

**BID OPENING:** Bids shall be opened virtually at 11am, Eastern Time (ET), on **April 3, 2026**, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto: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](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Jacket 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.

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 9.**

For information regarding the solicitation requirements prior to award and contract administration after award, please contact Dalton E. Everett, GPPP DC, at Dalton E. Everett [deeverett@gpo.gov](mailto:deeverett@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. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
2. The vendor's email provider may have different size limitations for sending e-mail; however vendors are advised not to exceed GPO's stated limit. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
3. Illegibility of bid.
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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**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)).

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

All the requirements of these specifications apply equally to both items unless otherwise indicated herein.

**PRODUCT:** Expandable File Jackets with Tab

**TITLE:** M-672EB1 Expandable Non-Serialized Empty Jackets Left Tab Position EB1 AND M-672EB3 Expandable Non-Serialized Empty Jackets Right Tab Position EB3.

**QUANTITY:** 100,000 Total File Jackets - 50,000 Left Tab Position EB1 & 50,000 Right Tab EB3

**TRIM SIZE:**

**Left Tab and Right Tab**

**Finished Front Leaf:** 9-1/4" x 12-3/4"

**Finished Back Leaf:** 11-1/4" x 12-3/4"

**Total Expansion:** 6"

**PAGES:** Two printed leaves plus expansion strip.

**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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

JCP Code\* P20, High-Finish Folder Stock; Natural, Basis Size 24 X 36", 217 lbs.

Note: Grain must run parallel to the 9-1/4" dimension on the front leaf and across 11-1/4" on the back leaf to reduce curling over time.

**PRINTING:** DIGITAL PRINTING IS NOT ACCEPTABLE.

Jackets print in black ink only on Covers 1, 2, and 4 with type and rule matter. Cover 3 is blank. No bleeds. See "Exhibits A and B" for visual of printing locations and tab position. No printing on tab.

**GOVERNMENT TO FURNISH (GFM):** Receive via email;

One (1) Purchase order.

Three (3) PDF print files for production.

Exhibits A and B for printing and tab positioning.

Contractor to download forms from GPO.gov.

GPO Form 892c (R. 12/17) Proofs

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Contractor can download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

**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 contract administrator. The contractor shall create or change 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.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. 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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at [matt.j.gaines@uscis.dhs.gov](mailto:matt.j.gaines@uscis.dhs.gov) and [kimberly.g.cooper@uscis.dhs.gov](mailto:kimberly.g.cooper@uscis.dhs.gov), cc [deeverett@gpo.gov](mailto:deeverett@gpo.gov). Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

#### AFTER PDF PROOF APPROVAL:

The contractor shall submit 10 prior to production samples of each item to DHS/USCIS/IRIS/IIMD/Records Operations Branch, 5900 Capital Gateway Drive, MS-2204, Room 1N110 1st Floor, Camp Springs, MD 20588-0009, Attn; Karl Stadler/Datisha Evans, (202) 603-0544 / (202) 924-0028.

Samples will be tested for conformance of material(s). Samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO Jacket 440-011, purchase order, and Req. No. 6-01536. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (3) 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 therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

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

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

Manufacture of the final product prior to approval of the 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 the contract price for the production quantity.

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

CONTRACTORS MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

**INK:**

Black.

**MARGINS:**

Follow furnished sample. Adequate gripper.

**BINDING:**

Expansion File Jackets are to be constructed using two pieces (a front leaf and a back leaf) held together with a reinforced expansion strip providing 6" expansion capacity. Or, at contractor's option, the Expansion File Jackets may be constructed of one-piece material utilizing a scored "W" fold to allow for the specified size and expansion capacity.

Front leaf:

Flat (before construction): 9-1/4" x 12-3/4" (including 1" fold-over reinforcement)

Finished: 9-1/4 x 11-3/4"

Back leaf:

Flat (before construction): 11-1/4" (incl. 1/2" tab, and 1-1/4" fold-over reinforcement) x 12-3/4 (incl. 1" fold-over reinforcement)

Finished: 10" (incl. 1/2" tab) x 11-3/4"

The head of the front leaf (across 9-1/4" dimension) is reinforced with a 1" fold over, folding to the inside of the front leaf (C2). Fold-over must be securely glued. The purpose is to provide additional rigidity for the two-piece fastener with compressor.

The head of the back leaf (across 9-1/2" dimension) is reinforced with a 1" fold over, folding to the inside of the back leaf (C3). Fold-over must be securely glued. The purpose is to provide additional rigidity for the two-piece fastener with compressor.

