

U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*No. 10 Envelopes*

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

Department of Homeland Security (DHS)/  
U.S. Citizenship and Immigration Services (USCIS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning July 1, 2026 and ending June 30, 2027, plus up to two (2) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on May 14, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be mailed prior to the bid opening.

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

**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, with particular attention to the following items:

- Changed from Multiple Award to Single Award
- SCHEDULE (pages 13-14 of 19)
- DETERMINATION OF AWARD (page 15 of 19)

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 Stacy Bindernagel at [sbindernagel@gpo.gov](mailto:sbindernagel@gpo.gov) or (202) 512-2103.

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

**SUBCONTRACTING:** The predominant production function shall be either the construction of the envelopes or the printing of the envelopes. The predominant production function for envelope contractors shall be the construction of the envelopes, and the predominant function for printing contractors shall be the printing of the envelopes. Bidders who must subcontract both the construction and the printing operations will be declared non-responsible.

**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 (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level II.

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 Uniform	Approved Prior to Production Samples; Average type dimension
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from July 1, 2026 to June 30, 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 March 31, 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.

**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 0913-01 for Offset & Text will apply to all paper required under this contract.
- (2) The applicable index figures for the month of June 2026 will establish the base index.
- (3) There shall be no price adjustment for the first three production 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:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ } \%$$

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 Item IV. "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

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.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award have the capability to successfully produce the items required.

For the preaward test, the Government will furnish (via email) a PDF file that is representative of the files to be furnished under these specifications. The PDF file will contain the return addresses to be printed on the envelope and the agency seal. Sample will be furnished (via email) for typesetting.

All samples must be typeset (as applicable), printed (including security tint) and constructed in accordance with the requirements specified herein. Samples must be printed/constructed on the required paper as specified under "STOCK/PAPER."

Preaward test samples will be inspected and tested for conformance of materials and must comply with the specifications stated herein as to construction, kind, and quality of materials. Test samples will be tested for usage on the specified equipment (see "NOTE" below) and/or for construction.

***NOTE: Each sample envelope MUST be compatible for use with the equipment specified in Attachment 1.***

Contractor must submit 500 samples of the No. 10 envelope with the Government Window (only) to each of the following addresses:

- DHS/USCIS/Corbin Production Facility, Attn: Brian Sutton, 203 Allison Boulevard, Corbin, KY 40701. (Telephone: (606) 526-2851)
- DHS/USCIS National Benefits Center, Attn: Dennis Segebart, 850 NW Chipman Road, Dock #60, Lee's Summit, MO 64063. (Telephone: (816) 894-7507)
- DHS/USCIS/Eastern Forms Center, Attn: Steve Richards, 124 Leroy Road, Williston, VT 05495. (Telephone: (802) 652-0419)
- DHS/USCIS/Western Forms Center, Attn: Gerald Bulaon, 5160 Richton Street, Suite G, Montclair, CA 91763. (Telephone: (909) 949-7138 and (840) 201-6584)

Contractor MUST notify the GPO the same day as the samples are delivered to the above specified addresses.

Contractor must submit the preaward test samples within five (5) workdays of receipt of test materials.

If the preaward test samples are disapproved by the Government, the Government, at its option, may require the contractor to submit revised samples for evaluation. The contractor shall submit these revised samples within five (5) workdays upon notification of the required changes.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

No charges will be allowed for costs incurred for this preaward test.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Government Publishing Office, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

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

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from July 1, 2026 through June 30, 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.

**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.

**WARRANTY:** The provisions of article 15, "Warranty," of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) is amended to the effect that the warranty period is EXTENDED from 120 days to one (1) year from the date the check is tendered as final payment.

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

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

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

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

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of No. 10 envelopes requiring such operations as composition, electronic prepress, printing, construction, packing, and distribution.

**TITLE:** No. 10 Envelopes.

**FREQUENCY OF ORDERS:** Approximately 10 to 20 orders per year.

**NOTE:** More than one print order may be placed on the same day requiring the same delivery schedule.

**QUANTITY:** Approximately 120,000 to 12,000,000 copies per order.

**TRIM SIZE:** No. 10 (4-1/8 x 9-1/2”), plus flap, with or without a window.

**NOTE:** Separate print orders will be issued for each envelope type.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows:

Platform: Macintosh System or Windows (current or near current version).

