U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing and Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Envelopes (General Usage)

As Requisitioned from the U.S. Government Publishing Office (GPO) for

Various Government Departments and Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending October 31, 2027, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" in SECTION 1 of this contract.

BID OPENING: Bids shall be opened virtually at 1:00 p.m., prevailing Eastern Standard Time on November 10, 2026, at the U.S. Government Publishing Office.

All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

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

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following.

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

For information of a technical nature call Teresa (Teri) Shoffstall at 614-488-4616 Ext. 6 (No collect calls) or email at tshoffstall@gpo.gov

BIDDERS PLEASE NOTE: Extensive changes are scattered throughout. The Product Quality Level is changed from IV to III. Envelope sizes: 10x15", 11x13", and 12x16" have been removed. Non-standard windows have been removed. White Kraft paper has been removed. Changes to the "Schedule" have been made and an Accelerated Schedule has been added. Multiple Items per order is reduced to 3 per print order. A Paper Price Adjustment clause has been added. Maximum Quantity for #9 and #10 envelopes is increased from 150,000 to 500,000. Additional minor changes throughout.

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding

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

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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 9-19)).

- GPO Contract Terms (GPO Publication 310.2)
  https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf
- GPO QATAP (GPO Publication 310.1)
  https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf.
- More GPO Publications can be found at:
  https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing

SUBCONTRACTING: The predominant production functions will be printing. Any contractor who cannot perform the predominant production functions 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 III.
  (b) Finishing (item related) Attributes -- Level III.

- Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Approved Proofs/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 five (5) years (October 31, 2031) 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" clause for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through October 31, 2027**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **July 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.
If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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

1. **BLS code 0913 for "All Paper"** will apply to all paper required under this contract.
2. The applicable index figures for the month of **September 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:

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

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 II., "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

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.

If the Government, during the preaward survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the contractor will be declared non-responsible.

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

REQUIREMENTS: This is a requirements contract for the items and 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.

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. Instructions 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: https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of various envelopes requiring such operations as electronic transmission of files, typesetting, proofs, die-cut windows, printing (including security tinting), packing, and delivery.

TITLE: Various Envelopes

NUMBER OF ORDERS: Based on prior year usage, approximately 335 orders per year. Most orders placed will be for 1 item. Up to 3 items may be placed per order.

TRIM SIZES AND QUANTITIES: A variety of trim sizes will be ordered; trim size(s) will be indicated on the individual print order. A minimum quantity of 500 envelopes per item. Items will be ordered in units of 500 envelopes. Anticipate the following:

Trim Sizes: **3-7/8 x 8-7/8" (#9)**
4-1/8 x 9-1/2" (#10)

Quantities: 500 to 500,000 envelopes per order, **254** orders:

- 500 to 10,000 envelopes - approximately 68 orders.
- 10,500 to 50,000 envelopes - approximately 113 orders.
- 50,500 to 250,000 envelopes - approximately 61 orders.
- 250,500 to 500,000 envelopes - approximately 12 orders.

Trim Sizes: **6 x 9"**
6 x 9-1/2"
6 x 10-1/2"
6-1/2 x 9-1/2"

Quantities: 500 to 50,000 envelopes per order, **39** orders

- 500 to 10,000 envelopes - approximately 30 orders.
- 10,500 to 50,000 envelopes - approximately 9 orders.

Trim Sizes: **9 x 12"**
9-1/2 x 12"
9-1/2 x 12-1/2"

Quantities: 500 to 50,000 copies per order **42** orders:

- 500 to 10,000 envelopes - approximately 30 orders.
- 10,500 to 50,000 envelopes - approximately 12 orders.

NO QUANTITY VARIATION ALLOWED

GOVERNMENT TO FURNISH: PDF files (native or scanned), Microsoft Word and PowerPoint files (version 10 or greater) created on Mac and Windows platforms submitted on CD, DVD, via e-mail or FTP.
All screen and printer fonts will be furnished or embedded in files. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Government mailing indicia (G-Permits) will be included on furnished files. The contractor is cautioned that the furnished G-Permits may be used only for the purpose of printing envelopes as ordered under this contract.

Delivery/Shipping Status Report Form.

Print Orders (GPO Form 2511).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on furnished material, 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.

