

PROGRAM 2553-S TERM: July 1, 2016 through June 30, 2017										
TITLE CENSUS ENVELOPES										
ITEM NO.	DESCRIPTION	BASIS OF AWARD	CENVEO		The Envelope Printery		Printing Resources, Inc		Husky Envelope	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
			Mt. Pleasant, PA		Van Buren Township, MI		Cleveland, OH		Walled Lake, MI	
I. MANUFACTURING/PRINTING:										
1.	Printing face (before construction) in single ink color (constructed face, back, and exterior flap):									
(a)	Qty of 1,000 to 9,999 envelopes...per 1,000 envelopes									
(1)	Format A	21	88.01	1,848.21	95.00	1,995.00	25.00	525.00	32.15	675.15
(2)	Format B	5	118.94	594.70	97.00	485.00	25.00	125.00	38.32	191.60
(3)	Format C	1	275.50	275.50	100.00	100.00	30.00	30.00	44.78	44.78
(4)	Format D	4	158.00	632.00	100.00	400.00	35.00	140.00	55.42	221.68
(b)	Qty of 10,000 to 99,999 envelopes...per 1,000 envelopes									
(1)	Format A	592	13.38	7,920.96	18.75	11,100.00	14.50	8,584.00	12.13	7,180.96
(2)	Format B	180	18.57	3,342.60	31.40	5,652.00	14.50	2,610.00	18.48	3,326.40
(3)	Format C	290	27.39	7,943.10	42.20	12,238.00	25.00	7,250.00	20.55	5,959.50
(4)	Format D	410	27.92	11,447.20	42.20	17,302.00	30.00	12,300.00	27.46	11,258.60
(c)	Qty of 100,000 to 999,999 env...per 1,000 envelopes									
(1)	Format A	4,788	9.94	47,592.72	11.20	53,625.60	11.00	52,668.00	9.92	47,496.96
(2)	Format B	2,010	13.42	26,974.20	17.25	34,672.50	11.00	22,110.00	15.67	31,496.70
(3)	Format C	1,296	17.86	23,146.56	24.20	31,363.20	22.50	29,160.00	16.62	21,539.52
(4)	Format D	890	19.29	17,168.10	24.20	21,538.00	25.00	22,250.00	17.88	15,913.20
(d)	Qty of 1,000,000 to 5,000,000 env...per 1,000 envelopes									
(1)	Format A	4,800	6.44	30,912.00	10.60	50,880.00	10.00	48,000.00	8.92	42,816.00
(2)	Format B	3,440	6.56	22,566.40	14.25	49,020.00	10.00	34,400.00	14.54	50,017.60
(3)	Format C	1,000	10.63	10,630.00	24.20	24,200.00	20.00	20,000.00	14.80	14,800.00
(4)	Format D	1,058	11.65	12,325.70	24.20	25,603.60	22.50	23,805.00	15.29	16,176.82
2.	Prt addl ink on face before cnstr, per color...per 1,000 env									
(1)	Format A	535	0.45	240.75	0.25	133.75	2.00	1,070.00	0.25	133.75
(2)	Format B	975	0.45	438.75	0.25	243.75	2.00	1,950.00	0.25	243.75
(3)	Format C	1	0.65	0.65	0.25	0.25	5.00	5.00	0.25	0.25
(4)	Format D	1	0.65	0.65	0.25	0.25	8.00	8.00	0.25	0.25
3.	Prtg back (before const.) in black (interior flap and throat or interior security tint...per 1,000 envelopes									
(1)	Format A	8,452	N/C	0.00	0.70	5,916.40	3.00	25,356.00	0.45	3,803.40
(2)	Format B	5,610	N/C	0.00	0.70	3,927.00	5.00	28,050.00	0.45	2,524.50
(3)	Format C	2,207	N/C	0.00	10.00	22,070.00	10.00	22,070.00	3.50	7,724.50
(4)	Format D	1,884	N/C	0.00	10.00	18,840.00	15.00	28,260.00	4.50	8,478.00
II. STOCK/PAPER:										
