

Jacket: 412-195
Title: ECLS 4 Assorted Products; Window Envelope; Post Card; EN/SP Letter; SP/EN Letter
Agency: Dept of Education/IES/NCES
Bid Opening: December 18, 2019 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Advantage Mailing, LLC	\$30,292.93	1.0%	20 days	\$29,990.00
Las Vegas Color Graphics	\$52,220.00	5.0%	20 days	\$49,609.00
Gray Graphics	\$130,040.00	2.0%	20 days	\$127,439.20
			20 days	\$0.00
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BID OPENING: DECEMBER 18, 2019

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL TIMOTHY MINOR. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Washington, D.C.

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

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

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

PRODUCT: ECLS (4) Assorted Products to include variable data for address-based mailings, including household address, a participant ID number, and Personal Identification Numbers (PINs). The only materials without variable data will be windowed envelopes. Some materials will include personally identifiable information (PII) which must always be kept secured and may only be handled by staff with security clearances (see additional information).

Item 1: C1 EN/SP Letters, prints face and back in 4-color process.

Item 2: Post Card, prints face and back in Black ink only, folded and tabbed shut with "Biscuit" stickers.

Item 3: C3 EN/SP Letters, prints face and back in 4-color process.

Item 4: Windowed Envelope, Booklet Style with indicia and security tint printing in Black ink.

Plus one (1) Digital Deliverable in native format. Variable Data Imaging Required

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

(a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;

(b) Address information, such as street address or personal email address; and,

(c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

TITLE: Initial ECLS-K: 2023 Field Test

QUANTITY: Items 1, 2, and 3; 28,020 for each Item. Item 4; 56,040 Equals 140,100 Total Items.

Note: Quantities are estimated

TRIM SIZE:

Items 1 and 3; 8-1/2 x 11", bind on 11" dimension.

Item 2; 5-1/2 x 8-1/2" unfolded 5-1/2 x 4-1/4" folded and tabbed

Item 4; 6 x 9" window envelope with window 4-1/2 x 1-3/4", positioned .875" from left, 1.75" from bottom

GOVERNMENT TO FURNISH:

One cd-rom generated on a Mac computer system version OS10.14.6 using InDesign version 15.0, Illustrator version 24.0, Photoshop version 21.0 and Acrobat Pro DC version 2019. Files are supplied in PDF version 2019.021.20049. All graphics and fonts are supplied. CYMK color system used to identify color. Color lasers are not 100%.

These examples are print-ready, final pieces. The only portions that should be changed by the printer are the merge fields, the permit information on the postcard and envelope, and the location of the address block. The address block's position in the envelope window may be adjusted to accommodate the IMb, endorsement line, and any other markers used for processing the mail.

NOTE: The contractor must update the permit indicia on the outgoing envelope and postcard. The pdf templates that are being provided have placeholder for this.

All files are provided in pdf format.

6 x 9" pdf; Envelope art. Black box around window is for placement only.

Letter Head; In-color letter head and logo for printing shells.

Initial Web Inv L no logos; B&W of A1 letter to be used for merging and printing onto shells.

Initial Web Inv L; Art showing letter head and logo combined with A1 letter text to show final look and feel.

Reminder Post Card: Postcard art to be used for merging and printing of A2.

Reminder Letter A3; B&W text of A3 letter to be used for merging and printing onto shells.

Reminder Letter A3 Web Screener; Art showing letter head and logo combined with A3 letter text to show final look and feel.

Font files will be provided to contractor

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.

One set of full color laser print outs to be used as general guides.

One file in Excel format with the following variable data:

Unique ID in numerical format

Address information, and

Respondent Personal Identification number (PIN)

Items 1 and 2 (A1 and A2) will use the same sample file for their merge. The Government would like to provide a secondary file containing the mailing IDs that are not to be mailed (a suppression file) 7 days prior to Item 3 (A3)

The file will be password protected, encrypted, and uploaded to an SFTP site. The password will be emailed separately to the vendor.

One set of full-color laser visuals to be used as general guide.

GPO Form 952 Desktop Publishing – Disk Information
GPO Form 892 (R. 12/17) Proofs
GPO Form 2678 (departmental random copies-blue label).
GPO Form 917 (Certificate of Selection).

Contractor to 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.

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

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.

The contractor must sign the agency’s (Westat) nondisclosure agreement before any files or materials are transferred. The contractor must be able to access a secure FTP (SFTP) site provided by agency (Westat). This site will be used to securely transfer sample files and other materials such as template letters, to and from the vendor.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials.

Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

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

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

INCENTIVE

The contractor shall invoice the agency (Westat) for the amount of incentive needed and then agency (Westat) will provide the print contractor with a check for the amount of incentives. The vendor will be responsible for obtaining monetary bills (\$ 5.00 bill) for the incentive, new bills if possible, and for keeping them secured both before and after insertion. Incentives will be placed behind the letter.

Format: All mailings should be assembled so that all materials are face-up and with the English side of the letter facing toward the window. They should all be mailed USPS presorted First Class.

The agency (Westat) will have a representative at contractor’s facility to monitor the insertion of incentive.

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 peggy.quinn@ed.gov AND jill.McCarroll@ed.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.

Digital:

Three (3) set(s) of digital color one-off proofs created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the production run.

Conventional:

Three (3) set(s) of digital color content proofs for all Items (envelopes, letters, and postcards. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

All proofs will be generated using the exact processes used during the production run. The actual sample will be used to create the proofs. Within two business days of initial sample delivery, a soft proof of 25 entries will be provided by the vendor to agency (Westat) and NCES through the SFTP site. The agency (Westat) will notify NCES or the GPO Liaison of any requested changes or with their approval by the close of the next business day. If there are changes that NCES and /or GPO would like to make to the printing in response to this review, NCES/GPO will inform the vendor and vendor shall make the changes and resend the proofs by end of the following business day. Upon NCES/GPO approval, hard proofs using the actual printing process will be generated and shipped overnight to agency (one set) and NCES (second set), arriving two days following NCES/GPO approval of the soft proofs. Agency (Westat's) review of materials and any requested revisions will be conveyed to NCES/GPO liaison within one workday, to allow for NCES/GPO to decide on any needed revisions to the materials, which will be conveyed by the government to the printer. Only after NCES's/GPO's approval of the hard proofs should production begin on the full run.

The vendor is responsible for providing a print/work back schedule based on the mail's drop dates. During production, every 250th item should be pulled and set aside for a QC. QC visits will be completed by agency (Westat) the day before the mail date on-site, but all findings will be conveyed to the contractor with further view of materials and reprints as needed. Agency's (Westat) representative will be involved with the on-site QC, not including any NCES or GPO liaison present. Agency (Westat) will be reviewing for print and merge quality as well as confirming packet contents.

Send proofs together with the furnished media (copy, electronic files) directly to (2) two locations;

Westat, Peggy Daly, RE 326, 1600 Research Blvd, Rockville, MD 20850. Peggy Daly (301) 294-4470

NCES, Jill McCarroll 550 12th St, NW, Room 4001, Washington, DC 20202 Jill McCarroll (202) 304-2920
Contractor must keep one set of proofs for review.

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (2) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**.

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. 11" dated February 1999.

Items 1 and 3: Item 1: JCP Code* A63, White, Offset Book, Basis Weight 60 lbs. per 500 sheets, 25 X 38".
 Item 2: JCP Code* L61, White, No. 1 Coated Cover, Dull-Finish, Basis Size 20 X 26", Basis Weight 100 lbs. per 500 sheets
 Item 4: JCP Code* L23, White, Offset Cover, Basis Weight 65 lbs. per 500 sheets, Basis Size 20 X 26".
 The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

PRINTING: At contractor's option, product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen.

Item 1: C1 English/Spanish Letters, prints face and back in 4-color process with department logos, illustrations. Text prints face and back in Black ink with variable data.

Item 2: Post Card, prints face and back in Black ink only with indicia, departmental logos, text in English and Spanish plus variable data. After printing fold postcard from 5-1/2 x 8-1/2" to 5-1/2 x 4-1/4" and tab shut with "Biscuit" stickers according to USPS.

Item 3: C3 English/Spanish Letters, prints face and back in 4-color process with department logos, illustrations. Text prints face and back in Black ink with variable data.

Item 4: Windowed Envelope, Booklet Style with indicia, security tint, approx. 7 lines of type with one rule line, departmental logos printing in Black ink. Envelope is 6 x 9" catalog style envelope with window 4-1/2 x 1-3/4", positioned .875" from left, 1.75" from bottom.

Construction: booklet style, water-soluble gummed flap.

VARIABLE DATA MERGE

All variable data will be merged by the vendor into a print-ready pdf file provided by the agency. Merge fields will be clearly indicated in the print-ready files. Merged data should match the font, font size, and formatting as denoted in the pdf file.

For letters, any address block information must be completely visible through the envelope window and any non-address block information should not show through the window.

Use "Resident" as the first line in the address block.

The city name should be merged into the salutation as well as into the address block.

