

Program 1983-S
Specifications by FB
Reviewed by MP

U.S. GOVERNMENT PUBLISHING OFFICE
Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Form I-94

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Department of Homeland Security / U.S. Customs and Border Protection (CBP)

Single Award

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

BID OPENING: Bids shall be opened virtually at 1:00 P.M., Eastern Time (ET), on March 19, 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.

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 infosouthwest@gpo.gov and fbuchko@gpo.gov .

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SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is the printing of the forms.

SUBCONTRACTING: Subcontracting will not be permitted.

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	Approved Prior to Production
P-9. Solid and Screen Tint Color Match	Approved Prior to Production

SECURITY: These forms are controlled items that will require accountability for extra copies, materials and waste based on an approved **SECURITY CONTROL PLAN**. Contractor must submit the plan prior to award for approval. Proper control and handling must be maintained at all times to prevent exposure to any information and materials from unauthorized personnel. Unless otherwise indicated herein, all extra copies, materials, waster, etc., must be destroyed. Successful contractor is required to submit a **SECURITY CONTROL PLAN** for approval prior to award.

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

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

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1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from April 1, 2026 through March 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 December 31, 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.

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

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 April 1, 2026 through March 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.

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.

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

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

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

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

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

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

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

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

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

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

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

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

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SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of Form I-94 Arrival Departure Record requiring such operations as printing in multiple languages, serial numbering (no missing, duplicated or out of sequence numbers), perforating, shrink wrapping, packing, labeling, palletizing and delivery. These forms are controlled items that will require accountability for extra copies, materials and waste based on an approved Security Control Plan.

TITLE: *Form I-94 – Arrival Departure Record*

FREQUENCY OF ORDERS: Approximately 4 orders per year.

QUANTITIES: Approximately 81,000 copies per order.

TRIM SIZE: 4-1/4" x 11"

LANGUAGES: Arabic, Chinese (Simplified), Dutch, English, French, German, Greek, Hebrew, Italian, Japanese, Korean, Polish, Portuguese (Brazil), Portuguese (Portugal), Russian, Spanish, Swedish.

PRINTING: Form prints type, rules and three (3) serial numbers in black ink, face and back. Perforate three times across the short dimension: 5/16", 3" and 7" from top (aligning with the printed "tic" marks); easy tear, with approximately seven ties per inch.

SERIAL NUMBERING: Serial numbering is required.

Contractor shall serial number the face side of each form with three (3) identical numbers, all parallel to the short dimension, in black ink. The baseline of the admission number is to be 11/16" below "Admission Number" on the top part of the form, approximately 3-3/8" below "Admission Number" on the second part of the form, and 7-3/4" below "Departure Number" on the bottom part of the form. Numerals shall be Farrington 7B Font with an unweighted Mod 11 DSR Check Digit in Position nine. Position 10 is a blank space, position 11 is a printed one and 12 is a prints 0, 1, 2, etc., in the same font. This number will be determined upon request for number assignment.

For example, the numbering sequence begins at 21295001* 15 and proceeds through 21495000* 15, (*represents check digit), with no missing or duplicated numbers: must be readable by Scan Optics Model 533. Each print order will furnish the correct serial number sequence.

Note: Substitution of fonts and barcode requirements is not acceptable.

NUMBERING HEAD REQUIREMENT: Check 11 wheels incorporated into a numbering heard with DSR system are engraved 09876543210 for forward numbering, and 01234567890 for Backward numbering. Since basic figures consists only of 0 through 9, the number 0 is positioned in the eleventh division to represent the figure 10.

MODULE CHECK DIGIT: In the unweighted Mod 11 DSR Check Digit System, the admission number is divided by 11 and the remainder is then subtracted from 11 to get the correct check digit number. If there is not a remainder to subtract from 11, the check digit is 0. If the remainder is 1, subtract it from 11 to give you 10, the check digit is also 0 because the basic figures only consist of 0 through 9.

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The complete Admission Number 23095001* 15 has 12 number positions. Each number has a number position. The first eight positions are the admission number, the ninth position number (*) is the check digit, the tenth position is blank (no hyphen), and the eleventh and twelfth number positions are the assigned agency series numbers.

