U.S. GOVERNMENT PUBLISHING OFFICE
Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Department of Energy Envelopes

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

Department of Energy, Oak Ridge, TN

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **December 1, 2026** through **November 30, 2027,** plus four optional 12-month extension period(s) that may be added in accordance with the "**OPTION TO EXTEND THE TERM OF CONTRACT**" clause in Section 1 of this contract.

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on **November 16, 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, "**SECTION 4. – SCHEDULE OF PRICES**", 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 11:00 a.m. prevailing eastern time on the bid opening date specified above will not be considered for award.***

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 eastern time 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.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Minor changes are scattered throughout.

Abstract available on GPO Web Site at https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (No collect calls) or e-mail at rwoodmancy@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

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

- **GPO Contract Terms (GPO Publication 310.2) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.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/forms-and-standards.**

SUBCONTRACTING: The predominant production function may be either the manufacturing of the envelopes or the printing of the envelopes. Bidders who must subcontract both 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 Attributes -- Level III.
(b) Finishing 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 following list of standards (in order of precedence left to right) shall become the Specified Standards.

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Digital File/Camera Copy/Average Type Dimension
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Digital File/Sample

Average Type Dimension style/theme font point sizes to be consistent throughout the finished product.

OPTION TO EXTEND THE TERM OF 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 (November 30, 2031)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "*Extension of Term of Contract*" clause. See also "*Economic Price Adjustment*" for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: 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 **December 1, 2026, through November 30, 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-U 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 **August 31, 2026, called the base index**. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

NOTE: This contract does not have a Paper 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.

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(s)
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.

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 **December 1, 2026** through **November 30, 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 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.

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. 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 at https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "**SECTION 4. – SCHEDULE OF PRICES**."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of various envelopes requiring such operations as follows: manufacture of envelopes; electronic prepress; printing in single, multi-colors and 4-color process; drilling; packing and delivery.

TITLE: Department of Energy Envelopes.

ORDERS/QUANTITY/TRIM SIZES: Based on prior year usage, approximately 33 orders will be placed during the year.

White Writing or Wove Envelopes:

Approximately 25 orders per year.

Approximately 500 to 20,000 envelopes per order with an occasional order less than 500 envelopes.

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

Kraft Envelopes (Brown, Light Brown, and White Kraft):

Approximately 8 orders per year.

Approximately 500 to 15,000 envelopes per order.

Open End or Open Side, Fully Gummed Flap:

- 9-1/2 x 12-1/2"
- 10 x 13"

Open End, Ungummed Flap, Button and String Closure with 8-hole drill:

- 10 x 13"

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: The Government will provide materials to the contractor by one of the following methods: PDF files sent by email or digital images of reprint samples (visual) provided as manuscript copy. Digital images of reprint samples may also serve as construction guides.

PDF files formatted to include text, rules, and trim marks.

Delivery/shipping status report form.

Print Orders (GPO Form 2511).

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

NOTE: GPO Imprint requirement is waived.

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 GPO Contracting Officer prior to further performance.

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

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type 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.

Typesetting: Contractor may have to reset type in same or similar typeface. Average type dimension per furnished PDF file or sample. Upon completion of the order, the contractor must furnish final type set image in PDF (digital deliverables). The digital deliverables must be an exact representation of the final printed product and shall be e-mailed to the point of contact on the Print Order and cc termcontracts@gpo.gov

PROOFS: Most orders will not require proofs. For orders without proofs, the contractor must perform all necessary proofreading to ensure the final product conforms to the submitted copy.

If Proofs are required, 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 will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor to email soft proof to contact person on the Print Order and cc rwoodmancy@gpo.gov and if a reply email is not received from the contact person, then must call to confirm receipt.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "*Government Paper Specification Standards No. 13*" dated September 2019. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

The paper to be used will be indicated on each Print Order. The specifications of all stock/paper furnished must be in accordance with those listed herein.

No. 9, No 10 and No. 11 Envelopes: White Writing Envelope, basis weight: 20 or 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

Kraft Envelopes:

- Light Brown (Kraft Shade) Envelope, basis weight: 28 or 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.
- White Kraft Envelope, basis weight: 28 or 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V15.

CONSTRUCTION:

No. 9, No 10 and No. 11 Envelopes: Open side with diagonal, high cut diagonal, or side seams and a fully gummed flap.

Kraft Envelopes: May be open side or open end with diagonal, center, or side seams and a fully gummed flap or ungummed flap with button and string closure.

