

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Departmental Letterhead and Envelopes

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

U.S. Department of the Interior

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award, and ending May 31, 2025, plus up to four (4) optional 12-month extension periods that may be added by 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 30, 2024, 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.

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

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

For information of a technical nature, contact Cecilia Dominguez Castro at (202) 512-0418 or at cdominguezcastro@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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 is printing. Bidders who must subcontract this operation will be declared non-responsible.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Control Copies/ Average Type Dimension/Electronic Media
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 five (5) years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to May 31, 2025, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending February 28, 2024, 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.

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.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award, through May 31, 2025, 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 a 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 the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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 under 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 before bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting 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>.

All contractor billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of letterhead stationery and envelopes requiring such operations as composition, electronic prepress, printing, binding, construction, packing, and distribution.

TITLE: Departmental Letterhead and Envelopes.

FREQUENCY OF ORDERS: Approximately 25 to 100 orders per year.

More than one item may be ordered on the same print order requiring the same schedule.

QUANTITY:

Letterheads: Approximately 500 to 200,000 copies per order.

Envelopes: Approximately 500 to 100,000 envelopes per order.

NOTE: The minimum order for letterhead or envelopes will be 500 copies. Most orders will be for approximately 1,000 to 10,000 copies. An occasional order may be issued for blank letterhead sheets only.

NUMBER OF PAGES:

Letterhead: Face only.

Envelopes: Face only or face and back (after manufacturing).

TRIM SIZES:

Letterheads and Blank Sheets: 8-1/2 x 11”.

White Writing Envelopes (with or without Windows):

3-7/8 x 8-7/8” (No. 9)
4-1/8 x 9-1/2” (No. 10)
4-1/2 x 10-3/8” (No. 11)
6-1/2 x 9-1/2” (Booklet)

Blue Writing Envelopes:

3-7/8 x 8-7/8” (No. 9) (Business Reply Envelope)

Kraft Envelopes:

4-1/2 x 10-3/8” (No. 11)
9-1/2 x 12-1/2” (Catalog)
9-1/2 x 12-5/8” (Booklet)
10 x 13” (Booklet or Catalog)

GOVERNMENT TO FURNISH: Electronic files to consist of fine lines of agency seal and business card template. Business Card template and seal to be retained by contractor for use throughout the term of the contract. Information for individual names, addresses, and telephone numbers will be provided via email for each order. Electronic media will be furnished as follows:

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

Storage Media: Email.

Software: Adobe InDesign, Adobe Acrobat, Microsoft Word. (All files will be created in current versions or near current versions.)

NOTE: All Government software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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: Files will be furnished in native application or in PDF format.
A visual of the electronic file will be provided.

Previously printed samples.

Visuals of complete standards for letterhead.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: Some orders will require the contractor to set type up to six lines and position the agency seal as indicated on the print order. NOTE: The contractor must reset any reprint copy which is of poor quality.

For orders when previously printed samples are furnished for copy, the contractor must provide an Adobe Acrobat PDF file (digital deliverable, as specified under "ELECTRONIC PREPRESS") of the envelope or letterhead.

For the letterheads, contractor is to follow the style as specified below.

Letterheads: For use by all Department of Interior Bureaus and Offices.

- Official Departmental Seal:

The Departmental letterhead shall bear the official seal of the Department which shall be 1" in diameter and will appear in the upper left corner of the page, 1/2" from the top, and 3/4" from the left side.

- Official Bureau Emblems:

Use of official bureau emblems, when required, will be indicated on the print order. When requested, it will appear in the upper right corner of the page, 1/2" from the top and 3/4" from the right side. Bureau emblems may not be larger than the Departmental Seal.

- Heading:

The standard heading, “United States Department of the Interior,” shall be centered on the 8-1/2” dimension, left to right in one line, and shall be the top line and positioned 5/8” inch from the top of the page typed in Times New Roman typeface, upper and lower case, 18 points, and positioned 5/8” from the top of the page to the typography x-height.

- Additional Address Lines:

Any additional lines shall be set in Times New Roman no greater than 11 points.

- Footings:

Region-specific footers shall be used for each of the Interior Regions respectively. The footer will include: the region number, geographic title, and states/territories within the region, and shall be centered on 8-1/2” dimension, left to right in one line. The font is Trajan Pro bold typeface, upper and lower case, 10.298 points and positioned 10” from the top of the page to the typography x-height. A centered separating line 0.825” in length 0.26 point (stroke weight) positioned 0.032” below the footer title. State/Territories included in the region shall be listed alphabetically 0.076” beneath the separating line. Each state/territory shall be Trajan Pro regular 9.54 point centered.

- Departmental Letterhead Paper:

Standard letterhead shall be printed on White 25% Bond (20-lb.), equal to JCP Code G40, with commercial watermark.

The contractor shall review all print orders and furnished copy for compliance with these specifications. Before printing, all discrepancies shall be brought to the attention of the requesting agency.

Contractor will be responsible for proofreading any type set.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to ensure the 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 contact listed on the 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.

It is anticipated that the contractor will make all required revisions.

