U.S. GOVERNMENT PUBLISHING OFFICE (GPO)

GOVERNMENT PUBLISHING AND PRINT PROCUREMENT

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Census Envelopes

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

Department of Commerce – Bureau of the Census, Charlestown, MD

Single Award

TERM OF CONTRACT:

The term of this contract is for the period beginning Date of Award and ending, December 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 December 2, 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.*

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Deliveries to Suitland, MD and Jeffersonville, IN have been eliminated. Deliveries to Charlestown, IN have been added and additional minor changes are scattered throughout.

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 call Teresa Shoffstall at 614-488-4616, ext. 6 (No collect calls) or e-mail at tshoffstall@gpo.gov.

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.

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 (Rev. 09-19)).

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

SUBCONTRACTING:

The predominant production functions are the manufacturing (converting/construction) and printing of the envelopes. Bidders who must subcontract these 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 (form related) Attributes -- Level III.
(b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):
(a) Non-destructive Tests and Inspections - General Inspection Level I.
(b) Inspection of inserter jams, performance tests, and destructive tests - Special Inspection Level S-3.

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Press Sheet Inspection or Prior-to-Production Samples or Approved Proofs
P-9. Solid or Screen Tints 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 5 years December 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 December 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 **September 30, 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 **December 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., "STOCK/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 December 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 custom window and non-window envelopes requiring such operations as Manufacturing Die for various Envelopes and Windows, Die Cutting, Envelope Construction, Printing up to two ink colors, Creating pdf and Content Proofs, Manufacturing Prior-to-Production Samples, Reproducibles, Press Sheet Inspections, Packing, and Delivery.

Title: Census Envelopes

Number of Orders: Approximately 53 print orders, up to 6 items per print order. Anticipate 62 items per year.

When multiple items are ordered on the same print order, the envelope construction will be the same for all items, with up to 6 different return addresses.

Trim Sizes: Various trim sizes will be ordered and paid for in their respective "Format" classifications as follows:

Table 1: Trim Sizes by Format

Format A	Format B	Format C	Format D
Anticipate 36 items per year	Anticipate 14 items per year	Anticipate 4 items per year	Anticipate 8 items per year
3-7/8 x 8-7/8"	4-1/2 x 10-3/8"	8-3/4 x 11-3/4"	9-1/2 x 12-1/2"
4-1/8 x 9-1/2"	5-3/4 x 8-3/4"	8-7/8 x 11-3/4"	-------
-------	5-7/8 x 9-1/4"	9 x 11-1/2"	-------
-------	6-1/16 x 9-1/2"	9 x 12"	-------
-------	6-1/16 x 10-1/16""	-------	-------

Additional trim sizes may be added to the contract as mutually agreeable to the contractor and the Government.

Quantity: Minimum quantity of 1,000 envelopes per item regardless of trim size. Each item will be ordered and paid for in their respective "Quantity Group" classifications as described below.
The following is anticipated:

Table 2: Items by Quantity Group and Format

Quantity Group	Format A	Format B	Format C	Format D
1,000 to 9,999 envelopes	7 items per year	4 item per year	1 items per year	1 item per year
10,000 to 99,999 envelopes	11 items per year	5 items per year	1 items per year	4 items per year
100,000 to 999,999 envelopes	17 items per year	5 items per year	2 items per year	3 item per year
1,000,000 to 5,000,000 envelopes	1 item per year	None	None	None

GOVERNMENT TO FURNISH:

Forms: GPO Form 2511 – Print Order. Carton or Package Label – partially completed. GPO Form 905 - "Labeling and Marking Specifications". GPO Form 2678 – Departmental Random Copies (Blue Label). GPO Form 917 – Certificate of Selection.

Electronic Media: Print files created on Windows version 10 or Higher, Adobe Creative Cloud, Amgraf One Form Designer Plus.

Fonts: 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. An occasional order may require the contractor to embed the fonts into the electronic file.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, form number, and revision date, carried on copy or film, etc., must not print on finished product.

Exception to GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 01-18): Do not print GPO imprint.

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 via email to the individual listed on the Print Order (Form 2511). The GPO Contract Administrator will also be notified.

