

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes

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

Various Government Departments and Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning the October 1, 2025, and ending September 30, 2026, 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 September 8, 2025, 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 75-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

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 technical information, contact Cecilia Dominguez at (202) 512-0307 or 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 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 production function for printing contractors shall be printing the envelopes. Bidders who must subcontract both the construction and the printing operations will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page-related) Attributes - Level IV.
- (b) Finishing (item-related) Attributes - Level IV.

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. Prior to Production Samples/ Average Type Dimension
P-9. Solid and Screen Tint 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 October 1, 2025 to September 30, 2026, 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 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 June 30, 2025, 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.

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 U.S. Government Publishing Office, Washington, DC, immediately after award. At Government's option, this may be held via teleconference.

Person(s) that the contractor deems 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 October 1, 2025 through September 30, 2026 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 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: Submit 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 under the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

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

TITLE: Envelopes.

FREQUENCY OF ORDERS: Approximately 1 to 30 orders per month.

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

QUANTITY:

Format A: 1,000 to 9,999 envelopes. (Approximately 65% of the orders)

Format B: 10,000 to 100,000 envelopes. (Approximately 35% of the orders)

TRIM SIZES:

<u>Description</u>	<u>Finish Size</u>
1. White #9	3-7/8 x 8-7/8"
2. White #9 with Security Tint	3-7/8 x 8-7/8"
3. White #10	4-1/8 x 9-1/2"
4. White #10 with Security Tint	4-1/8 x 9-1/2"
5. White #10 with Window	4-1/8 x 9-1/2"
6. White #10 with Window and Security Tint	4-1/8 x 9-1/2"
7. White #10 Heat-Resistant with Window and Security Tint	4-1/8 x 9-1/2"
8. White #10 RFE Red Text with Security Tint	4-1/8 x 9-1/2"
9. White envelope with window and security tint.	6 x 9-1/2"
10. Yellow #10	4-1/8 x 9-1/2"
11. Pastel Blue #9	3-7/8 x 8-7/8"
12. Light-Brown Kraft Shade	6-1/2 x 9-1/2"
13. Light-Brown Kraft Shade with Window	6-1/2 x 9-1/2"
14. Light-Brown Kraft Shade	9 x 12"
15. Light-Brown Kraft Shade with Window	9 x 12"
16. Light-Brown Kraft Shade	9-1/2 x 12"
17. Light-Brown Kraft Shade	10 x 13"
18. Light-Brown Kraft Shade with Window	10 x 13"
19. Light-Brown Kraft Shade	10 x 15"
20. Light-Brown Kraft Shade	12 x 16"
21. White Kraft with Window and Security Tint	9 x 12"
22. White Kraft	9 x 12"
23. White Kraft	9-1/2 x 12"
24. White Kraft	9-1/2 x 12-1/2"
25. Tyvek®	9-1/2 x 12"
26. Tyvek®	9-1/2 x 12-1/2"
27. Tyvek®	10 x 13"
28. Tyvek®	12 x 15-1/2"

NOTE: More than one envelope type may be ordered on the same print order.

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

Storage Media: Email.

Software: Adobe Acrobat 11.0 (or later).

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 furnished/embedded, as applicable.

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 PDF format.
A visual of the furnished electronic files will be provided for typesetting.

Occasionally, camera copy will be furnished.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files or on the camera copy, must not print on finished product.

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

The contractor must be able to accept files electronically via email.

COMPOSITION: The majority of the orders will require the contractor to set up to nine (9) lines of type. Contractor to match type of furnished sample.

ELECTRONIC PREPRESS: When applicable, 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 individual listed on the print order.

The contractor shall validate integrity and predictability of the listed software under "GOVERNMENT TO FURNISH" through preflight operations. Contractor is to check for potential problems in the following areas: fonts; missing links; ink colors; print settings; and external plug-ins. The contractor shall notify the agency immediately at the email address indicated on the print order if there is damage to the electronic file, file corruption, difficulties in image processing, or errors discovered during the preflight operations.

