, Print Order number and publication title. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, 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 original production schedule allotted in the specifications.

The contractor must notify the agency contact by email and/or phone call when the proofs are shipped to the department with the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the agency and GPO contract administrator that the proofs have not been returned.

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.

When proofs are required the contractor must not print prior to receipt of an "OK to Print."

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

All paper used in an order must be of a uniform shade.

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

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Smooth and Embossed Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A91.

White Gloss-Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Matte-Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A240.

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White No. 1 Coated Cover, Gloss Finish, basis weight: 100 lbs. and 120 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

White Smooth Cover, basis weight: 65 lbs. per 500 sheets, 20 x 26", equal to JCP Code L21.

Clear Mylar, suitable thickness – no print on mylar, for certificate sets only.

PRINTING: Print face only or face and back in four color process/full color or black only. An occasional order may require additional color of ink. The additional color of ink(s) may be a spot Pantone color or clear coat.

At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

Government furnished envelopes print return address along with USPS permitted information in black ink and the LOGIN.GOV logo printed in red. Match agency sample for location of copy. Majority of envelopes will be 4-1/8" x 9-1/2". An occasional order may be 3-7/8" x 8-7/8" envelopes. The government furnished envelopes will be covered (poly-glassine matte window) window envelopes with inside security tint. See Attachment B: LOGIN.GOV envelope.

When ordered, flood coat with an aqueous coating on products with a gloss or satin/matte finish as specified on the print order. Aqueous coating will be charged as an additional color of ink within the Section 4. – Schedule of Prices, I. PRINTING. Contractor has option to provide varnish rather than aqueous coating unless aqueous coating is specifically requested. Contractor must be able to provide aqueous coating if specifically requested.

When ordered, overprint on face only in four color process/full color or black only on government furnished certificates. Printing may consist of type, rules, logos, and variable data. Variable data prints in black ink only.

Variable Imaging (VI) (also known as variable–information printing (VIP) or Variable–data printing (VDP)): Contractor will be required to produce variable imaging in black ink (variable data files). At contractor's option, the variable imaging to be produced by either waterproof ink jet spray or high-density laser at a minimum 600 x 600 dpi.

MARGINS: As indicated on the print order or furnished electronic file. Bleeds may be required.

BINDING: As indicated on the print order.

- Folding (maximum of two folds). Fold as indicated on print order. Parallel or right-angle folds may be required as indicated on the print order.
- Perforation / Score.
- Wafer Seals. Two or three wafer seals may be required to seal mailers. Number of seals will be indicated on the print order. Wafer seals must meet US Postal regulations.
- Collate and staple in upper left corner.
- Insert government furnished certificates and clear suitable thickness mylar (8-1/2 x 11") into government furnished padfolios. One set equals one certificate plus one sheet of clear suitable thickness mylar plus one padfolio.

NAME TENT CARDS: Trim Size: 11 x 8-1/2" with one perforated, scored, and fold centered on the entire 11" dimension, 4-1/4" from left 8-1/2" dimension.
Image name tent cards in 4-color process on White Smooth and Embossed Text 70-pound.

PERSONALIZED MAILERS: When ordered, imprint, fold, and stuff envelopes, and deliver individual copies to USPS. Folded and stuffed envelopes to be Pre-Sorted FIRST CLASS postage as provided by the agency. Agency will provide template(s) and separate address files in Microsoft Excel spreadsheet. The file will contain business and residential addresses with up to five lines. Any residential addresses will be provided by the agency to the contractor via secure means. Contractor must provide receipt of permit mailing distribution list and notify the government and GPO representative of any discrepancies in the distribution list and certifications before mailing/shipping. The cost will be charged under III. (e).

As requested, personalized mailers (variable image names and addresses) will have to be delivered to the agreed upon local USPS site. Contractor will use an established permit for mailing out of GPO Pueblo's permitted USPS facility. The Post Office where the permit for mailing is set up is USPS 1022 Fortino Blvd, Pueblo, CO 81008. Any Post Office other than this address the contractor will be required to pay the costs for setting up the G-Permit. This will correspond with the Location of the Post Office in Section 4.

MAIL PREPARATION: Contractor to mail via GPO Mail Postage and Fees Paid permit G-26. The contractor is cautioned to use the permit imprint only for mailing material produced under this contract Program 1840-S.