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

Reproducibles: The contractor will create 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:

All orders will require proofs, and each issued print order will specify the type of proofs required. Contractor must provide a proof memo with every proof. Failure to provide a Proof Memo may result in a contractor caused delay in the schedule. The contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to provide a Proof Memo.

PDF "Soft" Proofs: When indicated on the individual print order, contractor to 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 shall include the die lines of the envelope with all elements in proper position and will be evaluated for text flow and image position. Proofs will not be used for color match.

Contractor to e-mail proof and Proof Memo to the e-mail address(es) indicated on the individual print order. The subject line of the e-mail shall include the Program and Print Order Numbers and identify the e-mail as "PROOFS". Contractor to verify receipt of Proofs via telephone or e-mail 60 minutes after submission by contacting the individual listed on the print order.

Digital Content Proofs: When indicated on the individual print order, (2 per set) of digital color content proofs of the envelope are required. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Content Proofs must ship by traceable means and shall be delivered within FIVE workdays after PDF proof approval.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall include the die lines of the envelope with all elements in proper position (not pasted up), imaged face and back (as applicable), trimmed and folded to the finished size of the product, as applicable.

Deliver the Proofs and Proof Memo to the address(es) indicated on the individual print order. Anticipate 1 or 2 sets to one location in Charlestown, IN. Containers and accompanying documentation shall be marked "PROOFS" and shall include the GPO "Jacket", "Purchase Order", "Program" and "Print Order numbers". Bright colored stock must be used for labels.

All costs associated with mailing, shipping, and delivery of Prior to Production Samples must be borne by the contractor

Proof Schedule: Proofs must be submitted in time to allow for complete production run and delivery. PDF and Content Proofs will be held by the Government for up to TWO workdays each.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contractor may contact the contract administrator or contracting officer to request an extension to the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 01-18).

Prior to Production Samples: When indicated on the print order, contractor shall submit up to 4 sets of 200 prior-to-production samples. The individual print order will indicate how many samples will be required.

Prior-to-Production Samples must ship by traceable means and shall be delivered within FIVE workdays after PDF proof approval.

Deliver each set of Prior to Production Samples with a Prior to Production Sample Memo to the address indicated on the individual print order. Anticipate 1 or 2 sets to one location in Charlestown, IN. The containers and accompanying documentation shall be marked "PRIOR TO PRODUCTION SAMPLES" and shall include the GPO "Jacket", "Purchase Order", "Program" and "Print Order Numbers". Containers with Prior to Production Samples are to be labeled using bright colored stock.

Failure to provide a Prior-to-Production Sample Memo with each set of Prior-to-Production Samples may result in a contractor caused delay in the schedule. The contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to provide a GPO Prior-to-Production Sample Memo.

The samples will be tested to ensure that envelopes will run through equipment specified on the individual print order and size and position of window and printing is correct. Various styles of envelopes with various trim sizes, window sizes, and window placements will be ordered. Anticipate the prior-to-production samples will be required the first time a style is ordered. The approved prior-to-production samples will serve as the specified standard for construction until prior-to-production samples are ordered again.

The Government will approve, conditionally approve, or disapprove the samples within THREE 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 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.

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in accordance with the contract Schedule of Prices.

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

All costs associated with mailing, shipping, and delivery of Prior to Production Samples must be borne by the contractor.

Prior to Production Sample Schedule: Prior to Production Samples must be submitted within FIVE workdays of PDF proof approval, and in time to allow for complete production run and delivery, Prior to Production samples will be held by the Government for up to THREE workdays.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contractor may contact the contract administrator or contracting officer to request an extension to the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 01-18).

STOCK AND 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, available at https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards .

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).

The stock/paper to be used will be indicated on the individual print order.

Light Brown (Kraft Shade) Envelope, basis weight 24-lbs. or 28-lbs. per 500 sheets, 17 x 22" equal to JCP Code V10.

White Kraft Envelope, basis weight 24-lbs. or 28-lbs. per 500 sheets, 17 x 22" equal to JCP Code V15.

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

White 25% Cotton Bond Envelope, basis weight 24-lbs. per 500 sheets, 17 x 22", equal to JCP Code V40.
Anticipate Format A only, usually 4-1/8 x 9-1/2" trim size.