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

When required, upon completion of each order, the contractor must furnish the final production native application and print-ready Adobe Acrobat PDF files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned via email.

PROOFS:

For every order, 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.

When ordered, one (1) set of digital color content proof of the complete product including tip-ins inserted in position before binding, if applicable. 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.

NOTE: Proofs for envelopes must show flap position and window position (if applicable).

If any contractor's errors are serious enough in the opinion of the Government 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.

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

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

All paper used in each copy must be of a uniform shade and a close match by visual inspection of the JCP and/or color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

Letterheads and Blank Sheets:

White 25% Cotton Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G40. NOTE: This stock must remain consistent throughout the contract. If the contractor changes brands, they must notify GPO.

Envelopes:

White and Colored (Blue) Writing Envelopes, basis weight: 20 and 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20. Exception: The stock must contain a minimum of 50% recovered fiber (wastepaper).

Light-Brown (Kraft Shade) Envelope, basis weight: 24 through 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

PRINTING:

Letterheads: Print face only in black ink or one Pantone color as specified on the print order.

An occasional order may require contractor to provide blank sheets.

Envelopes: Print face only or face and back (after manufacturing) in black ink or one Pantone color as specified on print order.

Printing of all envelopes shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations, including automation guidelines/requirements. The envelope shall accept printing without feathering or penetrating to the reverse side.

NOTE: The GPO imprint line must not appear on the finished products.

BINDING:

Letterhead and Blank Sheets: Trim four sides. All letterheads (either Bond or Writing or a combination of both) must be in exact register with each other.

ENVELOPE CONSTRUCTION:

No. 9, and No. 10 Envelopes: Open side, high-cut diagonal seams, water-soluble gummed flap.

No. 10 Window Envelopes: Open side, high cut diagonal seams, water-soluble gummed flap, die cut window (1-1/8 x 4-1/2" or 1-1/4 x 4-3/4" in size), as specified. Window to have rounded corners. Window is to be located 3/4" from left edge and 1/2" from bottom edge of constructed envelope. Envelope window is to be covered with a suitable transparent, low-gloss poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

Light-Brown Kraft Envelopes: Open side, side seam, water-soluble gummed flap.

All envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. 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.

Flap Adhesive: All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. Split-gummed flaps are not acceptable. The adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006 inch uniformly applied. The flaps shall not stick to the body of the envelope, but shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.

MARGINS: Maintain margins as indicated on the electronic files or as otherwise specified or adjust to conform with USPS requirements. Some letterheads may have hairline fold marks that bleed off the 11" or left edge of the page.

PACKING:

Letterhead and Blank Sheets: Wrap (kraft paper or shrink-film wrap, at agency's option) in units of 500. If kraft paper-wrapped, contractor to attach a sample copy, face up, on the outside of each package.

Envelopes: Envelopes are to be boxed in units of 500.

There may be an occasional request for wrapping envelopes, letterheads, or blank sheets in sets. When required, wrap in units of 100 (kraft paper or shrink-film wrapped, agency's option). If kraft paper-wrapped, contractor to attach a sample copy, face up, on the outside of each package.

Pack wrapped packages suitable in shipping containers not to exceed 45 pounds when fully packed.

Individual boxes or shipping container(s) must be of sufficient strength as to ensure against damage to the product during shipment.

LABELING AND MARKING: Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, Rev. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping bags or shipping containers.

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 in accordance with the distribution list.

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 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 the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to 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. 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 the GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship/mail f.o.b. contractor’s city (reimbursable) to various addresses nationwide, including Alaska, Hawaii, and U.S. Territories. Inside delivery to all destinations is required.

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

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be shipped via traceable means by reimbursable small package carrier unless otherwise instructed.

On an occasional order, the ordering agency may request the contractor to expedite shipping/mailing (reimbursable). Agency must approve all expedited shipping/mailing costs prior to shipping/mailing product(s). NOTE: Unless authorized by the ordering agency, the contractor is not allowed to ship/mail via expedited shipping/mailing in order to meet the schedule.

All shipments must be made by traceable means. A signed receipt is required. The contractor will be reimbursed for all shipping/ mailing costs by submitting the shipping/ mailing receipts with the billing invoice.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order ships/ mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 686-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/ mailing method, and title of the product. Contractor must be able to provide copies of all shipping/ mailing receipts upon agency request.

Unless otherwise instructed, upon completion of each order, all furnished materials must be held by the contractor for future reprints.

Upon completion of the contract, contractor must return all furnished materials.

All expenses incidental to picking up, returning materials (if applicable), and submitting proofs, 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 materials will be furnished via email.

PDF soft proofs must be emailed to the ordering agency at the email address specified on the print order.

When required, the furnished material will be mailed f.o.b. the contractor's plant. The time consumed in mailing will be factored into the production schedule indicated on the print order. At the agencies' option, orders for which the contractor already has reproducible on hand may be sent via email.

NOTE: Orders will be sent to the contractor from many different Interior Bureaus and many offices within each Bureau throughout the United States. The contractor must establish and maintain a strict record-keeping system to track all orders received. This system must also include the date of receipt and the date of completion of each order.