Address Requirements: Address placement, format, and fonts must be consistent with current **U.S. Postal Service (USPS)** Address Quality Standards, and in accordance with appropriate USPS rules and regulations including **USPS Domestic Mail Manual (DMM)** in effect at the time of mailing. The type font must be one of the USPS accepted and verified **Multiline Optical Character Reader (MLOCR)** readable type.

It is the contractor's responsibility to ensure that only the computer-generated address and Intelligent Mail Barcode (IMb) and other applicable USPS barcodes/markings on the mail piece will be visible through the window in the envelope and that only one complete package/card is inserted into each envelope.

Intelligent Mail Barcode (IMb): During the term of this contract, mailers will be required to meet USPS requirements for using IMb to access automation postal rates for presort first class mail. Full Service IMb will be required for Domestic Mail only.

The successful bidder must understand and be able to implement all mail preparation requirements enacted by the Postal Service related to using full-service IMb. The requirements include, but are not limited to, preparing Intelligent Mail barcodes for the mail, trays and containers meeting USPS quality acceptance standards.

Experience with assigning unique numbers for each mail piece, preparing electronic manifests, making electronic appointments, producing revised tray/pallet label formats and other similarly detailed IMb requirements as mandated by the Postal Service is essential.

The IMb must appear in the address block of the inserted item and show through the window area of the mailing envelope. Printing or imaging of the IMb on the envelope is NOT permissible.

Contractor may be responsible for any postage fees related to undeliverable letters caused by print quality control issues.

Contractor must be able to provide intelligent mail barcode on some permit mailings to qualify for bulk discount mail rates. Match print is not required on this contract.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

The contractor is required to ensure zip code sequence that allows the Government to receive the most economical rate, including carrier routes, 5-digit automation and non-automation routes, and 3-digit zip code routes. The contractor must combine all like pieces and presort for the best possible rate. Any additional postage as a result of the contractor's failure to do this will be recovered from the contractor.

Contractor will be responsible for providing a unique identifying number that will be used to track each individual mail piece, thereby providing 100% accountability and validating the integrity of every mail piece produced in all phases of printing, inserting, and mailing and to ensure all notices received were correctly entered into the U.S. postal system.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. USPS will return a verified copy of USPS form(s) to the contractor. The contractor must forward a copy to the ordering agency identifying the Program Number, Print Order, and Jacket Number as appropriate within 24 hours of delivery to the post office.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 – Certificate of Conformance (R 10/15), supplied by GPO (https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo712ff.pdf?sfvrsn=2) and the appropriate mailing statement or statements, supplied by USPS (a duplicate copy must be submitted to the agency with the copy of the billing certification) as well as with the final billing submitted to the GPO.

All copies mailed must conform to the appropriate regulations in the USPS manuals for "Domestic Mail" or "International Mail" as applicable.

PACKING: As indicated on the print order:

Shrink wrap in 25's, 50's, or 100's.

Individual orders may require cushioned shipping bags, preparing shipping bundles, packing and sealing shipping containers, palletizing, marking packages and shipping bundles or containers by printing, stenciling, or labeling.

All orders must be packaged in such a manner to prevent contents from shifting within the container.

The method of packing will be indicated on the print order for each and must be accomplished in accordance with specifications. Each package unit must contain uniform quantities.

Packing and Palletizing will be in accordance with Attachment A.

LABELING AND MARKING (Package and/or Container label): Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15; https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=2) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders (unless otherwise indicated on the print order) must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov; https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/form917.pdf?sfvrsn=2). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

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

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.

DISTRIBUTION:

Deliver f.o.b. destination to:
U.S. Government Publishing Office
Pueblo Distribution Center
31451 United Ave.
Pueblo, CO 81001

Inside delivery required on any orders less than a pallet. These orders will have to be delivered inside.

f.o.b. contractor's city: The number of copies to be sent to each addressee will be listed on the provided distribution list. The number of addresses will vary during the term of the contract. Destinations may include all 50 states, all U.S. territories, Washington, DC, and APO/FPO addresses.

Mailed Copies: Mail f.o.b. contractor's city for mailed copies using the provided government "*G-Permit*" imprint. All mailing would use the permit that is shown on the mailing envelope attachment.