(a)	Light Brown Kraft (24-lbs.)...per 1,000 envelopes									
(1)	Format A	418	8.75	3,657.50	12.00	5,016.00	16.50	6,897.00	12.58	5,258.44
(2)	Format B	5	12.55	62.75	15.30	76.50	30.00	150.00	19.39	96.95
(3)	Format C	146	30.50	4,453.00	36.50	5,329.00	38.00	5,548.00	22.91	3,344.86
(4)	Format D	3	39.35	118.05	36.50	109.50	65.00	195.00	26.40	79.20
(b)	White Kraft (24-lbs.)...per 1,000 envelopes									
(1)	Format A	2,724	11.05	30,100.20	18.00	49,032.00	13.00	35,412.00	10.41	28,356.84
(2)	Format B	290	13.90	4,031.00	30.50	8,845.00	24.00	6,960.00	15.13	4,387.70
(3)	Format C	1,230	33.55	41,266.50	58.50	71,955.00	32.00	39,360.00	23.23	28,572.90
(4)	Format D	156	43.25	6,747.00	58.50	9,126.00	55.00	8,580.00	25.76	4,018.56
(c)	White Writing/Wove (24-lbs.)...per 1,000 envelopes									
(1)	Format A	6,929	7.90	54,739.10	9.00	62,361.00	11.00	76,219.00	9.26	64,162.54
(2)	Format B	5,340	10.35	55,269.00	11.30	60,342.00	20.00	106,800.00	13.16	70,274.40
(3)	Format C	1,211	26.76	32,406.36	28.50	34,513.50	28.00	33,908.00	19.65	23,796.15
(4)	Format D	2,203	33.15	73,029.45	28.50	62,785.50	48.00	105,744.00	22.78	50,184.34
(d)	White Wrtg/Wove (25% Bond) (24-lbs.)...per 1,000 env									
(1)	Format A	130	41.40	5,382.00	32.00	4,160.00	30.00	3,900.00	32.04	4,165.20
III. ADDITIONAL OPERATIONS:										
1.	Digital Content Proofs (2 sets), including stock/paper									
(a)	Format A Trim Sizes...per item	40	N/C	0.00	N/C	0.00	N/C	0.00	N/C	0.00
(b)	Format B Trim Sizes...per item	14	N/C	0.00	N/C	0.00	N/C	0.00	N/C	0.00
(c)	Format C Trim Sizes...per item	13	N/C	0.00	N/C	0.00	N/C	0.00	N/C	0.00
(d)	Format D Trim Sizes...per item	15	N/C	0.00	N/C	0.00	N/C	0.00	N/C	0.00
2.	PDF "Soft" Proofs (any trim size) (1 set)...per item	1	N/C	0.00	N/C	0.00	N/C	0.00	N/C	0.00
3.	Prior-to-Prod Samples (100 sets), incld stock/paper:									
(a)	Format A Trim Sizes...per item	29	1,000.00	29,000.00	100.00	2,900.00	0.00	0.00	110.00	3,190.00
(b)	Format B Trim Sizes...per item	14	1,000.00	14,000.00	100.00	1,400.00	0.00	0.00	110.00	1,540.00
(c)	Format C Trim Sizes...per item	13	1,000.00	13,000.00	100.00	1,300.00	0.00	0.00	110.00	1,430.00
(d)	Format D Trim Sizes...per item	11	1,000.00	11,000.00	100.00	1,100.00	0.00	0.00	110.00	1,210.00
4.	Die-Cut Windows (with or without patch), any size, any location...per 1,000 envelopes	12,726	4.61	58,666.86	3.00	38,178.00	30.00	381,780.00	3.32	42,250.32
5.	Pallets...per pallet	473	N/C	0.00	N/C	0.00	N/C	0.00	N/C	0.00
CONTRACTORS TOTALS				\$662,929.52		\$809,835.30		\$1,202,179.00		\$628,342.27
DISCOUNT			0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	5.00%	\$31,417.11
DISCOUNTED TOTALS				\$662,929.52		\$809,835.30	Net 30 Days	\$1,202,179.00	20 Days	\$596,925.16
AWARDED										
Prepared by: Teri Shoffstall 6/24/16										
Verified by: Linda Price 6/28/16										