When ordered, digital content proofs must be delivered to and picked up from the address specified on the print order.

No definite schedule for placement of orders can be predetermined.

The contractor must notify the ordering agency that an order has been received within one (1) hour of receipt.

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

- For individual orders up to and including 100,000 copies, contractor must complete production and distribution within 10 workdays after notification of the availability of the print order and furnished material. One (1) additional workday will be allowed for each additional 25,000 copies, or fraction thereof.
- PDF proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until the agency provides corrections/changes/"O.K. to print" via email.
- When digital color content proofs are requested, an additional two (2) workdays will be added to the schedule. (NOTE: Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup (hard copy proofs) or the agency provides corrections/changes/"O.K. to print" via email.

- No specific date is set for the submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.

The ship/delivery date indicated on the print order is the date product(s) ordered for shipping f.o.b. contractor's city must be picked up by the small package carrier.

Contractor must email shipping information to the ordering agency immediately upon shipment.

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Offices of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at 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.

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

I.	(a)	3	
	(b)	1	
		(1)	(2)
II.	(a)	3	4
	(b) 1.	1	1
	2.	10	14
	3.	1	1
	4.	1	1
	5.	5	31
	(c)	4	40
	(d) 1.	1	1
	2.	1	1
	3.	3	6
	4.	2	2
	(e) 1.	1	1
	2.	1	2
	3.	1	1
	4.	1	1
	(f)	6	60
III.	(a)	10	
	(b)	5	
	(c)	5	
IV.		78	

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 non-responsive.

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.”

I. PREPRESS: Prices offered shall include the cost of all required materials and operations, in accordance with these specifications.

(a) Digital Deliverableper file.....\$ _____

(b) Digital Color Content Proof per trim/page size unit.....\$ _____

II. PRINTING, BINDING, AND CONSTRUCTION: The prices offered shall include the cost of all required materials and operations necessary for the printing, binding, and construction listed in accordance with these specifications (including PDF soft proof and paper).

Makeready
and/or Setup
(1)

Running per
1,000 Copies
(2)

Letterheads:

(a) Printing letterhead face only in a single ink color,
including binding..... per sheet..... \$ _____ \$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running per 1,000 Copies</u> (2)
<u>Envelopes:</u>		
(b) White Writing Envelope (20 or 24-lb.), printing face only in a single ink color, including construction:		
1. No.9 - (3-7/8 x 8-7/8").....	per envelope..... \$ _____	\$ _____
2. No.10 - (4-1/8 x 9-1/2").....	per envelope..... \$ _____	\$ _____
3. No.11 - (4-1/2 x 10-3/8").....	per envelope..... \$ _____	\$ _____
4. 6-1/2 x 9-1/2" (Booklet).....	per envelope..... \$ _____	\$ _____
5. No.10 Window Envelope (4-1/8 x 9-1/2").....	per envelope..... \$ _____	\$ _____
(c) No.9 Blue Writing Envelope (20-lb.) Business Reply Format (3-7/8 x 8-7/8"), printing face only in a single ink color, including construction:		
	per envelope..... \$ _____	\$ _____
(d) Light-Brown (Kraft Shade) (24 to 32-lb.), printing face only in a single ink color, including construction:		
1. No.11 (4-1/2 x 10-3/8").....	per envelope..... \$ _____	\$ _____
2. 9-1/2 x 12-1/2" (Catalog).....	per envelope..... \$ _____	\$ _____
3. 9-1/2 x 12-5/8" (Booklet).....	per envelope..... \$ _____	\$ _____
4. 10 x 13" (Booklet or Catalog).....	per envelope..... \$ _____	\$ _____
(e) Pressure-Sensitive/Peel and Stick Envelopes, printing face only in a single ink color, including construction:		
1. No.10 White Writing Envelope (4-1/2 x 9-1/2").....	per envelope..... \$ _____	\$ _____
2. No.10 White Writing Window Envelope (4-1/2 x 9-1/2").....	per envelope..... \$ _____	\$ _____
3. Light-Brown (Kraft Shade) Envelope (9-1/2 x 12-1/2" (Catalog)).....	per envelope..... \$ _____	\$ _____
4. Light-Brown (Kraft Shade) Envelope (9-1/2 x 12-5/8" (Booklet)).....	per envelope..... \$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running per 1,000 Copies</u> (2)
(f) Printing envelopes (any size) on the second side in a single ink color: per envelope.....	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

- (a) Shrink/Kraft wrap Envelopes per 100 envelopes.....\$ _____
- (b) Shrink/Kraft wrap Letterheads or Blank Sheets per 100 sheets.....\$ _____
- (c) Blank Sheets, White 25% Cotton Bond (20-lb),
including binding..... per 1,000 sheets.....\$ _____

IV. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include all operations and materials necessary for packing, shipping, wrapping, and packing; labeling and markings; and distribution, in accordance with these specifications.

Packing and sealing shipping containers per container.....\$ _____

SHIPMENTS: 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 Solicitations 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 point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

BIDDER'S NAME AND SIGNATURE: Unless a 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 per 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'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) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