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

When required by the Government, the contractor shall make minor revisions to the electronic files, which may include color corrections to digitally furnished images. It is anticipated that the Government will make all major revisions.

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

Upon completion of each print order, the contractor must furnish final production native application files (digital deliverables, which includes high resolution tiff scans) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. The returned digital deliverable must be clearly labeled with Title, Jacket Number, Program Number 695-S and Print Order Number. The Government will accept PDF files as digital deliverables when furnished by the Government.

PROOFS:

When ordered, contractor must 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.

When ordered, one (1) set of digital color content proofs of the envelope. 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: For all proofs, proofs must show type trim marks, flap, and window position (if applicable).

The Government reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an "O.K. to Print." Author's Alterations (AA's) may be required.

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.

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

PRIOR TO PRODUCTION SAMPLES: When prior to production samples are required, it will be indicated on the print order.

Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 25 samples. 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.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials. 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.

Submit sample envelopes to the address as specified on the print order.

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

The Government will approve, conditionally approve, or disapprove the samples within two (2) 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 the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

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

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

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

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

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached 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).

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

Paper to be used will be indicated on the print order.

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

Light-Brown (Kraft Shade) Envelope, basis weight: 28 or 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

White Kraft Envelope, basis weight: 28 or 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V15.

White Tyvek® – Finish Envelope, 17 x 22", equal to JCP Code V90. Exception: Basis weight is 14 or 18-lb per 500 sheets.

PRINTING:

Print face only (after manufacturing) in black ink and/or one Pantone ink color. Contractor must match Pantone number(s) as specified on the print order. (Some envelopes may require the second ink color to print to the edge of the envelope.)

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

Some orders will require a security tint on #9 envelopes, #10 envelopes, and White Kraft (with and without windows). The security tint must print on the inside of the envelope (back-before manufacturing) in blue or black ink. 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.

Department of Homeland Security requires that shipments going to Laguna Niguel, CA, Lee's Summit, MO, and St. Albans, VT, must be able to run through Pitney Bowes stuffer and inserter machines. The model numbers will be indicated on the individual print orders.

An occasional order may require up to 10 plate/copy changes and shall be charged under Item III. "ADDITIONAL OPERATIONS" in the "SCHEDULE OF PRICES."

The Government reserves the right to make changes to the format/text of the items produced on this contract at any time during the term of the contract. Any stockpiling is at the contractor's own risk.

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

CONSTRUCTION: Envelopes shall be sufficiently high-cut to prevent the flap adhesive from contacting the envelope contents. The sealed seam(s) shall not adhere to the inside of the envelope. Flap depth is at the contractor's option but must meet all USPS requirements. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

White and Colors Writing Envelopes: Shall be open side, high-cut, diagonal seam or side seam with gummed flap, as ordered.

Kraft (Light-Brown Shade and White) Envelopes: Shall be open side, diagonal, side, or center seams, as ordered, with gummed flap.

White Tyvek® Envelopes: Shall be open end with a center seam. Cover the adhesive with a suitable, slightly oversized removable backing sheet.

Window Envelopes: When required, the 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.

Heat-Resistant Window Envelopes: When requested, the window is to be covered with a suitable, transparent, low-gloss film material that must be clear of smudges, lines, and distortions. The window film material must be laser safe and must be securely affixed to the inside of the envelope so as not to interfere with the insertion of contents and must not melt, shrink, or wrinkle when run through a laser printer. Window material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

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.

For #10 Envelopes only:

Government Window: 1-1/4 x 4-3/4"

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

Commercial Window: 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.

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.

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. Some envelope will require a split glue flap.

PACKING: Box envelopes in suitable units or as indicated on the print order.

The contractor is to pack the envelopes into suitable shipping containers or as indicated on the print order. Unless otherwise specified, contractor must pack containers not to exceed 45 pounds when fully packed.

Pallets will be required when indicated on the print order.

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 container(s). Label must clearly show GPO program number, jacket number, and print order number.

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

Quantity <u>Ordered</u>	Number of <u>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: 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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b destination to addresses within a 75-mile radius of Washington, DC.