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus OH

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Census Envelopes

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

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

Single Award

TERM OF CONTRACT: The term of this contract is July 1, 2016 through June 30, 2017.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time

June 24, 2016

SUBMIT SEALED BID TO: U.S. Government Publishing Office, 1335 Dublin Road Suite 112-B, Columbus, Ohio 43215-7034. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid date opening. **Telegraphic, facsimile, and e-mail bids transmitted to GPO offices WILL NOT be considered.**

BIDDERS PLEASE NOTE: Significant revisions made to the contract. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract is available on GPO Web Site at:

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

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. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- **GPO Contract Terms (GPO Publication 310.2):** <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.
- **Other GPO Forms:** <http://www.gpo.gov/vendors.sfas.htm>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

SUBCONTRACTING: The predominant production functions are the manufacturing (construction) and printing of the envelopes. Bidders who must subcontract these operations will be declared non-responsible.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (form related) Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests and Inspections - General Inspection Level I.
- (b) Inspection of inserter jams, performance tests, and destructive tests - Special Inspection Level S-3.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Press Sheet Inspection (construction and content) or Prior-to-Production Samples (construction) and Approved Proofs (content)
P-9. Solid or Screen Tints Color Match	Pantone Matching System

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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 6 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for all paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **July 1, 2016** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---}\%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid price(s) for line Items II. STOCK/PAPER, (a) through (d) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual “print order” for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **July 1, 2016 through June 30, 2017** 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 activities 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.

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 Columbus RO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all invoices via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Facsimile transmission should only be used when no samples are required with invoice, otherwise payment will be held up while the invoice is returned for the required sample(s).

Invoices requiring samples may also be mailed to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

After award, at Government's option, the contractor must submit a copy of the print order, contractor's invoice, a PDF of the finished product showing flap, seam, and window placement, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of custom window and non-window envelopes requiring such operations as manufacture and construction, proofs, prior-to-production samples, reproducibles, printing in up to two ink colors, press sheet inspections, packing, and delivery.

TITLE: Census Envelopes

NUMBER OF ORDERS: Approximately 57 print orders, up to 8 items per print order. Anticipate 83 items. When multiple items are ordered on one print order, anticipate that the construction for all items will be the same but the quantity ordered and the printed matter (usually return address) may be different for each item. There are 8 primary return addresses: Jeffersonville, IN (National Processing Center); Suitland, MD (ACSD/PSB); and 6 regional offices (Atlanta, GA; Chicago, IL; Denver, CO; Los Angeles, CA; New York, NY; and Philadelphia, PA). Other return addresses may be required.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective “Format” classifications as follows:

<i>Format</i>	<i>Trim Size</i>	<i>Item(s)</i>
A	3-7/8 x 8-7/8”	7
	4-1/8 x 9-1/2”	34
B	4-1/2 x 10-3/8”	4
	5-3/4 x 8-3/4”	4
	5-7/8 x 9”	1
	6-1/16 x 9-1/2”	4
	6-1/16 x 10-1/16”	1
C	8-3/4 x 11-3/4”	2
	8-7/8 x 11-3/4”	2
	9 x 11-1/2”	1
	9 x 11-3/4”	1
	9 x 12”	7
D	9-1/2 x 12-1/2”	14
	10 x 15”	1

QUANTITY: Each item ordered may have a quantity between 1,000 and 5,000,000 envelopes, regardless of trim size. Each item will be ordered and paid for in their respective “Quantity Group” classifications as described below. While other quantity and trim size combinations may be ordered, the following is anticipated:

Quantity Group 1: Items including 1,000 to 9,999 envelopes. Anticipate 7 items:

<i>Format</i>	<i>Trim Size</i>	<i>Item(s)</i>
A	3-7/8 x 8-7/8”	1
	4-1/8 x 9-1/2”	2
B	4-1/2 x 10-3/8”	1
C	8-7/8 x 11-3/4”	1
D	9-1/2 x 12-1/2”	1
	10 x 15”	1

Quantity Group 2: Items including 10,000 to 99,999 envelopes. Anticipate 36 items:

<i>Format</i>	<i>Trim Size</i>	<i>Item(s)</i>
A	3-7/8 x 8-7/8"	4
	4-1/8 x 9-1/2"	12
B	4-1/2 x 10-3/8"	2
	5-3/4 x 8-3/4"	1
	6-1/16 x 9-1/2"	1
	6-1/16 x 10-1/16"	1
C	9 x 11-3/4"	1
	9 x 12"	4
D	9-1/2 x 12-1/2"	10

Quantity Group 3: Items between 100,000 and 999,999 envelopes. Anticipate 33 items:

<i>Format</i>	<i>Trim Size</i>	<i>Item(s)</i>
A	3-7/8 x 8-7/8"	2
	4-1/8 x 9-1/2"	17
B	4-1/2 x 10-3/8"	1
	5-3/4 x 8-3/4"	2
	5-7/8 x 9"	1
	6-1/16 x 9-1/2"	2
C	8-3/4 x 11-3/4"	1
	8-7/8 x 11-3/4"	1
	9 x 11-1/2"	1
	9 x 12"	3
D	9-1/2 x 12-1/2"	2