Upon completion of each order, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency address indicated on the print order and to compliance@gpo.gov and termcontracts@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for Program 1840S, Print Order XXXXX". The notice must provide all applicable tracking numbers, delivery methods, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials (as applicable), submitting proofs, and furnishing samples must be borne by the contractor.

Contractor is responsible for picking up furnished material including envelopes, padfolios, and certificates.

Contractor to be aware that some orders may require Superintendent of Document copies. When required, quantities indicated on the Print Order Form. The ordering agency will be responsible for determining on each print order what the unique quantity of Superintendent of Documents quantities are to be. Email copy of the 2511 Form along with a copy of the product (or front cover if a book) to IntentToPublish@gpo.gov. Response should be given within 4 work hours. Add this quantity to the bottom of the 2511 form if ordering copies.

Depository copies will ship f.o.b. destination to the following two (2) addresses with the quantities required as noted on the 2511 Form. Any questions regarding the Superintendent of Documents copies, contact IntentToPublish@gpo.gov. The contractor will be reimbursed by submitting a properly completed shipping receipt with the voucher/invoice for billing.

US Government Publishing Office
Federal Depository Library Program
Mail Stop: FDLP
44 H St., NW, Loading Dock
Washington, DC 20401
Item No. __________

Library of Congress
U.S. Serials and Government Documents Section
US/Anglo Division
101 Independence Ave., SE, Stop 4276
Washington, DC 20540-4276
Marked: Depository File Copies

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for delivery. These receipts must include the GPO Jacket, Program, and Print Order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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

The schedule will begin the workday after notification of the availability of the print order and furnished material.

Complete production and distribution must be made on majority of orders within 3 to 10 workdays after furnished material and print order are made available. A minimum of five days will be allowed when a soft or hard proof is required. The exact date will be indicated on the print order.

When soft or hard proofs are required the proofs will be held no more than 3 working days by the Government unless additional production time is built in for additional review times up to 5 business days.

The proof hold period by the Government begins when proofs are received by the designated party and ends when the contractor is notified that the proofs are available via email for soft proofs and available for pick-up for hard copy proofs by the contractor or their designated service.

For all shipments the ship/deliver date indicated on the print order is the date the products ordered must be delivered to the destinations.

The delivery date indicated on the print order is the date products ordered for delivery must be delivered to the destination specified.

Unscheduled material such as Government bills of lading, 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.

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 work 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.

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

I.	(a)	1.	46
		2.	464
	(b)	1.	2
		2.	2
		3.	2
		4.	2
		5.	2
		6.	2
	(c)	1.	20
		2.	84
	(d)	1.	257
		2.	416
		3.	1537
		4.	2817
		5.	1
		6.	1
	(e)	1.	5
		2.	10
		3.	3
		4.	5
	(f)	1.	4
		2.	196
		3.	2
	(g)	1.	1
		2.	1
		3.	1

II.	(a)		651
	(b)		483
	(c)		429
	(d)		48
	(e)		488
	(f)		30
	(g)		52
	(h)		102
III.	(a)		327
	(b)		1046
	(c)		120
	(d)	1.	52
		2.	407
	(e)	1.	749
		2.	606
		3.	153
		4.	83
	(f)		433
	(g)		1
	(h)		111
	(i)		172

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to GPO Pueblo Distribution Center and f.o.b. contractor's city for all mailed parcel shipments or any other method required by the Government.

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), 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.

Contractor's billing invoices must be itemized in accordance with the line items in the "Schedule of Prices".

I. PRINTING: Prices offered must be all inclusive and include the cost of materials and operations necessary for the products listed in accordance with these specifications.