Ship f.o.b. contractor's city to all addresses outside the 75-mile radius of Washington, DC (reimbursable).

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

When required, contractor to ship by traceable, most economical means to the Government unless otherwise instructed.

Contractor will be reimbursed for all shipping costs outside the 75-mile radius by submitting the shipping receipts with billing invoice for payment. NOTE: Unless otherwise specified, contractor is NOT to ship via overnight express carriers in order to meet the ship/delivery date. Using an overnight express carrier (without Government authorization) is at contractor's expense.

When required by the ordering agency, contractor is to ship with agency's own shipping account. Shipping account information will be indicated on 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 outside of the 75-mile radius are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order delivers/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 695-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/shipping method, and title of the product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Within 10 workdays of complete distribution of each order, all furnished material (if applicable), digital deliverables, and sample copy must be returned to the address as specified on the print order.

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

On the majority of orders placed, print order and furnished material will be furnished via email.

When applicable, print order and furnished material must be picked up from one address within a 75-mile radius of Washington, DC. An occasional order may require pickup outside the 75-mile radius.

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

When ordered, hard copy proofs are to be delivered to and picked up from the address specified on the print order.

No definite schedule for pickup of material/placement of orders can be predetermined. However, contractors should be prepared to accept orders immediately after award.

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

- Contractor must complete production and distribution within 7 to 10 workdays, as specified on the print order.
- No specific date is set for 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.
- 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 furnished via email (for both hard copy and PDF soft copy proofs). The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time. (NOTE: Hard copy proofs will not be returned to the contractor unless requested.)
- When prior to production samples are required, an additional five (5) workdays will be added to the schedule, as follows: Contractor must submit within three (3) workdays of receipt of "O.K. to Print" on proofs; the Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.
- All proof and transit time are included in the schedule.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified, and products ordered for ship f.o.b. contractor's city must be picked up by a small package carrier.

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, the contractor is to notify the U.S. Government Publishing Office of the date of shipment/ mailing. 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 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) | 116 | |
| | (b) | 60 | |
| | (c) | 2 | |
| | (d) | 1 | |
| | | | |
| | | (1) | (2) |
| II. 1. | (a) | 5 | 10 |
| | (b) | 2 | 75 |
| | (c) | 4 | 230 |
| | (d) | 29 | 532 |
| | (e) | 6 | 20 |
| | (f) | 46 | 587 |
| | (g) | 8 | 10 |
| | (h) | 5 | 10 |
| | (i) | 7 | 10 |
| | (j) | 37 | 300 |
| | (k) | 5 | 75 |
| | (l) | 5 | 10 |
| 2. | (a) | 6 | 20 |
| | (b) | 9 | 50 |
| 3. | (a) | 5 | 20 |
| | (b) | 5 | 20 |
| | (c) | 5 | 10 |
| | (d) | 5 | 10 |
| | (e) | 10 | 30 |
| | (f) | 15 | 20 |
| | (g) | 2 | 10 |
| | (h) | 8 | 10 |
| | (i) | 8 | 10 |
| 4. | | 32 | 150 |
| 5. | | 2 | 10 |
| 6. | (a) | 5 | 150 |
| | (b) | 5 | 10 |
| | (c) | 2 | 10 |
| | (d) | 3 | 10 |
| | (e) | 1 | 10 |
| 7. | (a) | 1 | 20 |
| | (b) | 9 | 10 |
| | (c) | 3 | 15 |
| | (d) | 25 | 35 |
| | | | |
| III. | | 2 | |

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to addresses within a 75-mile radius of Washington, DC, and f.o.b. contractor's city for all other shipping.

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. COMPOSITION, PROOFS, AND PRIOR TO PRODUCTION SAMPLES:

- (a) Typesetting (up to 9 lines)..... per envelope type/per order.....\$ _____
- (b) PDF Soft Proof..... per envelope type/per order.....\$ _____
- (c) Digital Color Content Proof..... per envelope type/per order.....\$ _____
- (d) Prior to Production Samples..... per envelope type/per order.....\$ _____

II. COMPLETE PRODUCT: Prices offered must be all-inclusive, as applicable, and must include the cost of all required materials and operations necessary, including paper for the complete production and distribution, in accordance with these specifications.