Quantity Group 4: Items between 1,000,000 and 5,000,000 envelopes. Anticipate 7 items:

<i>Format</i>	<i>Trim Size</i>	<i>Item(s)</i>
A	4-1/8 x 9-1/2"	3
B	5-3/4 x 8-3/4"	1
	6-1/16 x 9-1/2"	1
C	8-3/4 x 11-3/4"	1
D	9-1/2 x 12-1/2"	1

GOVERNMENT TO FURNISH: Electronic media and GPO Form 2511 Print Order furnished via e-mail. Files created on Windows operating system. Files created in: InDesign 4 or later, Adobe Acrobat .PDF, Adobe Illustrator, Adobe PhotoShop, and Amgraf's One Form Designer Plus. Files will be furnished in composite PostScript format, and composite PDF with Acrobat job options file included. Postscript files will require color separations using Sytec or equivalent. Contractor to maintain electronic media files for the term of the contract.

FONTS: All screen and printer fonts will be furnished or embedded in files. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract. An occasional order may require the contractor to embed the fonts into the electronic file.

ELECTRONIC PREPRESS: Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Office 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.

Delivery/Shipping Status Report Form.

Form 905 (R. 3/90) "Labeling and Marking Specifications".

Print Orders (GPO Form 2511).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, form number, and revision date, carried on copy or film, etc., must not print on finished product. Exception to GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01): Do not print GPO imprint.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

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 contractors production environment.

PROOFS: Digital Content Proofs or "Press Quality" PDF "soft" Proofs are anticipated.

DIGITAL CONTENT PROOFS: When indicated on the individual print order, two sets of digital color content proofs of the envelope are required. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be imposed on the die lines of the envelope with all elements in proper position (not pasted up), imaged face and back (as applicable), trimmed and folded to the finished size of the product, as applicable.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors.

Deliver the proofs to the address(es) indicated on the individual print order (usually Jeffersonville, IN and Suitland, MD). The containers and accompanying documentation shall be marked PROOFS and shall include the GPO jacket, purchase order, program and print order numbers. All containers are to be labeled using GPO Form 892 label on bright colored stock.

PDF "SOFT" PROOFS: When indicated on the individual print order, contractor to submit one set "Press Quality" PDF "soft" proof for content only using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof shall be imposed on the die lines of the envelope to show proper position and will be evaluated for text flow and image position.

Contractor to e-mail proofs to the address(es) indicated on the individual print order. The subject line of the e-mail shall include the Program Number and Print Order Number and identify the e-mail as "PROOFS". Contractor to verify receipt of Proofs via telephone or e-mail 30 minutes after submission.

PROOF SCHEDULE: Proofs must be submitted in time to allow for complete production run and delivery, including prior-to-production samples if required. Proofs will be held by the Government for two workdays.

PRIOR-TO-PRODUCTION SAMPLES: When indicated on the print order, contractor shall submit 100 prior-to-production samples to ensure that envelopes will run through equipment specified on the individual print order and size and position of window and printing is correct. Various styles of envelopes with various trim sizes, window sizes, and window placements will be ordered. Anticipate the prior-to-production samples will be required the first time a style is ordered. The approved prior-to-production samples will serve as the specified standard for construction until prior-to-production samples are ordered again.

Samples shall be submitted within five workdays after proof approval. Ten samples are to be submitted to the Suitland, MD address indicated on the individual print order and the balance are to be submitted to the Jeffersonville, IN address indicated on the individual print order. The containers and accompanying documentation shall be marked PRIOR-TO-PRODUCTION SAMPLES and shall include the GPO jacket, purchase order, program and print order numbers. All containers are to be labeled using GPO Form 892 label on bright colored stock. Each sample shall be constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

The Government will approve, conditionally approve, or disapprove the samples within two workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection.

Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

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

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 article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)).

Manufacture of the final product prior to approval of the sample 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.

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. 12" dated March 2011.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

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

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

White Writing/Wove Envelope with 25% Bond, basis size 17 x 22", basis weight 24-lbs. per 500 sheets, equal to JCP Code V40. It is anticipated that only one envelope style, CE-7403-901 (#10 envelope) will require this stock/paper.

PRINTING: Print in single ink color, usually black. Occasionally orders will print in Pantone color other than black. Some items will print in two ink colors, usually black and another Pantone color. Pantone number(s) will be indicated on the individual print order.