- 1) Admission Number: 23095001* 15;
- 2) Each number has a number position: 1 2 3 4 5 6 7 8 9 10 11 12;
- 3) The first eight positions are the admission numbers;
- 4) Number position 9 (*) is the check digit;
- 5) Number position 10 is blank with no hyphen;
- 6) Number positions 11 and 12 are the CBP series number = 15;
- 7) Divide the admission number 23095001 by 11 to the first decimal = 2099545.5;
- 8) The number 5 is the remainder;
- 9) Subtract the remainder 5 from 11 = 6;
- 10) Self check digit is 6
- 11) The complete admission number is 230950016 15

Number Position:	1	2	3	4	5	6	7	8	9	10	11	12
Admission Number:	2	3	0	9	5	0	0	1	6		1	5

SECURITY: The contractor shall take all necessary precautions to insure against loss of forms or other reproducible while in the contractor's possession. Proper control and handling must be maintained at all times to prevent exposure of any information and materials from unauthorized personnel. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

GOVERNMENT TO FURNISH: The government will typically furnish digital content on CD-R discs. Submitted files will typically include, but not limited to, Windows- or Macintosh-compatible Adobe Acrobat, Adobe InDesign, PageMaker, Illustrator, and Photoshop files. All software upgrades (for specified applications) which may occur during the term of this contract, must be supported by the contractor.

One CD-R disc containing the required font (Monrovia Farrington 7B Font) will be supplied.

Sample Form; two laser outputs; specification sheet; Module 11 (Check 11) specification sheet; palletizing instructions (see Attachment A: palletizing instructions).

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: 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 agency.

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. It is anticipated that the Government will make all major revisions.

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

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Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be 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.

Contractor to provide traps and digitally output furnished digital copy at minimum 1600 dpi resolution, (150-line screen). The contractor will be responsible for converting any furnished RGB elements to CMYK and providing any bleed margins, if omitted by the ordering agency.

STOCK: 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.

White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

INKS: Black.

RANDOM SAMPLES: Prior to final printing, contractor is required to email 30 random samples of the serial number sequence with the check digit in position to agency. Contractor to confirm with the agency contact referenced on the print order the email address to send the samples. Contractor cannot proceed without an approval of these random samples. There will be a one-day hold on the random samples.

MARGINS: Follow furnished digital files and furnished materials for margins.

BINDING: None required.

PROOFS: None required. Contractor is responsible for performing all necessary proofreading to ensure that the final product is in conformity with the copy submitted.

PACKING AND LABELING: Shrink wrap in 100s, low number on top. Contractor is required to stack on pallets in reverse order. Low numbers should start on the top each pallet and label facing out.

Pack suitable in cartons marked with serial number sequence located herein as follows:

Contractor must pack 2,000 forms per carton and 162,000 forms per pallet/skid. Each pallet/skid must have 81 cartons with nine (9) cartons per layer and nine (9) layers per pallet/skid.
Pack suitable in cartons to prevent damage in transit.

PALLETS: Specific pallets are required for each order. The pallets are Stringer and Deckboard Design for Type III, Four Way (Partial) Flush pallets. The opening must be 48" opening. A copy of the pallets instructions will be furnished with each print order. This pallet requirement is part of GPO Contract Terms (GPO Publication 310.2). All pallets must be stacked with a maximum 55" in height for entrance into the warehouse in Indianapolis, IN. See Attachment A: palletizing instructions.

Note: For shipments that are improperly packaged, labeled, damaged, or on incorrect pallets, the contractor will be responsible for pick-up from Indianapolis, IN within 24-hours of notification of rejection of delivery. It will be the contractor's responsibility (including financial) to make the expedited arrangements have the entire order picked up and re-palletized on the correct pallets. Due to the size of the National Distribution Center (two small loading docks in Indianapolis, IN), these rejected shipments must be corrected and notification of re-delivery is required.

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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.

<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) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the agency.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

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

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

LABELING AND MARKING: Each shipping carton/container must be clearly marked with the jacket number, title of contents and quantity per carton.

PACKING: Contractor is to pack solid all shipments to avoid damage during method of transit. Do not combine items and/or shipments.

DISTRIBUTION:

U.S. Customs and Border Protection

National Distribution Center

6484 Corporate Drive

Indianapolis, IN 46278

Attn: Brad Hemmelgarn, (317) 607-7515

Attn: William Brown (317) 347-8795, ext. 2021 / cell: (317) 339-5705

Attn: Johnathan Neice, (317) 741-2281

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All deliveries must ship by traceable means, FEDEX, UPS or independent shipper only (Do not use the U.S. Postal Service). Deliveries made in SPRINTER VANS will be rejected.

Signature and readable printed signature required. Email all delivery receipts to NDCREQUESTFORMMAILBOX@cbp.dhs.gov BRAD.K.HEMMELGARN@cbp.dhs.gov and cbpprintrequest@cbp.dhs.gov.