Note: This 1" fold-over on the head will need to be notched on the back leaf so the 1-1/4" fold over on the face, noted below, does not overlap it, creating two layers.

The face of the back leaf (across the tabbed 11-3/4" dimension) is reinforced with a 1-1/4" fold-over (1/2" across tab and 3/4" fold-over across the rest of the face) folding to the inside back leaf. Fold-over must be securely glued.

TABBING – Back leaf to be lipped across the 11-3/4" dimension with 1/3rd cut, 1/2" tab in position 1 or 3 only, as required. Front leaf, die-cut 1/2" deep, 1/3rd cut, position 1 or 3 only corresponding to the tab on the back leaf. Round corners on tabs and all outside corners of each leaf.

EXPANSION STRIP - If using two-piece construction, contractor must attach front and back leaves by applying a brown reinforced strip, approximately 7-1/4" x 23-1/2", creating a 6" wide total expansion strip, which also wraps around 5/8" of each leaf on the bind edge. Reinforcement strip must be applied on the outside and wrap around to the inside of the front and back leaves. Must utilize a scored "W" or "accordion" style fold to allow for the specified size and expansion capacity.

FASTENERS - Each leaf to be equipped with a "fed through" prong type, two piece, rust resistant metal fastener (3-1/2" capacity) with a separate prong fastener compressor (3-1/2" capacity), which meets the following requirements:

(a) Position - Fasteners to be positioned (prongs inside) as follows:

- 1) Inside front leaf (C2) - center of fastener 1/2" from top edge and 4-5/8" from the fold or bind edge.
- 2) Inside back leaf (C3) - center of fasteners 1/2" from top edge and 4-5/8" from the fold or bind edge.

(b) Prongs - Width 7/32". Length 3-1/2". Spaced 2-3/4" center to center.

(c) Quality of Metal - Fasteners to be made of corrosion-resistant, plated, bright finish metal or baked enamel finished metal 0.013" thickness (plus/minus 0.001"), Rockwell Hardness F-79 to F-89 and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexures without fracture.

Bend Test - With the fastener in the normal flat position, bend the prongs to a vertical position, insert one sheet of punched paper on the prongs and bend the prongs back to the flat position. Continue this cycle of bends a minimum of 20 times, taking not less than 1 minute to complete the 20 cycles.

The fasteners shall be produced with properly maintained dies to ensure that the finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers.

The fasteners shall be free from oil or grease. Fasteners are to be inserted through the jacket leaves. Each leaf is to be die-cut and embossed so that the back of the fasteners will be flush on the outside of the jacket with a minimum of thickness and so as not to snag other jackets while being removed from or inserted in files.

USE/DURABILITY - Expansion File Jackets have a 100-year lifecycle before they are placed into the permanent possession of the National Archives. This lifecycle contains both an active use and a retired phase.

During the active use phase, spanning approximately 15 years, the Expansion File Jackets are used daily by up to 5 users per day in an office environment. The jackets are subject to stacking, carrying, storage on shelving units on spine of jacket in rows of multiple files, and shipping in single and multiple file shipments using boxes and envelopes. The jackets will be opened and closed an average of up to 50 times per week during this active phase.

During the retired phase, spanning approximately 85 years, files are stored on shelving units, in a climate-controlled environment, in boxes containing multiple files. The Expansion File Jackets will undergo little if any use during this phase.

Jackets will hold a minimum of 3 (approximately 750 sheets) maximum of 6 (approximately 1500 sheets) of paper and must allow users to affix additional information inside as often as 5-10 times per day, five days per week over the active lifecycle of the jacket.

Jackets must therefore perform under the usage and conditions described above for a period of no less than 100 years. Jacket construction must pass durability testing by meeting or exceeding the minimum specified testing standards that follow below:

MIT Fold test - Must pass a minimum of 4,000 cycles.

Burst test - Must pass with a minimum rating of 120 pounds / square inch.

**PACKING:**

Pack 75 file jackets per carton. Shipping containers must be suitable for re-shipping no less than three (3) times with boxes completely sealed.

Ensure packaging protects folders from bending/shifting and access in secured container and packaging label must contain language identifying the correct folders.

Pallets should contain 36 cartons (cartons measuring 10"W x 12"L x 17"H) for 2,700 file jackets per pallet.

