



THIS SPACE FOR USE BY THE GOVERNMENT

SOLICITATION MAILING LIST APPLICATION

INITIAL APPLICATION REVISION

Information contained herein will be used to place the applicant on the Solicitation Mailing List to receive invitations to bid on appropriate requirements of the Government Publishing Office. Complete the general information section below as well as the attached sheets detailing your firm's manufacturing specialties and equipment employed. Type or print all entries and return the completed application to the U.S. GOVERNMENT PUBLISHING OFFICE, PUBLISHING SUPPORT SERVICES, BID SECTION, ROOM C-848, STOP: CSPS, WASHINGTON, D.C. 20401. (See page 2 for instructions)

1. NAME & ADDRESS OF FIRM

(Location of Equipment – List all plants, using separate sheet if necessary)

2. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED

(If different from item 1)

3. TYPE OF ORGANIZATION (Check one)

Individual Partnership Non-Profit Organization
 Corporation, Incorporated under the laws of the State of _____
(Please indicate state of incorporation)

4a. HOW LONG IN PRESENT BUSINESS

4b. CONGRESSIONAL DISTRICT

5. NAMES OF OFFICERS, OWNERS, OR PARTNERS OF CONCERN

a. President	b. Vice President	c. Secretary
d. Treasurer	e. Owners or Partners	

6. AFFILIATED CONCERNS (Name, location, and in detail, nature of affiliation — see definitions on page 2)

7. PERSONS AUTHORIZED TO SIGN BIDS, OFFERS, AND CONTRACTS (please specify if agent)

Name	Official Capacity

8. PERSONS TO CONTACT ON INFORMAL MATTERS CONCERNING BIDS, OFFERS, AND CONTRACTS (please specify if agent)

Name	Official Capacity	City
Phone (include area code)	Fax	Email
Name	Official Capacity	City
Phone (include area code)	Fax	Email

9. TYPE OF OWNERSHIP (See definitions in Solicitation Provisions, GPO Contract Terms 310.2)

Small Disadvantaged Business Other Than Small Disadvantaged Business Woman Owned Asian Indian Asian Pacific Black American Hispanic Native American

10. TYPE OF BUSINESS (See definitions on page 2) Manufacturer or Producer Regular Dealer (Not broker) Broker

11. SIZE OF BUSINESS (See definitions on page 2) Small Business Concern Other Than Small Business Concern

Employer Identification No. (Social Security payments)	Average Number of Employees for Four Preceding Calendar Quarters (including affiliates)	Average Annual Sales or Receipts for Preceding Three Fiscal Years (including affiliates)
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12. FLOOR SPACE (Square feet)

Manufacturing _____ Warehouse _____

14. NET WORTH (Square feet)

Date _____ Amount _____

13. SECURITY CLEARANCE (If applicable, check highest clearance authorized)

Defense Investigative Service Cognizant Security Office (DISCO)
Security Clearance Yes No Date _____

FOR	TOP SECRET	SECRET	CONFIDENTIAL
Key Personnel			
Plant Only			

CERTIFICATION I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor an person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from bidding for furnishing materials, supplies or services to the Government or any agency thereof.

The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.

Signature _____ Date _____

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)
(Must be a principal or one of the officers listed in Section 5.)

Persons or concerns desiring to be included on the GPO Solicitation Mailing List shall file this properly completed and certified Solicitation Mailing List Application, including those sections detailing the firm's manufacturing specialties and equipment inventory. The application shall be submitted and signed by a principal or one of the officers listed in Section 5. Contractors are encouraged to keep this application up-to-date by promptly notifying the GPO of any additions or deletions of equipment, changes in modes of operations, key personnel, address and phone number, or any other information pertinent to this application.

After placement on the GPO Solicitation Mailing List, a contractor's failure to respond to Invitations for Bids will be understood to indicate lack of interest and concurrence in the removal of the supplier's name from the GPO Solicitation Mailing List. Response should be in the form of a bid submission or notice in writing that you are unable to bid on the particular requirement, but wish to remain on the active solicitation mailing list.