Media: Email.

Software: Adobe Acrobat (current or near current version).

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: Screen and printer fonts will not be furnished.

Additional  
Information: Files will be supplied in PDF or Word format.  
Pantone will be used for color identification.

Occasionally, a manuscript PDF example will be furnished (via email) for typesetting if no print-ready PDF file is available.

Distribution/delivery information will be furnished on the print order or in a separate email.

Shipping label (see Attachment 2) to be furnished as a fillable PDF form.

Identification markings such as register marks, commercial identification marks of any kind, etc., 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 in accordance with these specifications.

**The contractor must furnish *estimated shipping cost within 24 hours of acceptance of each print order via email to the following:*** [uscis-envelopes@uscis.dhs.gov](mailto:uscis-envelopes@uscis.dhs.gov), [brandie.j.smith@uscis.dhs.gov](mailto:brandie.j.smith@uscis.dhs.gov) (Primary), [matt.j.gaines@uscis.dhs.gov](mailto:matt.j.gaines@uscis.dhs.gov), [anthony.w.werner@uscis.dhs.gov](mailto:anthony.w.werner@uscis.dhs.gov), and [sbindernagel@gpo.gov](mailto:sbindernagel@gpo.gov).

**COMPOSITION:** When ordered, contractor may need to typeset up to four (4) lines of type with agency seal. Contractor to match type of furnished manuscript PDF example.

**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 as specified on the individual print order.

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

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 the contract, 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 or any proprietary file formats other than those supplied, unless specified by the Government. (NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

**PROOFS (All Orders):**

Contractor to submit one (1) 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.

NOTE: Proofs must show all margins and dimensions, indicate trim marks, and show flap and window placement (if applicable).

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

**PRIOR TO PRODUCTION SAMPLES (On first order of each item; thereafter, only as specified on print order):** Prior to the commencement of production of the quantity on a print order, the contractor may be required to submit not less than 500 samples, as ordered. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers.

Each envelope shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. All samples must be printed on and constructed from the stock/paper as specified herein.

Additionally, samples will be inspected for the thickness of glue used and to ensure that the envelopes will seal after being stuffed for use in various machines.

**NOTE: Each sample envelope MUST be compatible for use with the equipment specified in Attachment 1.**

Ship f.o.b. contractor's city (*reimbursable*) the sample envelopes to the address specified on the print order. Addresses are nationwide. Contractor is to ship by traceable means. Contractor will be reimbursed for shipping costs by submitting all shipping receipts with billing invoice for payment.

Contractor must submit the samples within four (4) workdays of receipt of "O.K. to Print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within three (3) 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 therefore.

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 that 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 article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. The costs of all samples shall be charged in accordance with the "SCHEDULE OF PRICES."

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

Government Paper Specification Standards No. 13 - [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**PRINTING:** Digital printing is **NOT** allowed.

Print face only (after construction) in one Pantone ink color (Reflex Blue).

ALL envelopes will require a security tint. The security tint must print in Reflex Blue on the inside of the envelope (after construction). Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Envelope printing (e.g., postnet barcodes, facing identification marks, print contrast ratio, etc.) must meet U.S. Postal Service automation guidelines/requirements (refer to the most current version of the USPS Publication 25.)

The GPO imprint is waived and must not print on the finished product.

**MARGINS:** Maintain margins as indicated on the print order or on furnished electronic file.

**CONSTRUCTION:** Envelopes shall be open side, high-cut diagonal or side seams, as ordered, with fully gummed flap. Split-gummed flaps are NOT allowed.

Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from adhering to the envelope contents. Flap on side seam envelopes must measure 1.875" to fold, with an approximate 1" throat. Flap on diagonal seam envelopes must measure 1.671" to fold, with an approximate 1" throat. The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

*Window Envelopes Only:*

When required, the window shall have a clear, transparent type window material that will not deteriorate from normal heat exposure when processed through the equipment as specified in Attachment 1. The clear material must be securely glued on all sides so as not to interfere with insertion of contents. The clear window material and its application to the envelope must not prevent the address from being distinctly legible.

Size and location of the required window will be indicated on the print order and must meet criteria specified in the U.S. Postal Service Publication 25. The print order with attached instructions will show the type of window, size of window, and indicate whether window corners are to be rounded or slightly rounded.