**Shipping Label Instructions:**

Adobe Reader 7 minimum

USCIS Shipping Label must be used

CAPS LOCK ON when filling out PDF Shipping Label

Date format MM/DD/YYYY

**Barcodes:**

**Item 1:**

Title: M-672EB1 Expandable Non-Serialized Empty Jackets Right Tab Position EB1 with straps

Form number: M-672EB1

Revision date: (01/11/18)

Quantity:

Height: 1/2"

**Item 2:**

Title: M-672EB3 Expandable Non-Serialized Empty Jackets Left Tab Position EB3 with straps

Form number: M-672EB3

Revision date: (01/11/18)

Quantity:

Height: 1/2"

USCIS is requesting a signed receipt from the contractor after delivery.

**Addition Information:**

Department Requisition Number:

GPO Jacket Number:

Visible Packing Slip with Shipment - MUST

**Pallets:**

External 48" x 40" 4-way pallet - True 4-way entry pallets to ensure compatibility with all standard pallet jacks and forklifts (MUST). Window / Pallet entry - In inches (MUST fit all standard pallet jacks and forklifts), 48-inch side -14.6 (W) - 3.5 (H) / 40 inch side 12.5 (W) - 4.2(H).

Total height including cartons must NOT exceed 54".

Note: Deliveries to the USCIS Forms Centers and facilities that do not meet these specifications will be Refused and Must be Redelivered Correctly at the Contractor's Expense.

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**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:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Priors/Average Type Dimension
P-9. Solid or Screen Tints Color Match	Pantone Matching System

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [matt.j.gaines@uscis.dhs.gov](mailto:matt.j.gaines@uscis.dhs.gov) and [Kimberly.g.cooper@uscis.dhs.gov](mailto:Kimberly.g.cooper@uscis.dhs.gov) cc: [deeverett@gpo.gov](mailto:deeverett@gpo.gov). The subject line of this message shall be Distribution Notice for Jacket 440-237, Requisition 6-01555. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 100,000 Total Expansion File Jackets, 50,000 of Each Item (includes 200 Departmental Random "Blue Label" Copies for Each Item) via traceable means to: DHS/USCIS/Western Forms Center, 5160 Richton Street; Suite G, Montclair, CA 91763, Attention: Receiving (909) 949-7192 and 909-949-7138, Gerald Bulaon - Office 909-949-7138 - Cell 840-210-6584.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/form917.pdf?sfvrsn=2>

**SCHEDULE:** The Purchase Order will be furnished via email no later than **April 8, 2026**. Furnished material (as applicable) except for the sample will be made available after **April 8, 2026**.

Deliver complete by COB **May 18, 2026**.

Contractor is 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 Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1000 copies of each item. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

**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 pre-award 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 at the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**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>.

**JACKET NUMBER**

**BID PRICE:**

**ADDITIONAL / M**

**Jacket 440-237:**

\$ \_\_\_\_\_

**Additional Rate:**

\$ \_\_\_\_\_

**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 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 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 fax, fill out and return one copy.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, and Title of Person Authorized to Sign this Bid)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Telephone Number) (Email Address)

Contracting Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_ Certifier: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initial)



Exhibit B - Tab Position 3

**IF FOUND RETURN TO**  
 USCIS NATIONAL RECORDS CENTER  
 150 SPACE CENTER LOOP  
 LEE'S SUMMIT MO 64064

**PROPERTY OF THE U.S. GOVERNMENT**  
**IF FOUND RETURN TO**  
 DEPARTMENT OF HOMELAND SECURITY  
 U.S. CITIZENSHIP AND IMMIGRATION SERVICE  
 NATIONAL RECORDS CENTER  
 150 SPACE CENTER LOOP  
 LEE'S SUMMIT MO 64064

**IF FOUND RETURN TO**  
 USCIS NATIONAL RECORDS CENTER  
 150 SPACE CENTER LOOP  
 LEE'S SUMMIT MO 64064

**PROPERTY OF THE U.S. GOVERNMENT**  
**IF FOUND RETURN TO**  
 DEPARTMENT OF HOMELAND SECURITY  
 U.S. CITIZENSHIP AND IMMIGRATION SERVICE  
 NATIONAL RECORDS CENTER  
 150 SPACE CENTER LOOP  
 LEE'S SUMMIT MO 64064

NF	FCO	Date	Initials
Verf		Date	Initials
CONSA#	FCO	Date	Initials

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M-672 (9/2/08)

Y.O.B. \_\_\_\_\_

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