DEFINITIONS RELATING TO TYPES OF PROCUREMENT. (See Item 9)

Contracts for both one-time and term requirements will be made following sealed bid procedures whenever such method is feasible and practicable. Types of procurements utilized include:

a. Small purchases — projects under \$100,000, procured using a quicker contracting method than a One Time Bid.

b. Sealed bid (term contracts) — contracts supporting repetitive orders for a similar product or service over a period of time (1 – 5 years). Each contract allows for simple, convenient ordering directly from the customer agency to the contractor. Estimates for individual orders are easily produced from a contract schedule of prices that are fixed for the contract period.

Single Award — when one vendor can satisfy our customer requirements

Multiple Award — when multiple vendors would be better positioned to meet our customer's requirements

c. Sealed bid (one-time) — large or complex projects procured using formal bidding process.

d. Display bids — complex procurements requiring suppliers to inspect Government furnished material prior to bid submission.

e. Negotiation (public exigency) — negotiated procurements to satisfy public exigencies when time does not permit formal advertisement.

f. Negotiation — Any time sealed bidding is not feasible or practicable.

TYPE OF BUSINESS DEFINITIONS. (See Item 11)

a. Manufacturer or producer — a person (or concern) owning, operating, or maintaining an establishment that produces, on the premises, the printed products or services referenced in Item 9 and categorized on the attached sheets.

b. Regular dealer — a person (or concern) who owns, operates, or maintains an establishment in which the products referenced in Item 9 and categorized in the attached sheets are bought, kept in stock, and sold to the public in the usual course of business.

DEFINITIONS RELATING TO SIZE OF BUSINESS.

(See Item 12)

a. Small business concern — for the purpose of Government procurement, a small business concern is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is submitting offers on Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts or other criteria, as prescribed by the SBA. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. Affiliates — business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items 6 and 12)

c. Number of employees — the average employment of the concern, including the employees of its affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during each of the pay periods that such concern has been in business. (See Item 12)

9. Manufacturing Specialties

Using the index presented below, complete the applicable information on the referenced page for each of the manufacturing specialties you are interested in and capable of producing. Please check ALL quantities, sizes, binding/finishing, special considerations, other considerations, etc. that you are interested in and capable of producing.

Addressing Mailing

Bags

- Paper
- Plastic
- Canvas

Banners

Billboards

Binders, Looseleaf

Books

- Single Color
- Multicolor
- Process Color
- Fold-Ins Up to 38"
- Fold-Ins From 38 to 45"
- Fold-Ins Over 45"

Boxes

Braille

Calculators

CD/DVD Replication

Composition Cold Type

Composition Foreign

Copying

- Single Color
- Multicolor

Decals

Diskette Replication

Embossing

Engraving

Envelopes

- Less Than 10,000
- 10,000 - 500,000
- 500,000 - 3 Million
- Over 3 Million
- To 4 1/8 x 9 1/2"
- Over 4 1/8 x 9" to 9 1/2 x 12 1/4"
- Over 9 1/2 x 12 1/4" to 12 x 18"
- Over 12 x 18"
- Side Seam
- Diagonal Seam

Center Seam

- Single Color
- Multicolor
- Process Color
- Button & String
- Security (Spring Lock)
- Die Cut Windows
- Microfiche
- Polyethylene
- Pressure Sensitive
- Kraft
- Tyvek
- Clasp
- Cohesive Closing
- Gummed

File Dividers/Index Tabs

File Folders Jackets

Forms

- Less Than 50,000
- 50,000 - 500,000
- 500,000 - 2 Million
- Over 2 Million
- Fold
- Pad
- Strip Gum
- Numbering
- Laminate
- Die Cut
- Pressure - Sensitive Strip
- Single Color
- Multicolor
- Process Color