An additional fields such as Personal Identification Number (PIN) information should be merged into the proper location as denoted by placeholder fields on the materials provided by the agency. The PIN should be bolded in the letter.

The date of the mailing is included in the art based on the drop dates. If the drop date changes, the agency will provide the updated date verbiage in both English and Spanish with which the printer will update the letter's date field. English dates should be formatted Month Date, Year—for example, "January 5, 2012." For Spanish letters, the date should be written Spanish using the following format: Day, Month, Year. For example, January 5, 2012 should be written as "5 de enero de 2012."

The next table lists the merge locations of Respondent ID.

Merge Locations of Respondent ID

MATERIAL	RESPONDENT ID FORMAT	RESPONDENT ID LOCATION
Letters	Barcode alongside human Readable ID.	Above the name and address. Barcode must be visible through envelope window.

Postcards	Barcode alongside human Readable ID.	Above the name and address
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PRESS SHEET INSPECTION: Final makeready press sheets will 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. 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 a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); 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.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (2) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

CASS AND PRESORTED MAILING

CASS and Presorted Mailing; all items are being mailed domestically; there are no mailings to international addresses. The vendor will check addresses provided for each regular mailing against the SSPS database / CASS Certification. The vendor will presort addresses according to USPS requirements. The vendor must mail to any address provided.

DIGITAL DELIVERABLES: The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

MARGINS: Adequate Gripper

BINDING:

Items 1 and 3; Fold 8-1/2 x 11", letters to 5-1/2 x 8-1/2" to be inserted into 6 x 9" envelope with variable data clearly visible.

Item 2; Fold 5-1/2 x 8-1/2" to 5-1/2 x 4-1/4" tabbed shut with "Biscuit" stickers per USPS regulations.

Item 4; 6 x 9" window envelope with window 4-1/2 x 1-3/4", positioned .875" from left, 1.75" from bottom

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 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 specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished Electronic Media
P-10. Process Color Match	Furnished Electronic Media.
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. OK'd Proofs
- P-8. OK'd Proofs
- P-10. OK'd Proofs

DISTRIBUTION: Ship f.o.b. contractor city.

Descriptions of the Mailings

<u>Mailing Code</u>	<u>Envelope</u>	<u>Color</u>	<u>Materials Included</u>	<u>Week</u>	<u>Mail Drop Date</u>	<u>Est. Quantity</u>
Item 1	6 x 9"	Color	2-sided En/SP Letter, \$5 cash	0	2/3/2020	28,020
Item 2	N/A	B&W	Folded + Tabbed Shut with "Biscuit" Stickers per USPS regulations EN/SP Postcard	1	2/10/2020	28,020
Item 3	6 x 9"	Color	2-sided EN/SP Letter	2	2/17/2020	28,020

Ship furnished material according to schedule below herein "SCHEDULE".

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Publishing Office, 27 G St., NW, Washington, D.C. 20401, on December 23, 2019

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld by below schedule from receipt in the agency until they are made available for pickup by the contractor.

Transferring of Materials Schedule;

Component	Est Start Date	Est. End Date
Art for Items 1, 2 and 3 print materials delivered to vendor	1/8/2020	-
Items 1 and 2 Address File delivered	1/17/2020	-
Item 1 Proofing Process	1/17/2020	1/27/2020
Item 1 Production	1/27/2020	2/3/2020
Item 2 Proofing Process	1/27/2020	2/3/2020
Item 2 Production	2/3/2020	2/10/2020
Item 3 Suppression File Delivered	2/6/2020	-
Item 3 Proofing Process	2/6/2020	2/12/2020
Item 3 Production	2/12/2020	2/18/2020

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (2) workday(s) prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Ship complete to arrive at destinations on or February 18, 2020

Ship complete on or before above schedule herein "SCHEDULE".

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

OFFERS: Offers must include the cost of all materials and operations for the jacket listed in accordance with these specifications. Award will be based on the lowest total price for the jacket listed. Prices 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 in 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>.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The Jacket number number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. Award will be based on the lowest total price for the jackets listed. Prices 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.

JACKET NUMBER: 412-195

	BID PRICE:	ADDITIONAL/M
Item 1: C1 EN/SP Letters	\$ _____	_____
Item 2: Post Card,	\$ _____	_____
Item 3: C3 EN/SP Letters	\$ _____	_____
Item 4: Windowed Envelope, Booklet Style	\$ _____	_____
JKT NUMBER: 412-195 TOTAL COST	\$ _____	

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision 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 or mail, 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)

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