PRINTING:

Most items print in single ink color, usually black. Occasionally items will print in Pantone color other than black. Some items will print in two ink colors, usually black and Pantone 199 Red, however, other Pantone colors may be ordered. Pantone number(s) will be indicated on the individual print order. All items print on the face before construction. This includes printing on the constructed exterior of the face, back, and outer flap.

Most items will require interior opaque security tint in black ink. When indicated on the individual print order, the security tint is to extend onto interior of flap (excluding gummed area). Contractor may use stock design (no proprietary design or company logos allowed) for security tint but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein.

Some items will print content on the back of envelope before construction. This includes printing on constructed interior of the envelope on the flap and/or throat areas. It is anticipated that these items will not require an interior opaque security tint. In the event a security tint is required, follow tinting instructions on individual print order.

Envelopes will require the contractor to print the furnished postal markings, including postal markings for Business Reply Mail (BRM) such as Facing Identification Marks (FIM), Business Reply Legends, and Government owned postage indicia imprints. These markings are critical components and must be legible by USPS processing equipment. Smearing or otherwise unreadable postal markings may result in an item being rejected. Any Government owned postage indicia furnished to the contractor on this contract may only be used for the purposes of this contract.

Press Sheet Inspection: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute prior approval of the entire run. A small percentage of orders will require Press Sheet Inspections and notification will be provided on the print order when issued.

Color Control Bars for Press Sheet Inspections: Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

Notification: Contractor will notify GPO and Census, with a minimum notice of 48 hours prior to availability of press sheets. This notification must provide the starting date and time of the first press form, as well as the tentative schedule for all subsequent press forms required for complete production.

On site press inspections must be scheduled Monday through Friday, excluding Federal holidays, and scheduled to begin between the hours of 7:00 a.m. and 7:00 p.m. local time. It is the contractor's responsibility to maintain and adjust inspection schedules, as required, to ensure all subsequent inspections are performed on following workdays.

Inspection schedules must allow Government representatives to complete approval of all press forms within the day/time requirements. Inspections must not be scheduled on weekends, or to "carry over to the following week" without prior approval by Census, and the GPO Contracting Officer.

Census, and the GPO Contracting Officer reserves the right to deny requests for press inspections/color approvals that conflict with these scheduling requirements. Failure to comply with these scheduling requirements may result in additional Government per diem, overtime, and/or travel related charges which may be chargeable to the contractor (See GPO Contract Terms, Pub. 310.2, (Rev. 01-18), Contract Clause 14. Inspection and Tests, (e) (1) & (2)).

Margins: Follow furnished file for margins, no bleeds.

CONSTRUCTION:

Contractor required to construct (convert) envelope stock/paper into finished envelope. All construction elements (trim sizes, seams, flaps, window size, and window location) are critical components for all items ordered on the contract.

After contractor completes delivery, envelopes will be further processed by Census on specific inserting and mailing equipment that will be indicated on each individual print order.

Most envelopes produced under this contract will be used on the following equipment:

- Pitney Bowes Flowmaster System Inserters:
  - Model FL61
  - Model FLZ6
  - Model 12000 XL
- Pitney Bowes High Speed Inserter:
  - Model ZXOB
- BlueCrest (Pitney Bowes):
  - MSE 12K Series inserters

Other equipment that may also be used will be indicated on the individual print orders. It is the contractor's responsibility to ensure that envelopes produced meet the requirements specified by the equipment manufacturers listed on the individual print orders.

Seams: Seam placement will be indicated on each individual print order. The majority of items will be open side. Trim sizes under Format A will have high-cut diagonal seams. Trim sizes under Format D will have side seams. Trim sizes under Formats B and C will have high-cut diagonal seams or side seams.

Anticipate an occasional item with trim sizes under Format D will be open end with center seam.

Flaps: Individual print order will indicate if split-gummed or fully gummed flaps are required. Items with side and center seams will require straight flap with minimum flap height of 2" and slightly rounded corners.

Orders with high-cut diagonal seams will require the minimum flap height to be 1-5/8" and the maximum flap height of 2" with throat depth to be a minimum 0.81" and a maximum 1" and tapered at an 8 to 22-degree angle. Envelopes to be sufficiently high cut to prevent the flap adhesive from contacting the envelope.