All items print on the face before construction. This includes printing on constructed exterior of face, back, and flap.

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

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

Envelopes will require the contractor to print the furnished POSTNET barcodes, Intelligent Mail Barcodes (IMb), and other postal markings, including postal markings for Business Reply Mail (BRM) such as Facing Identification Marks (FIM), Business Reply Legends, and Government owned postage indicia imprints. These markings are critical components and must be legible by USPS processing equipment. Smearing or otherwise unreadable postal markings may result in an item being rejected.

NOTE: Any Government owned postage indicia furnished to the contractor on this contract may only be used for the purposes of this contract.

PRESS SHEET INSPECTION: When indicated on the individual print order, 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, the 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. 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.

See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated January 2015 (available on GPO web site at: <https://www.gpo.gov/vendors/sfas.htm>).

NOTIFICATION: Call the Columbus RO at (614) 488-4616 with a minimum notice of 48 hours prior to availability of press sheets. This notification must provide the starting date and time of the first press form, as well as the tentative schedule for all subsequent press forms required for complete production.

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

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

The GPO Contracting Officer reserves the right to deny requests for press inspections/color approvals that conflict with these scheduling requirements. Failure to comply with these scheduling requirements may result in additional Government per diem, overtime, and/or travel related charges which may be chargeable to the contractor (See GPO Contract Terms, Pub. 310.2, (Rev. 6-01), Article 14. Inspection and Tests, (e)(1) & (2)).

MARGINS: Follow furnished file for margins, no bleeds.

CONSTRUCTION: Contractor required to construct (convert) envelope stock/paper into finished envelope. All construction elements (trim sizes, seams, flaps, window size, and window location) are critical components for all items ordered on the contract. After contractor completes delivery, envelopes will be further processed by Census on specific inserting and mailing equipment that will be indicated on each individual print order. Most envelopes produced under this contract will be used on the following equipment:

- Bell & Howell Phillipsburg Inserters:
 - Model A347-2-C6
 - Model 775-C6
- Pitney Bowes Flowmaster System Inserters:
 - Model FL61
 - Model FLZ6

- Pitney Bowes High Speed Inserter:
 - Model ZXOB
- Gunther International Finishing System:
 - Model EP-4000
- Ascom-Hasler Champ Postal Metering System:
 - Model 335 Plus.

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

SEAMS: Seam placement will be indicated on each individual print order.

The majority of items are open side. Trim sizes under Format A will have high-cut diagonal seams. Trim sizes under Format D will have side seams. Trim sizes under Formats B and C will have high-cut diagonal seams or side seams.

Anticipate an occasional item with trim sizes under Format D (usually 10 x 15") will be open end with center seam.

FLAPS: Individual print order will indicate if split-gummed or fully-gummed flaps are required.

Items with side and center seams will require straight flap with minimum flap height of 2" and slightly rounded corners.

Orders with high-cut diagonal seams will require the minimum flap height to be 1-5/8" and the maximum flap height of 2" with throat depth to be a minimum 0.81" and a maximum 1" and tapered at an 8 to 15 degree angle. Envelopes to be sufficiently high cut as to prevent the flap adhesive from contacting the envelope contents (C.I.D. A-AA1446F March 10, 1994).

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

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

Some envelopes print content parallel to the envelope's short dimension with long window dimension parallel to the short envelope dimension (front or back). Usually, but not limited to, trim sizes under Format C.

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

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

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

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

Other envelope trim sizes that are specified on the contract may be ordered with windows. Other window dimensions and window locations not listed above may be ordered.

PACKING: Pack as indicated on the individual print order. Pack in boxes and shipping containers furnished by the contractor. Containers are not to exceed 35-lbs. per container. If container weight exceeds 35-lbs., contractor to notify Census immediately. Individual print order will indicate if flaps are to be folded down or not folded down for packing and shipping purposes. Individual print order will indicate the number of envelopes per box and the number of boxes per container.

PALLETS/PALLETIZING: The contractor will be required to furnish pallets for bulk shipments, in shipping containers, maximum 45 containers per pallet.

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

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

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905. Form must be completed in its entirety with all boxes completed with appropriate information. A sample of a completed Form 905 will be provided at time of award or with first print order.

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into 200 equal sublots. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.
- (b) These randomly selected samples must be packed separately and must be identified by a special Government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent to the address under "DISTRIBUTION".
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION: Deliver f.o.b. destination to Jeffersonville, IN and/or Suitland, MD addresses indicated on the individual print order.