Kraft Button and String Closure Envelopes: 10 x 13" Light Brown Kraft Envelopes, Open End, Ungummed flap, and Center Seam. Drilling is as follows:

8 round holes (4 rows and 2 columns) uniform 3/16", 1/4" or 5/16" in diameter through both the front and back after construction. Hole placement as follows unless otherwise stated on Print Order:

- Row - center of the holes from the top fold, 2-3/4", 5-1/2", 8-1/4" and 11" in the 13" dimension,
- Column – 6-1/4" center to center of holes, 1-7/8" from the left/right edge in the 10" dimension.

Standard and Non-Standard Windows -- No. 9, No 10 and No. 11 Envelopes only: Some orders will require standard or non-standard windows.

Standard window size: 1-1/8 x 4-1/2", located 7/8" from left and ½" from bottom edges of envelope.

Non-Standard Window size and location will be indicated on the individual Print Order.

Window envelopes to be covered or not covered as indicated on the Print Order. Windows that are covered with a suitable clear material securely glued to the inside of the envelope.

PRINTING: As indicated on the Print Order, after construction, print type and line matter, print face only, or face and back, or face and back plus flap in one to three ink colors or 4-color process per side. Some orders will bleed off one or more edges or require surface tint the outside (face – before manufacture) of envelope.

Print or tint on the inside (back – before manufacture) in black ink (lining not acceptable). Contractor may use their own design (no proprietary designs or company logos allowed) but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein outside the window area.

Match Pantone number as indicated on the Print Order.

MARGINS: Maintain margins as indicated on digital media or digital reprint copy. Some orders will bleed off one or more edges or require surface tinting of exterior of envelope. Margins for business reply envelopes must comply with USPS Publication 25.

INNER PACKING: All No. 9, No. 10 and No. 11 envelope orders must be boxed in units of 500 envelopes per box with any remaining uneven number of envelopes being packed suitably. Kraft Envelope orders do not require inner packing unless stated on the Print Order.

BULK PACKING: Pack in suitable shipping containers furnished by the contractor. Each shipping container must not exceed 45 lbs. when fully packed.

LABELING AND MARKING: Contractor to download the "*Labeling and Marking Specifications*" form (GPO Form 905, R. 7-15) from https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/gpo905.pdf?sfvrsn=2 fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to various locations in Oak Ridge, Tennessee. Addresses will be indicated on the individual Print Order. Anticipate one delivery location per print order.

SCHEDULE: No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511) and furnished material.

The Print Order and furnished material will be e-mailed or mailed/delivered f.o.b. contractor's plant using Government specified carrier.

The following schedule begins the workday after notification of the availability of Print Order and furnished material; the workday after notification will be the first workday of the schedule.

Orders will be scheduled according to the size, type (window or not) and quantity of envelopes per order. The "*within*" number of workdays is the number of workdays the contractor has to make delivery but the contractor has the option to deliver products before delivery date within Oak Ridge, TN delivery hours of operation.

The ship/deliver date indicated on the print order is the delivery date the products must be received between the hours of 7:00 a.m. and 1:30 p.m. Mon-Thurs. (closed Fridays) prevailing Oak Ridge, TN time unless otherwise stated on the Print Order.

When a soft proof is required, the contractor must submit it in time to meet the shipping schedule. The agency may hold the proof for one to two workdays, beginning with the first workday after receiving receipt. For this contract, a workday is Monday through Thursday, excluding federal holidays, from 7:00 a.m. to 5:00 p.m., Oak Ridge, Tennessee time.

Shipping Schedule:

Delivered at destination within 8 workdays the following envelopes:

- 3-7/8 x 8-7/8" (No. 9) without window, and/or security tint.
- 4-1/8 x 9-½" (No. 10) without window, and/or security tint.
- 4-½ x 10-3/8" (No. 11) without window, and/or security tint.

Delivered at destination within 10 workdays the following envelopes:

- 3-7/8 x 8-7/8" (No. 9) with standard window, and/or security tint.
- 4-1/8 x 9-½" (No. 10) with standard window, and/or security tint.
- 4-½ x 10-3/8" (No. 11) with standard window, and/or security tint.
- 9-1/2 x 12-1/2" Kraft without security tint.
- 10 x 13" Kraft without security tint.

Delivered at destination within 15 workdays the following envelopes:

- 3-7/8 x 8-7/8" (No. 9) with non-standard window, and/or security tint.
- 4-1/8 x 9-½" (No. 10) with non-standard window, and/or security tint.
- 4-½ x 10-3/8" (No. 11) with non-standard window, and/or security tint.