Windows: When windows are ordered they must be die-cut to the size specified and placed in the location specified on the individual print order. All windows will be rectangular in shape and have slightly rounded corners.

It is anticipated that most orders requiring windows will require one window on the face of the constructed envelope. An occasional order may require one window on the back of the constructed envelope, usually, but not limited to, trim sizes under Format C.

Most window envelope orders will require a clear, transparent window patch, contractor's option to use polystyrene or similar material. Window patch is to be securely adhered to interior of envelopes at a minimum of 4 mm (0.157") and a maximum of 5 mm (0.197") beyond die-cut area. The patch material is not to extend beyond 2 mm (0.079") of adherence line. Some window envelope orders will not require a window patch.

The majority of window envelope orders will require the following window dimensions and placement:

Table 3: Window Dimensions for Face of Envelope

Envelope Trim Size	Face Window Dimensions	Location from Left/Right	Location from Top/Bottom
4-1/8 x 9-1/2”	1 x 5”	1” from Right	5/8” from Bottom
	1-1/2 x 5”	1/2” from Right	5/8” from Bottom
	1-1/2 x 5”	3/4” from Left	5/8” from Bottom
	1-1/2 x 6-1/4”	3/4” from Left	5/8” from Bottom
	2 x 5”	3/4” from Left	5/8” from Bottom
5-3/4 x 8-3/4”	7/8 x 5”	1-1/8” from Right	1-7/8” from Top
5-7/8” x 9-1/4”	Any Size	Any Location	Any Location
6-1/16 x 9-1/2”	2 x 5”	3/4” from Right	1” from Bottom
	2-1/2 x 5”	1-3/4” from Right	3/4” from Top
6-1/16 x 10”	2-1/2 x 4-3/4”	1-3/8” from Right	2-1/8” from Top
8-3/4 x 11-3/4”	7/8 x 4”	1” from Right	1-1/16 from Bottom
8-7/8 x 11-3/4”	1-7/8 x 4”	1” from Right	2” from Bottom
9 x 11-1/2”	1-3/4 x 4-1/2”	1” from Left	2-1/2” from Top
9 x 12”	1-3/4 x 4-1/2”	1” from Left	2-1/2” from Top
	2-1/2 x 4-1/2”	1-1/8” from Right	2-7/8” from Top
	2-3/4 x 4-1/2”	1-3/8” from Right	2” from Top

Table 4: Window Dimensions for Back of Envelope

Envelope Trim Size	Back Window Dimensions	Location from Left/Right	Location from Top/Bottom
8-7/8 x 11-3/4”	1/2 x 1”	1” from Right	7/8” from Bottom
9 x 11-1/2”	3/4 x 1-1/4”	1” from Right	7/8” from Bottom
9 x 12”	1/2 x 1”	1” from Right	7/8” from Bottom

Other envelope trim sizes that are specified on the contract may be ordered with windows. Other window dimensions and window locations not listed above may be ordered. Envelopes with windows on the back will have side seams and will be positioned to prevent interference with the interior seams.

Packing: Pack as indicated on the individual print order. Pack in boxes and shipping containers furnished by the contractor. Containers are not to exceed 40-lbs. per container. Individual print order will indicate the weight limit for containers.

Individual print order will indicate if flaps are to be folded down or not folded down for packing and shipping purposes. Individual print order will indicate if inner-boxing is required and the number of envelopes per inner-box and the number of inner-boxes per container.

Pallets: The contractor will be required to furnish pallets for bulk shipments, in shipping containers, maximum pallet height (skid height plus carton height) is not to exceed 48". The individual print order will indicate the container limit per pallet.

Unless otherwise indicated on the individual print order, contractor's option to use corner guards on pallets.

Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48" x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Cartons shall be of the appropriate dimensions so as to be stacked on the pallets, so that the length of each carton runs in the opposite direction to the row of cartons beneath/above, (i.e., interlocking 90-degree palletizing scheme), with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or row will not be accepted.

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 shipping containers.

Noncompliance with labeling and marking specifications may be cause for the Government to reject the shipment, at destination, and return it to the contractor at his expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor.

Departmental Random Copies (Blue Labels): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. 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 www.gpo.gov). The random copies constitute a part of the total quantity ordered, and as such will be delivered with the production run and no additional charge will be allowed.