ELECTRONIC PREPRESS: Immediately upon receipt and 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 GPO Contracting Office prior to further performance.

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.

TYPESETTING: When indicated on the individual print order, contractor to set up to 50 lines of type (usually 5 to 10). Contractor to set type in the font indicated on the print order or in the same or similar font to the furnished material.

Business Reply Mail (BRM) and Courtesy Reply Mail (CRM) envelopes and non-mailing envelopes may require extensive typesetting. Some orders will require typesetting of G-Permits and other USPS markings and barcodes.

Majority of print orders placed will require typesetting. Contractor is responsible for error-free typesetting.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type of reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor's production environment.

PROOFS: When indicated on the individual print order, contractor to submit one "Press Quality" PDF "soft" proof (for content/assembly only) using the same Raster Image Processor (RIP) that will be used to produce the final product. PDF proof will be evaluated for text flow, image/window position, and color breaks. Proof will not be used for color match. Proof to be e-mailed to the address indicated on the individual print order. Government will hold proofs up to 2 workdays.

When an "Accelerated Schedule" is required, as defined on page 11 the government will hold proofs up to 1 workday.

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 is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress and is subject to the termination for default clause. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

Contractor must not print prior to receipt of an "OK to Print".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019, found at: https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards.

Individual print order will indicate required stock/paper.

White Writing, basis size 17 x 22", 20 lbs. or 24 lbs. per 500 sheets, equal to JCP Code V20. Individual print order will indicate wove or writing finish (contractor's option when not specified). When weight is not indicated on the individual print order, contractor's option to use 20 lbs. or 24 lbs.

Light Brown Kraft, smooth finish, basis size 17 x 22", 24 lbs. (only when specified on the individual print order), 28 lbs., or 32 lbs. per 500 sheets, equal to JCP Code V10. When weight is not indicated on the individual print order, contractor's option to use 28 lbs. or 32 lbs.

CONSTRUCTION: Most orders will require open-side envelopes. An occasional order may require open end envelopes. When opening is not indicated on the individual print order, contractor to contact GPO for opening side. Expansion envelopes not required. Drilling and button-string closures not required.

Seams and Flaps:
The individual print order will indicate the seam and flap style required. Fully gummed flap required unless split gummed flap is indicated on the individual print order.

Diagonal, high cut diagonal, side, or center seams will be required as indicated on the individual print order. When individual print order does not specify seam style, contractor to contact agency representative identified on issued print order for construction requirements.

Flaps to be square, slightly rounded (commercial), or pointed (executive) as indicated on the individual print order. Most orders will require slightly rounded (commercial) flaps. When individual print order does not specify flap style, contractor to contact agency representative identified on issued print order for construction requirements.

An occasional order will require envelopes to be compatible with specific inserter equipment. Exact seam and flap requirements will be provided with these orders. Contractor to notify agency representative identified on issued print order immediately upon receipt of order if envelopes cannot be manufactured to exact seam and flap tolerances indicated.

Windows:
Orders for 3-7/8 x 8-7/8" and 4-1/8 x 9-1/2", envelopes may require one standard window covered with clear polystyrene material securely attached to the interior of the envelope. Occasional orders will require a window with no covering. For the purposes of this contract, Standard Windows are defined as:

Standard Windows: Die cut window size will be 1-1/8 x 4-1/2" and located 7/8" from left and 1/2" from bottom. Standard windows ordered on 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" envelopes only.

PRINTING: Print face only (after construction) in a single ink color. Flap printing not required. Majority of items print in black ink or in a single color of ink other than black (usually Pantone 280, 288, or 541 blue). Match Pantone number indicated on the print order.

Envelopes may require printing of BRM/CRM postal markings, G-Permits, Intelligent Mail Barcodes (IMb) and other USPS markings.

Some items will be for uses other than mailing, including jacket envelopes, interoffice and intraoffice envelopes (no drilling, no button-string closure), and similar non-mailing uses will be ordered and will print on full face (after construction).

Some items will require the contractor to print a security tint on the interior (on the back before manufacture) of the envelope. Government will specify either blue or black security tint, contractor's option only when not indicated on the individual print order.

Contractor may use stock design (no proprietary design or company logos allowed) for security tint but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Margins:
Maintain margins as indicated on furnished material or print order. Margins for courtesy reply and business reply envelopes must comply with USPS requirements. No bleeds required.