Forms, Continuous Strip

Forms, Marginally Punched Continuous

Graphic Design

Kit Folders

Labels/Stickers

- Less Than 50,000
- 50,000 - 500,000
- 500,000 - 3 Million
- Over 3 Million
- Pin Hole Perforate
- Perforate
- Gummed
- Pressure Sensitive
- Cohesive
- Calibrate (Self Destruct On Removal)
- Laminate
- Bar Code
- Numbering
- Die Cut

Laminated Products

- Single Color
- Multicolor
- Plastic ID Cards
- Magnetic Strip
- Plastic Credit Cards
- Vinyl ID Cards

Maps

- Up To 26 x 38"
- Over 26 x 38" to 36 x 46"
- Over 36 x 46" to 48 x 58"
- Over 48 x 58"
- Die Cut
- Single Color
- Multicolor
- Process Color

Microfilm/Microfiche

Mouse Pads

Pamphlets

- Less Than 10,000
- 10,000 - 50,000
- 50,000 - 100,000
- Over 100,000
- Single Color

continued next page

- Multicolor
- Process Color
- Foldins Up to 38"
- Foldins 38 to 48"
- Foldins Over 48"
- Tear Cards
- Envelope Insert

Plastics

- Single Color
- Multicolor
- Process Color
- Screen Printing
- Offset

Posters

- To 11 x 17"
- 11 x 17" to 17 x 22"
- 17 x 22 To 34 x 44"
- Over 34 x 44"
- Die Cut
- Easels (Built In)
- Pockets
- Take - One Boxes
- Velcro Fasteners
- Laminate
- Plastic Coat
- Varnish
- Single Color
- Multicolor
- Process Color

Print On Demand

Promotional Items

Repros

Sales Books

Security Intelligent Documents

Signs

- Die Cut
- Drill
- Clear Coating
- Single Color
- Multicolor
- Process Color
- Metal
- Plastic
- Baked Enamel
- Fiberglass
- Magnetic
- Blanks (Stock)
- Offset
- Screen Printing

Snapouts

Tags

- Less Than 100,000
- 100,000 to 500,000
- 500,000 to 1 Million
- Over 1 Million
- Up to 3 1/8 x 6 1/4"
- Over 3 1/8 x 6 1/4"
- Metal Grommet
- Manifold
- Perforate
- String
- Wire
- Numbering
- Die Cut
- Single Color
- Multicolor (One Side)
- Multicolor (Two Sides)
- Cloth
- Tyvek
- Hard Fiber Patch

Thermography

Video Conversion

Video Replication

Web Services/Development

Other (Please describe in box below)

EQUIPMENT INVENTORY



THIS SPACE FOR USE BY THE GOVERNMENT

If you print forms, brochures, posters, maps, magazines, books, etc., list your presses under press equipment. If however, you produce carbon-interleaved forms, carbon-backed forms, salesbooks, tags, tickets, etc., then list your equipment under specialty equipment. If the same equipment is used for both categories, list in either group and furnish any clarifying information in the remarks column.

16. Press Equipment — List equipment (On web presses, please state if press is equipped with sheeters, heaters, etc.)

A large, empty rectangular box with a thin black border, intended for listing press equipment.

18. Foreign Composition — (List foreign languages that can be set)

19. Personal Computer —

Does your firm presently own? **Yes** **No** Intend to purchase in the near future? **Yes** **No**

20. Binding Facilities — (indicate amount of equipment in blank spaces)

Folders:

_____ Up to 22 x 28" _____ From 22 x 28" to 28 x 58" _____ Over 28 x 58"

- | | |
|------------------------------------|---------------------------------------|
| _____ Keyhole or Kalamazoo punches | _____ Paper drills |
| _____ Perforators | _____ Gathering machines |
| _____ Index machines | _____ Chain stitchers |
| _____ Spiral or similar binding | _____ Singer sewing machines |
| _____ Smyth sewing machines | _____ Perfect binding |
| _____ Case binding | _____ Cutting machines (sizes _____) |

List Other equipment

21. Use additional sheet to present any information regarding your equipment or product; for example, cameras, scanners, or other imaging equipment.