(a) Format A (3-1/2 x 2"), per side
1. 4-Color Process .... Makeready/Setup ......$__________
2. 4-Color Process .... printing per 1,000 copies ......$__________

(b) Format B (3 x 5"), per side
1. Black ink .... Makeready/Setup ......$__________
2. Black ink .... printing per 1,000 copies ......$__________
3. 4-Color Process .... Makeready/Setup ......$__________
4. 4-Color Process .... printing per 1,000 copies ......$__________
5. Each Additional Color of Ink .... Makeready/Setup ......$__________
6. Each Additional Color of Ink .... printing per 1,000 copies ......$__________

(c) Format C (5 x 7"), per side
1. 4-Color Process .... Makeready/Setup ......$__________
2. 4-Color Process .... printing per 1,000 copies ......$__________

____
(Initials)

(d) Format D (8-1/2 x 11”), per side
1. Black ink..Makeready/Setup ......$__________
2. Black ink..printing per 1,000 copies ......$__________
3. 4-Color Process ....Makeready/Setup ......$__________
4. 4-Color Process ....printing per 1,000 copies ......$__________
5. Each Additional Color of Ink..Makeready/Setup ......$__________
6. Each Additional Color of Ink..printing per 1,000 copies ......$__________

(e) Format E (11 x 17”), per side
1. 4-Color Process ....Makeready/Setup ......$__________
2. 4-Color Process ....printing per 1,000 copies ......$__________
3. Each Additional Color of Ink..Makeready/Setup ......$__________
4. Each Additional Color of Ink..printing per 1,000 copies ......$__________

(f) Imprinting on government furnished envelopes from 3-5/8 x 6-1/2” to 10 x 13”
1. First Color..Makeready/Setup ......$__________
2. First Color..printing per 1,000 copies ......$__________
3. Each Additional Color of Ink..per order ......$__________

(g) Overprinting on one side only of 8-1/2 x 11” government furnished certificates, inserting certificate and clear suitable thickness mylar (8-1/2 x 11”) into government furnished padfolios. One set equals one certificate plus one sheet of clear suitable thickness mylar plus one padfolio.
1. Black ink, including variable data in black ink ....per each set ......$__________
2. 4-Color Process, including variable data in black ink ....per each set ......$__________
3. Collate and insert additional inserts
(up to six additional 8-1/2 x 11”inserts) into set ....per 100 inserts ......$__________

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 make-ready or running spoilage must be included in the prices offered.

Note: Trim size of up to and including 5-1/2 x 8-1/2” will be billed at one half (1/2) a page size unit per leaf. Computation of the net number of leaves will be based on the following: Text/Cover – Each page-size leaf 17 x 11” equal two-page sized leaves. Page size will be determined by dividing its trim size by 94 square inches, with any fractional remainder being counted as a whole.

Per 1,000 Leaves

(a) White Uncoated Text, 60 lbs. ....$__________
(b) White Smooth and Embossed Text, 70 lbs. ....$__________
(c) White Gloss-Coated Text, 80 lbs..$__________
(d) White Matte-Coated, 80 lbs..$__________
(e) White Litho (Gloss) Coated Cover, 80 lbs. ....$__________
(f) White No. 1 Coated Cover, Gloss Finish, 100 lbs..$__________
(g) White No. 1 Coated Cover, Gloss Finish, 120 lbs..$__________
(h) White Smooth Cover, 65 lbs. ....$__________

____
(Initials)

III. ADDITIONAL OPERATIONS:

(a) Hard Copy Color Content proof with samples of paper stock..... per trim / page-size unit ......$__________

(b) Folding (maximum of two folds) .... per 1,000 leaves ......$__________

(c) Shrink wrap ....per 100 units ......$__________

(d) Perforation / Score
1. Makeready/Setup.. ......$__________
2. Running.. per 1,000 ......$__________

(e) Personalized mailers, per side
Variable image names and addresses on first insert/leaf only. Any remaining inserts/leaves are static images.
1. Makeready/Setup.. ......$__________
2. Running.. per 1,000 ......$__________
3. Stuff first insert/leaf into envelopes .... per 1,000 ......$__________
4. Collate and stuff each additional inserts/leaves (up to six inserts/leaves) ... per 1,000 ......$__________

(f) Wafer seals ....per 1,000 mail pieces ......$__________

(g) Collate and staple once in Upper Left Corner.. per 1,000 sets ......$__________

(h) Timework for design time... per hour ......$__________
NOTE: "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification. Timework which exceeds 3 hours ***or*** for other than aa's will only be allowed under exceptional circumstances and must be specifically authorized by the Contracting Officer using a subsequent Contract Modification(s).
Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) to the agency via FTP or Email. Contractor must confirm the transmission method with the ordering agency.