Delivered at destination within 20 workdays the following envelopes:

- Kraft envelopes that require opaque security design on the inside after construction.
- 10 x 13" Light Brown Kraft Open End, Ungummed Flap, Center Seam, Button and String Closure with 8-hole drill.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting GPO Term Contracts Division via email to CS Contract Compliance compliance@gpo.gov and termcontracts@gpo.gov

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. See **PAYMENT** on page 4.

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

RETURN OF GOVERNMENT FURNISHED PROPERTY (GFP): It is not anticipated that GFP will be required to be returned to the agency. However, should the return of GFP to the agency be required, upon completion of each order, all furnished materials must be returned to the agency primary point of contact or to other address as stipulated on the 2511 Print Order or as otherwise specified by the agency. Returned GFP shall be marked with Program number, Print Order number and Jacket number.

The contractor must deliver all material furnished by the Government along with any reproducibles made by the contractor, together with one printed sample of each job, to the Oak Ridge, TN address indicated on the individual Print Order. These materials must be packaged, properly labeled and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract. All expenses incidental to pickup/return of materials and furnishing sample copies must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements. The lowest bid will be determined 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 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.A.	(a)		25
	(b)	(1)	85
		(2)	540
		(3)	75
B.	(a)		5
	(b)	(1)	5
		(2)	45
C.	(a)		3
	(b)	(1)	15
II.	(a)	(1)	625
		(2)	30
	(b)	(1)	5
		(2)	15
	(c)	(1)	5
		(2)	5
	(d)	(1)	210
		(2)	30
	(e)	(1)	165
	(f)	(1)	150

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Oak Ridge, TN.

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 in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared 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 100 will be prorated at the per 100 rate.

I. COMPLETE PRODUCT: The prices offered must include the cost of all required materials and operations in accordance with these specifications except for Item II. Additional Operations.

A. White Writing, prints one side only after construction in a single ink color,

(a) Makeready and/or Setup ..... per order .....$ _____

(b) Running per 100 envelopes:

(1) 3-7/8 x 8-7/8” (No. 9) .....$ _____

(2) 4-1/8 x 9-1/2” (No. 10) .....$ _____

(3) 4-1/2 x 10-3/8” (No. 11) .....$ _____

B. Kraft Envelopes, prints one side only after construction in single ink color, fully gummed flap:

(a) Makeready and/or Setup ..... per order .....$ _____

(b) Running per 100 envelopes:

(1) 9-1/2 x 12-1/2” .....$ _____

(2) 10 x 13” .....$ _____

SCHEDULE OF PRICES

I. COMPLETE PRODUCT (Continue):

C. Light Brown Kraft Envelopes, prints face and back after construction in single color of ink, ungummed flap, button and string closure with 8-hole drill, open end (includes drilling):

(a) Makeready and/or Setup ..... per order .....$ _____
(b) Running per 100 envelopes:
(1) 10 x 13” .....$ _____

II. ADDITIONAL OPERATIONS: The prices offered for each of the following items must be all-inclusive for the performance of operations that are additional to those specified under Item I. and must include the cost of all required materials and operations necessary in accordance with these specifications.

Note: Items (a), (b), (c) and (d) descriptions below are after envelope construction.

(a) Print/Tint interior of envelope with suitable opaque security design:
(1) White Writing ..... per 100 envelopes..... $_____
(2) Kraft ..... per 100 envelopes..... $_____

(b) Print back side of envelope including flap if required in a single ink color:
(1) White Writing ..... per 100 envelopes..... $_____
(2) Kraft ..... per 100 envelopes..... $_____

(c) Print additional 1 or 2 spot ink color(s), price per color and for each exterior side (face or back side of envelope):
(1) White Writing ..... per 100 envelopes..... $_____
(2) Kraft ..... per 100 envelopes..... $_____

(d) Print 4-color process, since one color is included in the complete product price, price is for additional 3 process ink colors on face side of envelope only after construction:
(1) White Writing ..... per 100 envelopes..... $_____
(2) Kraft ..... per 100 envelopes..... $_____

(e) Standard window, with or without covering:
(1) White Writing ..... per 100 envelopes..... $_____

(f) Non-Standard window, with or without covering:
(1) White Writing ..... per 100 envelopes..... $_____

SECTION 4. – SCHEDULE OF PRICES (Continue)

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

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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

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

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

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "**SECTION 4. – SCHEDULE OF PRICES**" including initialing/signing where indicated. See **BID OPENING** and **EMAILED BID SUBMISSION PROVISIONS** on page 1. 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's Name) (GPO Contractor's Code)

_____
(Street Address)

_____
(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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

Bid Submission - Return Section 4. – Schedule of Prices to GPO bids@gpo.gov