NOTE: All prices are per 1,000 envelopes, printed one side only in a single ink color. Prices submitted for line II.1.(l) are per 1,000 envelopes, printed in an additional single ink color not charged for under line items II.1.(a) through (k).

	<u>Format A</u> (1)	<u>Format B</u> (2)
1. White Writing Envelope (24-lb.):		
(a) #9 Envelopes (3-7/8 x 8-7/8").....	\$ _____	\$ _____
(b) #9 Envelopes (3-7/8 x 8-7/8") with security tint.....	\$ _____	\$ _____

(Initials)

	<u>Format A</u> (1)	<u>Format B</u> (2)
(c) #10 Envelopes (4-1/8 x 9-1/2").....	\$ _____	\$ _____
(d) #10 Envelopes (4-1/8 x 9-1/2") with security tint.....	\$ _____	\$ _____
(e) #10 Envelopes (4-1/8 x 9-1/2") with Government window.....	\$ _____	\$ _____
(f) #10 Envelopes (4-1/8 x 9-1/2") with Government window and security tint.....	\$ _____	\$ _____
(g) #10 Envelopes (4-1/8 x 9-1/2") with Commercial window.....	\$ _____	\$ _____
(h) #10 Envelopes (4-1/8 x 9-1/2") with Commercial window and security tint	\$ _____	\$ _____
(i) #10 Envelopes (4-1/8 x 9-1/2") with Custom window and security tint	\$ _____	\$ _____
(j) #10 Envelopes (4-1/8 x 9-1/2") with Heat-Resistant Government window and security tint	\$ _____	\$ _____
(k) 6 x 9-1/2" with window and security tint.....	\$ _____	\$ _____
(l) Print in one additional ink color, per side	\$ _____	\$ _____
 2. Colored Writing Envelope (24-lb.):		
a) Pastel Blue #9 Envelopes (3-7/8 x 8-7/8").....	\$ _____	\$ _____
b) Yellow #10 Envelopes (4-1/8 x 9-1/2").....	\$ _____	\$ _____
 3. Light-Brown (Kraft Shade) (28-lb.) with Side Seams:		
(a) 6-1/2" x 9-1/2"	\$ _____	\$ _____
(b) 6-1/2" x 9-1/2" with window	\$ _____	\$ _____
(c) 9 x 12".....	\$ _____	\$ _____
(d) 9 x 12" with window.....	\$ _____	\$ _____
(e) 9-1/2 x 12.....	\$ _____	\$ _____
(f) 10 x 13".....	\$ _____	\$ _____
(g) 10 x 13" with window.....	\$ _____	\$ _____
(h) 10 x 15".....	\$ _____	\$ _____
(i) 12 x 16".....	\$ _____	\$ _____

(Initials)

	Format A (1)	Format B (2)
4. Light-Brown (Kraft Shade) (32-lb.) with Side Seams:		
9-1/2 x 12"	\$ _____	\$ _____
5. Light-Brown (Kraft Shade) (32-lb.) with Diagonal Seams:		
9 x 12"	\$ _____	\$ _____
6. White Kraft (28 or 32-lb.):		
(a) 9 x 12" with window and security tint	\$ _____	\$ _____
(b) 9-1/2 x 12"	\$ _____	\$ _____
(c) 9-1/2 x 12-1/2"	\$ _____	\$ _____
(d) 9 x 12" envelope	\$ _____	\$ _____
(e) 9 x 12" envelope (non-gummed flap)	\$ _____	\$ _____
7. White Tyvek® – Finish Envelope (or equal) (14 or 18-lb.):		
(a) 9-1/2 x 12"	\$ _____	\$ _____
(b) 9-1/2 x 12-1/2"	\$ _____	\$ _____
(c) 10 x 13"	\$ _____	\$ _____
(d) 12 x 15-1/2"	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

Plate/Copy changeper change.....\$ _____

My production facility(ies) is located within the assumed area of production yes ____ no ____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at the contractor's plant _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

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)