Each individual box should provide information regarding the contents within.

24-hour notice of delivery is required. Must call or email Brad Hemmelgarn or Johnathan Neice for delivery and requirements. Follow the pallet instructions or the entire order may be rejected. Pallets must be in good condition, or the entire order may be rejected. If re-palletizing is required, it will be at the contractor's expense. Each carton should include carton number, item content and quantity.

Each delivery should include 2 samples.

25 randomly selected samples numbered 00000000-00 to:

U.S. Customs and Border Protection

1300 Pennsylvania Avenue, NW

Room 3.2C-51, Mail Stop 1017

Attn: Remon Mankourous, (202) 515-6168

Washington, DC 20229-1017

c/o

DHS CRDS FACILITY

1100 HAMPTON PARK BOULEVARD CAPITOL HEIGHTS, MD 20743 (866) 894-1369

Deliver by traceable means, FedEx, UPS or independent shipper. Signature and printed, readable signature required.

*Although you are delivering to zip code 20743, make sure that both addresses appear on the all shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. **DO NOT PLACE SHIPMENT ON PALLETS, AS IT WILL BE REFUSED.** Do not use the U.S. Postal Service for delivery. Signature and readable printed signature required. Email all delivery receipts to tristina.mancuso@dhs.gov.

****THIS APPLIES ONLY TO SHIPMENTS TO THE DEPARTMENT OF HOMELAND SECURITY AND IS AGENCIES IN THE WASHINGTON, DC NATIONAL CAPITOL REGION.**

For labeling the cartons delivering to the CRDS FACILITY only:

- 1) Address the FedEx or UPS label using the CRDS Facility Address
- 2) Address a Plain Label with end recipient's full address and phone number.
- 3) Apply BOTH labels on each carton shipped.

All expenses incidental to returning materials and furnished samples copies must be borne by the contractor.

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CUSTOMER DELIVERY NOTIFICATION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to NDCREQUESTFORMMAILBOX@cbp.dhs.gov; BRAD.K.HEMMELGARN@cbp.dhs.gov; cbpprintrequest@cbp.dhs.gov; and to compliance@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 1983-S, PRINT ORDER XXXXX, Jacket XXX-XXX". The notice must include the vendor name's, product description, quantity, estimated time of arrival (ETA), shipping method, and all applicable tracking numbers. A bill of lading (BOL) should also be attached, if available. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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) to be emailed with the furnished material.

Furnished materials must be picked up from: U.S. Customs and Border Protection
1300 Pennsylvania Avenue, NW
Room 3.2C-51, Mail Stop 1017
Attn: Remon Mankourous, (202) 515-6168
Washington, DC 20229-1017
c/o
DHS CRDS FACILITY
1100 HAMPTON PARK BOULEVARD CAPITOL HEIGHTS, MD 20743 (866) 894-1369

Deliver by traceable means, FedEx, UPS or independent shipper. Signature and printed, readable signature required.

*Although you are delivering to zip code 20743, make sure that both addresses appear on the all shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. DO NOT PLACE SHIPMENT ON PALLETS, AS IT WILL BE REFUSED. Do not use the U.S. Postal Service for delivery. Signature and readable printed signature required. Email all delivery receipts to tristina.mancuso@dhs.gov.

**THIS APPLIES ONLY TO SHIPMENTS TO THE DEPARTMENT OF HOMELAND SECURITY AND IS AGENCIES IN THE WASHINGTON, DC NATIONAL CAPITOL REGION.

For labeling the cartons delivering to the CRDS FACILITY only:

- 1) Address the FedEx or UPS label using the CRDS Facility Address
- 2) Address a Plain Label with end recipient's full address and phone number.
- 3) Apply BOTH labels on each carton shipped.

No definite schedule for pickup of material can be predetermined.

Complete production and delivery of each issue will be required 15 workdays after notification of the availability the of Government furnished material.

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

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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 under this contract.

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

- | | | |
|--------|-----|-----|
| I. | (1) | (2) |
| 1. (a) | 4 | 324 |

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

(Initials)

Return this Page to bids@gpo.gov

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I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

1. *Arrival Departure Record (Form I-94)*, per order:

	<u>Makeready and/or Setup</u>	<u>Running per 1,000 copies</u>
	(1)	(2)
(a) Printing Black Ink (Face and Back).....	\$ _____	\$ _____

(Initials)

Forms I-94
1983-S (03/27)

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

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

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

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

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

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

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

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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

Return this Page to bids@gpo.gov