(i) Computer data processing to process permit mailing paperwork
through USPS Business Gateway .... per print order ......$__________

LOCATION OF POST OFFICE: All mailing will be made from the ___________________________________

Post Office located at Street Address____,

City________________________________, State________________________, Zip Code____________________.

____
(Initials)

SHIPMENT(S): Shipments will be made from: City ___________________________, State ________________

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

DISCOUNTS: Discounts are offered for payment as follows: __________ Percent, _________calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, 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.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award

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

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder ____
(Contractor 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)

Return this Page to bids@gpo.gov

All carton labels must include the following information:
Originating address
Item number
Title
Destination address
Quantity per carton (carton count should be consistent throughout each item)
Packages per carton

Shipments must comply with GPO Publication 310.2 including but not limited to:

-Each carton must contain only 1 item number, cartons containing multiple publications are not allowed.

-Shipments of 16 or more cartons must be palletized

Carton Specifications:

1. Maximum Carton Weight 45lbs.
2. Minimum 200lb. bursting strength
3. Minimum 32lb Edge Crush Test
4. Cartons must be packed solidly (top and sides) and sealed with heavy-duty tape (preferably reinforced), to be ready to shipment out individual boxes via Ups, FedEx, or USPS.

Palletizing:

1. *Wood material, Type III - four-way; size 2 - 48" X 40" with full entry on the 48" side with four stringers, 40" side should have partial entry
2. Maximum Pallet Height is 42" (from bottom of pallet to top)
3. Maximum Pallet Weight: 2,000 lbs.
4. Containers on pallet must be flush to corners, top side up, label facing out, without and overhang at all edges.
5. Voids must be to center of the pallet
6. If shipping freight via freight/on a pallet, only one publication per pallet is allowed for easy identification.
7. Material may be secured on pallet by stretch-wrap plastic, plastic shrink-wrap, steel strapping or plastic or nylon strapping over edge protectors when cartons fill more than 2 layers on a pallet.

***Delivery truck must be able to reach standard dock.

Stringer and Deckboard Design for Type III, Four-way (Partial) Flush Pallet

a) Federal Specification Pallets, Material Handling, Wood, Stringer Construction, 2-way and 4-way (partial), NN-P-71C, dated 9-10-73.

b) Classification:

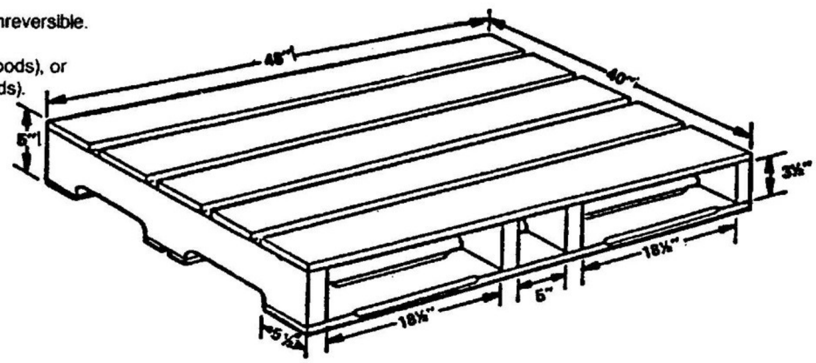
1. Type III—four-way (partial), flush, assembled, nonreversible.
2. Size 2—40" x 48".
3. Wood Group II—medium density woods (softwoods), or Wood Group III—high density woods (hardwoods).
4. Grade A—untreated.

c) Preproduction model not required.