*Government Window:*

Size: 1-1/4 x 4-3/4"

Location: 3/4" from left, 1/2" from bottom

*Commercial Window:*

Size: 1-1/8 x 4-1/2"

Location: 7/8" from left, 1/2" from bottom

*Custom Window:*

Window size/location as indicated on the print order.

NOTE: Envelopes MUST be compatible for use with the equipment specified in Attachment 1. During the term of the contract, the ordering agency may purchase new equipment with which the envelopes ordered under this contract must be compatible. In this event, the ordering agency will furnish the contractor with the new equipment information, and prior to production samples will be ordered for testing.

**PACKING:** Box 500 envelopes in an envelope box. Pack five (5) boxes (2,500 total envelopes) in a shipping container. Bulk packing may be allowed with prior approval from the ordering agency on specific orders.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through a small package carrier delivery system.

Pallets are required. Pallets must be block pallets/true 4-way pallets, 48 x 40" with bottom deck boards, compatible with all standard pallet jacks and forklifts on both the 48" and 40" dimension. Approximate window/pallet entry: 48" side: 14.6" (W) x 3.5" (H) / 40" side: 12.5" (W) x 4.2" (H).

Partial 4-way pallets with notched stringers are **not** acceptable.

Total height MUST not exceed 54", including height of both pallet and containers. Pack no more than 60,000 envelopes on a pallet. Do not double stack.

**LABELING AND MARKING:** The contractor must fill out the agency shipping label (see Attachment 2) and attach to all shipping containers. Contractor to use furnished fillable PDF file which will require, at a minimum, Adobe Reader 7. Information on label must be in all capital letters. Date must be in “MM/DD/YYYY” format.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the delivery address indicated on the print order.

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 invoice sent to the U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

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

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

**DISTRIBUTION:** Ship f.o.b. contractor’s city to addresses nationwide within the continental United States.

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

Ship at most economical means to the Government using small package carrier or freight carrier, as applicable - *reimbursable*.

Contractor is responsible for all shipping costs. Contractor will be reimbursed for shipping costs by submitting all shipping receipts with billing invoice for payment. NOTE: All shipping must be by traceable means.

For each order placed, contractor must notify the ordering agency on the same day that the product ships to the email address specified on the print order. The subject line of this message shall be "Distribution Notice for Program Number 313-M, Jacket XXX-XXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

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

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

Print order and furnished material will be furnished via email.

Contractor to email PDF soft proofs to the email address specified on the print order.

No definite schedule for placement of orders can be predetermined. However, the contractor should be prepared to accept orders immediately after award.

The following schedules begin 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.

***Regular Schedule:***

- Contractor must submit all required proofs within three (3) workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are emailed to contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- When ordered, contractor must submit prior to production samples within four (4) workdays of receipt of "O.K. to Print" on proofs.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.
- Contractor must complete production and distribution within 30 workdays of receipt of approval on proofs or prior to production samples, as applicable.

***Accelerated Schedule:*** Approximately 5% of all orders issued will require an accelerated schedule.

- Contractor must submit all required proofs within three (3) workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup or changes/corrections/"O.K. to Print" are emailed to contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- When ordered, contractor must submit prior to production samples within four (4) workdays of receipt of "O.K. to Print" on proofs.
- The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof.

- Contractor must complete production and distribution within 25 workdays of receipt of approval on proofs or prior to production samples, as applicable.

**The contractor must furnish weekly status reports on all open print orders via email to Matt Gaines at [matt.j.gaines@uscis.dhs.gov](mailto:matt.j.gaines@uscis.dhs.gov) and Brandie Smith at [brandie.j.smith@uscis.dhs.gov](mailto:brandie.j.smith@uscis.dhs.gov).**

The ship/delivery date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by the small package carrier or freight carrier, as applicable.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Publishing Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (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.

**PREMIUM PAYMENTS:** Orders requiring the “Accelerated Schedule” will be paid for at the premium rate in accordance with the contractor’s offered percentage (Item V.) in the “SCHEDULE OF PRICES.”

All other orders will be placed with the “Regular Schedule” and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item IV., “PAPER” in the “SCHEDULE OF PRICES.”

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their billing invoice.

It is estimated that 5% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase offered for the accelerated schedule in the “SCHEDULE OF PRICES,” (Item V.), to 5% of all items except Item IV., “PAPER.”