PACKING: Pack in suitable shipping containers furnished by the contractor. Each shipping container must not exceed 45 lbs. when fully packed. Attach sample copy, face up, on the outside of each package.

All items for trim sizes of 3-7/8 x 8-7/8" and 4-1/8 x 9-1/2" must be boxed in units of 500 envelopes per box before packing in shipping containers.

Pallets:
If individual print order does not provide additional instructions for deliveries requiring pallets, contractor to contact GPO for additional instructions.

Palletizing: Contractor is required to furnish pallets for bulk shipments when cartons fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973, and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 1 020 x W 1 220 mm (L 40 x W 48"), Full entry must be on the 1 220 mm (48") width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 1 190 mm (47"). Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

Labeling and Marking:
Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to cartons. All cartons require a label.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the address provided on the print order.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION: Deliver f.o.b. destination to various destinations within the Continental United States (CONUS) including Washington, DC. Complete delivery addresses will be furnished with the individual print order. Destinations will fall within one of three shipping zones:

Zone 1: Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, Tennessee, West Virginia, and Wisconsin.

Zone 2: Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Vermont, Virginia, and Washington, DC. .

Zone 3: Arizona, Arkansas, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming.

Inside delivery is required and is defined as delivery to a government controlled space as directed.

Delivery:
All shipments must be made by traceable means. Majority of orders will require the contractor to make advanced delivery notification, including scheduling delivery appointments. Individual print order will specify contact information and what if any, type of delivery notification is required.

Some orders will require delivery driver to provide proof of identity in the form of private or commercial driver's license.

Failure to make delivery notification or provide proof of identity as directed may result in any refusal of delivery. Any resulting additional delivery fees may be assessed by the contractor.

Distribution notices are required for every shipment. Contractor will report shipping/delivery dates for every print order by emailing compliance@gpo.gov . The subject line of the email will read "Distribution Notice 1554S, Print Order #XXXXX". The body of the email will provide shipping method, tracking and delivery date.

SCHEDULE: The schedule begins the first workday after print order issuance and furnished material and strict adherence to the schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and furnished material.

Most orders will require proofs. The proof "hold" time is 2-workdays for the "Regular Schedule" and 1-workday for the "Accelerated Schedule".

The ship/delivery date indicated on the print order is the date products must be received at the destination.

Unscheduled material such as shipping 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.

Regular Schedule:

Quantity Per Order (sum of up to 3 items)	Minimum #Workdays (includes 2-workday proof hold)
Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2":	
500 to 50,000	10
50,500 to 250,000	12
250,500 to 500,000	15
Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2":	
500 to 10,000	15
10,500 to 50,000	20

Accelerated Schedule:

Applicable only to 3-7/8 x 8-7/8" (#9) and 4-1/8 x 9-1/2" (#10) envelopes.

Approximately 3% of print orders placed with quantities up to 50,000 will require complete production and delivery within 6 workdays, including 1-workday proof hold. This schedule begins the first workday after receipt of print order and government furnished material. When multiple items are required (up to 3), the total quantity of items may not exceed 50,000.

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

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders 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)	(1)	3,310
		(2)	25,357
		(3)	44,426
		(4)	30,750
	(b)	(1)	1,163
		(2)	1,626
	(c)	(1)	1,832
		(2)	2,563
II.	(a)	(1)	103,843
	(b)	(1)	2,789
		(2)	4,395
III.		(a)	24,238
		(b)	68,169
		(c)	343
		(d)	343
IV.	(a)	(1)	83,329
		(2)	2,632
		(3)	3,357
	(b)	(1)	14,100
		(2)	63
		(3)	1,013
	(c)	(1)	6,414
		(2)	94
		(3)	25
V.	(a)		3%

Accelerated Schedule Premium Payments: Approximately 3% of orders for 3-7/8 x 8-7/8" (#9) and 4-1/8 x 9-1/2" (#10) envelopes with quantities up to 50,000 will require complete production and delivery on an "Accelerated Schedule" as defined on page 11.

Orders with up to 3 items qualify for the "Accelerated Schedule" if the total quantity does not exceed 50,000.

When authorized, "Accelerated Schedule" percentages are calculated against, and added to the prices offered in: I.(a), (1) and (2) and IV.(a)(1), (b)(1), (c)(1).