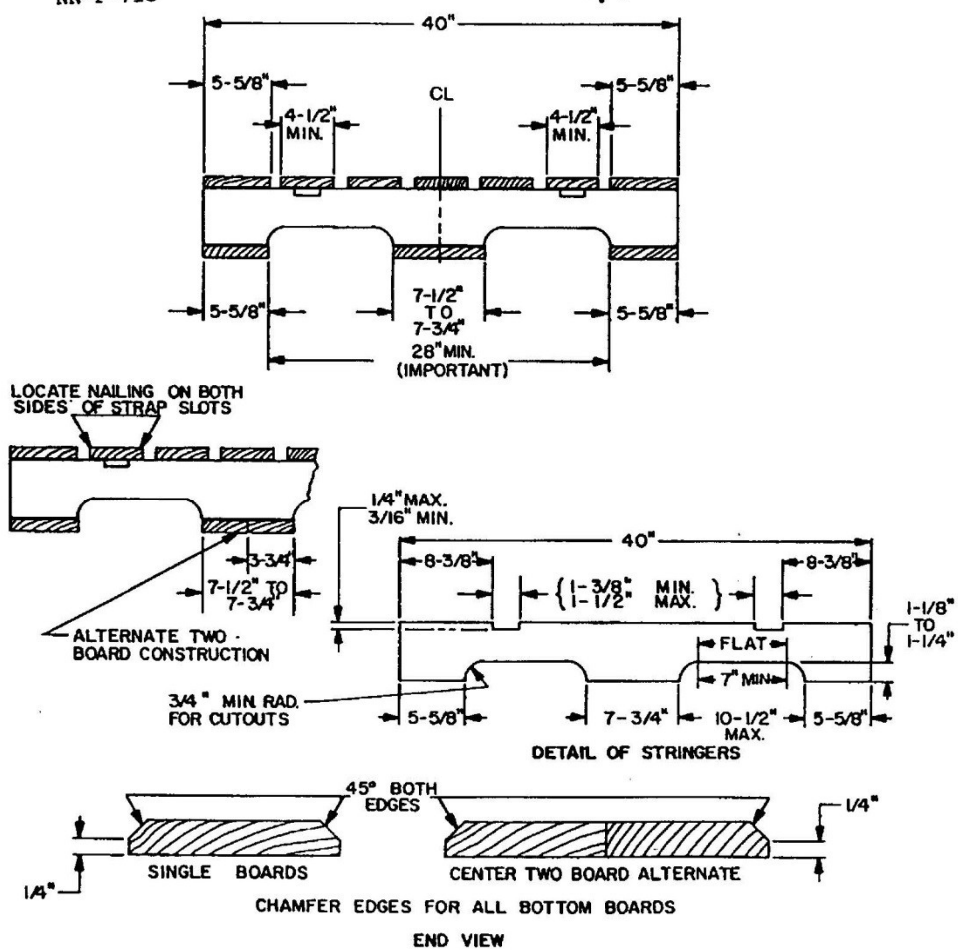
d) Moisture content as per specification.

e) Manufacturer's identification not required.

f) Bundling for shipment not required.



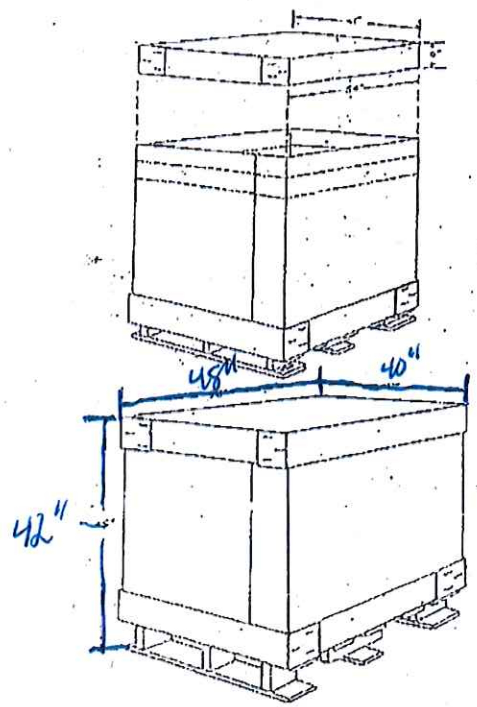
NN-P-71C



1. Dimensions are in inches.
2. Notches are to be centered about the centerline (CL).
3. Corners of notches shall be rounded as indicated.
4. One or two bottom deckboards may be used at the center.

Exhibit "A"

'D' Size Container
(With Pallet)



no more than 42" tall

EXHIBIT A

LOGIN.GOV
31451 United Ave
Pueblo, CO 81001

Official Business
Penalty for Private Use $300

PRESORTED
FIRST CLASS MAIL
POSTAGE & FEES PAID
U.S. GOVERNMENT
PRINTING OFFICE
Permit No. G - 26

TIME SENSITIVE MATERIAL - TO BE OPENED BY ADDRESSEE ONLY

LOGIN.GOV

LOGIN.GOV
31451 United Ave
Pueblo, CO 81001

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PRESORTED
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