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

- I. 1
  
- II. (a) 1  
(b) 1  
(c) 1  
(d) 1
  
- III. (a) 960  
(b) 37,440  
(c) 100  
(d) 100
  
- IV. 38,600

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**SECTION 4. – SCHEDULE OF PRICES**

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

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

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

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

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

Cost of all required paper must be charged under Item IV. “PAPER.”

**I. COMPOSITION:**

Typesetting up to four (4) lines with agency seal .....per order .....\$ \_\_\_\_\_

**II. PRIOR TO PRODUCTION SAMPLES:**

Per Order

(a) No. 10 Envelopes with security tint (no window).....\$ \_\_\_\_\_

(b) No. 10 Envelopes with security tint and Government Window .....\$ \_\_\_\_\_

(c) No. 10 Envelopes with security tint and Commercial Window .....\$ \_\_\_\_\_

(d) No. 10 Envelopes with security tint and Custom Window.....\$ \_\_\_\_\_

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

**III. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations (including PDF soft proofs) necessary for the complete production and distribution of the products listed in accordance with these specifications.

Per 1,000  
Envelopes

- (a) No. 10 Envelopes with security tint (no window).....\$ \_\_\_\_\_
- (b) No. 10 Envelopes with security tint and Government Window .....\$ \_\_\_\_\_
- (c) No. 10 Envelopes with security tint and Commercial Window .....\$ \_\_\_\_\_
- (d) No. 10 Envelopes with security tint and Custom Window.....\$ \_\_\_\_\_

**IV. 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.

Per 1,000  
Leaves

White Writing Envelope (24-lb.).....\$ \_\_\_\_\_

**V. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item IV., "PAPER." Percentage increase will be added to all orders which require the "Accelerated Schedule."

Percentage increase ..... \_\_\_\_\_ %

\_\_\_\_\_  
(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. *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 nonresponsive.*

Bidder \_\_\_\_\_  
(Contractor's 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)

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**THIS SECTION FOR GPO USE ONLY**

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

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## ATTACHMENT 1 Equipment List

<u>Manufacturer</u>	<u>Model</u>	<u>Serial Number</u>
Quadient	G5iQ	ADS5706
Quadient	G5iQ	ADS5705
Quadient	G5iQ	ADS5554
Quadient	G5iQ	ADS5555
Quadient	G5iQ	ADQ5557
Quadient	G5iQ	ADS5662
Quadient	G5iQ	ADQ5556
Quadient	G5iQ	ADS5661
Quadient	G5iQ	ADS5704
Quadient	G5iQ	ADS5707
Quadient	G5iQ	ADU5811
Quadient	G4I	XBQ5989
Quadient	DS600	WBM2669
Quadient	DS700	ZAP0927
Pitney Bowes	Relay Series	2203616
Pitney Bowes	Relay Series	2203822
Pitney Bowes	Relay Series	3306904
Pitney Bowes	Relay Series	3306914
Pitney Bowes	Relay Series	3309302
Pitney Bowes	Relay Series	2203959
Pitney Bowes	Relay Series	2203954
Pitney Bowes	SendPro Mail Center 3000	2203822
Pitney Bowes	SendPro Mail Center 3000	0001577
Pitney Bowes	SendPro Mail Center 3000	57183
Pitney Bowes	SendPro Mail Center 3000	0001636
Xerox	VersaLink C600	9RA670525
Xerox	VersaLink C600	9RA670325
Xerox	VersaLink C600	9RA670199
Xerox	VersaLink C600	9RA670198
RICOH	Pro 8320S	C94026757
RICOH	Pro 8320S	C94026759
RICOH	Pro 8320S	C94018807
RICOH	Pro 8320S	C94026758
RICOH	Pro 8320S	3692C700011
RICOH	Pro 8320S	3692C500023
RICOH	Pro 8320S	3692C700009
RICOH	Pro 8320S	3692C700017
RICOH	Pro 8320S	3692C300002
RICOH	Pro 8320S	C83268863
RICOH	Pro 8320S	C83274209
RICOH	Pro 8320S	C83268864
RICOH	Pro 8320S	C83268862
RICOH	8400	B0P4CC00002
Lexmark	CS521	5029920032X4B
Lexmark	CS725	50282380H67TY
Lexmark	CS725	50282380H67VW
HP Printer		CN95TJY004
HP Printer		CN95TJY006