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to various destinations within the Continental United States (CONUS) and Washington, DC.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production 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 vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING ENVELOPES: Prices shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications, except for Items II. Stock/Paper, III. Additional Operations and IV. Inner-Packing, Packing, and Shipping Charges.

Print face only in a single ink color:

(a) Trim Sizes: 3-7/8 x 8-7/8” or 4-1/8 x 9-1/2”:
- (1) 500 to 10,000 envelope…… .per 100 envelopes ..... $_____
- (2) 10,500 to 50,000 envelopes ..... per 100 envelopes ..... $_____
- (3) 50,500 to 250,000 envelopes ..... per 100 envelopes ..... $_____
- (4) 250,500 to 500,000 envelopes…….per 100 envelopes… $_____

(b) Trim Sizes: 6 x 9”, 6 x 9-1/2”, 6 x 10-1/2”, or 6-1/2 x 9-1/2”:
- (1) 500 to 10,000 envelopes ..... per 100 envelopes… $_____
- (2) 10,500 to 50,000 envelopes ..... per 100 envelopes ..... $_____

_____
(Initials)

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SECTION 4. – SCHEDULE OF PRICES

I. Printing Envelopes (Continued):

Print face only in a single ink color:

(c) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2":
(1) 500 to 10,000 envelopes ..... per 100 envelopes ..... $_____
(2) 10,500 to 50,000 envelopes ..... per 100 envelopes ..... $_____

II. STOCK/PAPER: Payment for all stock/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 envelopes furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

(a) White Writing/Wove (20 or 24 lbs.):
(1) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" ..... per 100 envelopes ..... $_____

(b) Light Brown Kraft (24 or 28 or 32 lbs.):
(1) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2", or 6-1/2 x 9-1/2" ..... per 100 envelopes ..... $_____
(2) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" ..... per 100 envelopes ..... $_____

III. ADDITIONAL OPERATIONS: The prices offered for each of the following items must include the cost of all required materials and operations necessary in accordance with these specifications.

(a) Print interior (any size) with security tint ..... per 100 envelopes ..... $_____
(b) Die-cut Standard Window ..... per 100 envelopes ..... $_____
(c) Typesetting, up to and including 50 typelines ..... per item ..... $_____
(d) PDF proofs ..... per item ..... $_____

_____
(Initials)

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SCHEDULE OF PRICES

IV. INNER-PACKING, PACKING, AND SHIPPING CHARGES: The following charges cover the cost of packing envelopes in cartons (including inner-packing of #9 and #10 envelopes), pallets, and shipping with inside delivery to destinations within each of the three zones listed below.

(a) Delivered to Zone 1:
(1) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" ..... per 100 envelopes ..... $_____
(2) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2" or 6-1/2 x 9-1/2" ..... per 100 envelopes ..... $_____
(3) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" ..... per 100 envelopes ..... $_____

(b) Delivered to Zone 2:
(1) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" ..... per 100 envelopes ..... $_____
(2) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2" or 6-1/2 x 9-1/2" ..... per 100 envelopes ..... $_____
(3) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" ..... per 100 envelopes ..... $_____

(c) Delivered to Zone 3:
(1) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" ..... per 100 envelopes ..... $_____
(2) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2" or 6-1/2 x 9-1/2" ..... per 100 envelopes ..... $_____
(3) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" ..... per 100 envelopes ..... $_____

EXPLANATION OF SHIPPING ZONES: Destinations which are located within the various states and the District of Columbia will fall within one of three shipping zones:

Zone 1: Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, Tennessee, West Virginia, and Wisconsin.

Zone 2: Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Vermont, Virginia, and Washington, DC.

Zone 3: Arizona, Arkansas, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming.

V. ACCELERATED SCHEDULE PREMIUM PAYMENTS: When authorized, "Accelerated Schedule" percentages are calculated against, and added to the prices offered in:
I.(a), (1) and (2) and IV.(a),(1), (b),(1), and (c),(1).

(a) Percentage Increase… _____%

_____
(Initials)

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SCHEDULE OF PRICES

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 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 agree, 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.

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

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

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

Bidder _____
(Contractor Name) (GPO Contractor's Code)

_____
(Street Address)

_____
(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

_____
(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

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

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