Table 5: Blue Label Sample Plan

Quantity Ordered	Number of Sublots
500 to 3,200	50
3201 to 10,000	80
10,001 to 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 www.gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the "Distribution" clause below.

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

Inspection Samples: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office.

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 Charlestown, IN 47111 as indicated on the individual print order. All shipments, including Inspection Samples, Digital Content Proofs, and Prior to Production Samples, must be by traceable means.

Deliveries on weekends, holidays, or outside of dock hours will not be accepted. Details will be provided.

During inclement weather or other emergency situations, the Census Bureau has put in place emergency contact phone numbers for contractor use. The numbers will have information concerning the opening and operational hours affecting contractors delivering materials and reporting to the facilities.

Distribution Notices: Contractors are to email the customer listed on the print order, compliance@gpo.gov to report every shipment, including Content Proofs and Prior to Production Samples. The Subject Line of the email will read "Distribution Notice", "Program", and "Print Order" number. The body of the email will provide method of shipment, tracking information, and delivery schedules in accordance with the contract requirements. Contractor is required to provide copies of all applicable shipping, mailing, and delivery 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 e-mailed with the furnished material. The schedule will begin one workday after receipt of furnished materials and print order.

The ship/deliver date indicated on the print order is the date products must be received at the addresses listed under "Distribution".

Format	Quantity	PDF Proof Only # Workdays (Includes proof hold, 2 days)	PDF Proof & Content Proof #Workdays (Includes 2 proof holds, 2 days each)	PDF Proof & Prior to Production Samples #Workdays (Includes 2 proof holds, 5 days total)
A	1,000 to 99,999	15	20	25
	100,000 to 999,999	20	25	30
	1,000,000 to 5,000,000	25	30	35
B, C, D	1,000 to 99,999	20	25	30
	100,000 to 999,999	25	30	35

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.

Return of Government Property: All expenses associated with pickup, shipment, and delivery must be borne by the contractor. Within five (5) workdays after contract expiration, the contractor must return all electronic files and provide written statement via e-mail that the files were deleted from the contractor's computer files.

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 1 year's product 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.		(1)	(2)	(3)	(4)
1.	(a)	48	21	6	1
	(b)	491	164	75	72
	(c)	3,223	674	1,090	1,320
	(d)	1,800	xxxx	xxxx	xxxx
2.		820	698	238	58
3.		5,024	758	1,165	1,392

II.		(1)	(2)	(3)	(4)
	(a)	349	xxxx	238	1
	(b)	527	334	640	58
	(c)	4,066	525	293	1,334
	(d)	620	xxxx	xxxx	xxxx

III.		
1.	(a)	9
	(b)	9
	(c)	13
	(d)	7
2.		62
3.	(a)	30
	(b)	18
	(c)	8
	(d)	12
4.		6,861
5.		114

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination for deliveries to Charlestown, IN.

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

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.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item 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 for each "Format" shall be for the trim size(s) listed as outlined in Section 2. – Specifications.

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.

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

I. Manufacturing/Printing
II. Stock/Paper
III. Additional Operations, 4. Die cut windows.

Fractional parts of 100 will be prorated at the per 100 rate for:

III. Additional Operations, 3., Prior-to-Production Samples.

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

_____
(Initials)

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SCHEDULE OF PRICES

I. MANUFACTURING/PRINTING: Prices must include the cost of all required materials and operations necessary for the manufacturing and printing envelopes in accordance with these specifications, including distribution to Charlestown, IN, except for Item II. Stock/Paper and Item III. Additional Operations.

Table 7: Trim Sizes by Format for Schedule of Prices: Manufacturing and Printing

Format A	Format B	Format C	Format D
3-7/8 x 8-7/8”	4-1/2 x 10-3/8”	8-3/4 x 11-3/4”	9-1/2 x 12-1/2”
4-1/8 x 9-1/2”	5-3/4 x 8-3/4”	8-7/8 x 11-3/4”	-------
-------	5-7/8 x 9-1/4”	9 x 11-1/2”	-------
-------	6-1/16 x 9-1/2”	9 x 12”	-------
-------	6-1/16 x 10”	-------	-------

	Format A (1)	Format B (2)	Format C (3)	Format D (4)
1. Printing face (before construction) in single ink color (constructed face, back, and exterior flap):				
(a) Quantities of 1,000 to 9,999 envelopes, per 1,000 envelopes	$_____	$_____	$_____	$_____
(b) Quantities of 10,000 to 99,999 envelopes, per 1,000 envelopes	$_____	$_____	$_____	$_____
(c) Quantities of 100,000 to 999,999 envelopes, per 1,000 envelopes	$_____	$_____	$_____	$_____
(d) Quantities of 1,000,000 to 5,000,000 envelopes, per 1,000 envelopes	$_____	xxxx	xxxx	xxxx
2. Printing additional ink color(s), on face before construction, per color, per 1,000 envelopes	$_____	$_____	$_____	$_____
3. Printing back (before construction) in black ink (interior flap and throat or interior security tint), per 1,000 envelopes	$_____	$_____	$_____	$_____

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(Initials)

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SCHEDULE OF PRICES

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 finished size of the envelopes. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Table 8: Trim Sizes by Format for Schedule of Prices: Stock/Paper

Format A	Format B	Format C	Format D
3-7/8 x 8-7/8”	4-1/2 x 10-3/8”	8-3/4 x 11-3/4”	9-1/2 x 12-1/2”
4-1/8 x 9-1/2”	5-3/4 x 8-3/4”	8-7/8 x 11-3/4”	-------
-------	5-7/8 x 9-1/4”	9 x 11-1/2”	-------
-------	6-1/16 x 9-1/2”	9 x 12”	-------
-------	6-1/16 x 10”	-------	-------

NOTE: Stock/Paper for Proofs and Prior-to-Production Samples is NOT billable under Item II. Stock/Paper. All charges for stock/paper of Proofs and Prior-to-Production Samples are to be included under Item III. Additional Operations.

	Format A (1)	Format B (2)	Format C (3)	Format D (4)
(a) Light Brown Kraft (24-lbs. and 28-lbs.), per 1,000 envelopes	$_____	xxxx	$_____	$_____
(b) White Kraft (24-lbs. and 28-lbs.), per 1,000 envelopes	$_____	$_____	$_____	$_____
(c) White Writing/Wove (24-lbs.) per 1,000 envelopes	$_____	$_____	$_____	$_____
(d) White Writing/Wove (25% Bond) (24-lbs.) per 1,000 envelopes	$_____	xxxx	xxxx	xxxx

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(Initials)

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SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS: Price offered for the following operations must include the cost of all required materials and operations.

Table 9: Trim Sizes by Format for Schedule of Prices: Additional Operations

Format A	Format B	Format C	Format D
3-7/8 x 8-7/8”	4-1/2 x 10-3/8”	8-3/4 x 11-3/4”	9-1/2 x 12-1/2”
4-1/8 x 9-1/2”	5-3/4 x 8-3/4”	8-7/8 x 11-3/4”	-------
-------	5-7/8 x 9-1/4”	9 x 11-1/2”	-------
-------	6-1/16 x 9-1/2”	9 x 12”	-------
-------	6-1/16 x 10”	-------	-------

NOTE: Unit rate for prior-to-production is samples is “per 100 samples” and is prorated at the “per 100” rate.

1. Digital Content Proofs (2 proofs per set), including stock/paper and delivery to 1 location in Charlestown, IN:
   (a) Format A Trim Sizes ..... per set..... $_____
   (b) Format B Trim Sizes ..... per set..... $_____
   (c) Format C Trim Sizes ..... per set..... $_____
   (d) Format D Trim Sizes ..... per set..... $_____
2. PDF “Soft” Proofs (any trim size) (1 proof per set)..... per set..... $_____
3. Prior-to-Production Samples including stock/paper and delivery to 1 location in Charlestown, IN:
   (a) Format A Trim Size ……..... per set of 100 samples .. $_____
   (b) Format B Trim Sizes ..... per set of 100 samples . $_____
   (c) Format C Trim Sizes ..... per set of 100 samples .. $_____
   (d) Format D Trim Sizes ..... per set of 100 samples .. $_____
4. Die-Cut Windows (with or without patch), any trim size, any window size, any window location, each window ..... per 1,000 envelopes ..... $_____
5. Pallets..... per pallet ..... $_____

_____
(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: 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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