During inclement weather or other emergency situations in the Jeffersonville, IN and/or Suitland, MD delivery locations, the Census Bureau has put in place emergency contact phone numbers for contractor use. The numbers will have information concerning the opening and operational hours affecting contractors delivering materials and reporting to the facilities. The phone number for Jeffersonville, IN is (812) 218-3911 and the phone number for Suitland, MD is (800) 591-2000.

On the same day that the product ships/delivers, the contractor must notify the ordering agency and GPO via e-mail (addresses provided after award) of the distribution. The subject line of the message shall be "Distribution Notice for (enter program and print order numbers)". The notice must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be e-mailed with the furnished material.

The schedule will begin one workday after receipt of furnished materials and print order.

Orders without prior-to-production samples will require complete production and delivery in a minimum of 10 workdays (inclusive of proof transit and hold time). It is anticipated that proofs will be held for 2 workdays.

Orders with prior-to-production samples will require complete production and delivery in a minimum of 20 workdays (inclusive to proof and prior-to-production transit and hold time). It is anticipated that proofs will be held for 2 workdays and prior-to-production samples will be held for 2 workdays.

The contractor shall submit proofs and prior-to-production samples to the Government in sufficient time to meet the required schedule.

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

When revised proofs are ordered by the Government due to errors caused by the Government, additional workdays will be allowed in accordance with GPO Contract Terms, Article 12(c), Extension of Schedule.

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.

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: The contractor must deliver five envelopes of each job to Suitland, MD 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 the pickup/return of proofs/prior-to-production samples, must be borne by the contractor. Unless again the successful bidder, the contractor must return all electronic files within five workdays after contract expiration.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce 1 year’s product under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

I.		(1)	(2)	(3)	(4)
1.	(a)	21	5	1	4
	(b)	592	180	290	410
	(c)	4,788	2,010	1,296	890
	(d)	4,800	3,440	1,000	1,058
2.		535	975	1	1
3.		8,452	5,610	2,207	1,884
II.		(1)	(2)	(3)	(4)
	(a)	418	5	146	3
	(b)	2,724	290	1,230	156
	(c)	6,929	5,340	1,211	2,203
	(d)	130	xxxx	xxxx	xxxx
III.	1.	(a)	40		
		(b)	14		
		(c)	13		
		(d)	15		
	2.		1		
	3.	(a)	29		
		(b)	14		
		(c)	13		
		(d)	11		
	4.		12,726		
	5.		473		

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination for deliveries to Jeffersonville, IN, and Suitland, MD.

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

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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) or blank spaces for an item may be declared nonresponsive.

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

Bids for each "Format" shall be for the trim size(s) listed as outlined in Section 2. – Specifications.

<u>FORMAT A</u>	<u>FORMAT B</u>	<u>FORMAT C</u>	<u>FORMAT D</u>
3-7/8 x 8-7/8"	4-1/2 x 10-3/8"	8-3/4 x 11-3/4"	9-1/2 x 12-1/2"
4-1/8 x 9-1/2"	5-3/4 x 8-3/4"	8-7/8 x 11-3/4"	10 x 15"
	5-7/8 x 9"	9 x 11-1/2"	
	6-1/16 x 9-1/2"	9 x 11-3/4"	
	6-1/16 x 10-1/16"	9 x 12"	

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

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

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS RO

SCHEDULE OF PRICES

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

<u>FORMAT A</u>	<u>FORMAT B</u>	<u>FORMAT C</u>	<u>FORMAT D</u>
3-7/8 x 8-7/8"	4-1/2 x 10-3/8"	8-3/4 x 11-3/4"	9-1/2 x 12-1/2"
4-1/8 x 9-1/2"	5-3/4 x 8-3/4"	8-7/8 x 11-3/4"	10 x 15"
	5-7/8 x 9"	9 x 11-1/2"	
	6-1/16 x 9-1/2"	9 x 11-3/4"	
	6-1/16 x 10-1/16"	9 x 12"	

<u>Format A</u>	<u>Format B</u>	<u>Format C</u>	<u>Format D</u>
(1)	(2)	(3)	(4)

1. Printing face (before construction) in single ink color
(constructed face, back, and exterior flap):

- (a) Quantities of 1,000 to 9,999 envelopes, per
1,000 envelopes \$ _____ \$ _____ \$ _____ \$ _____
- (b) Quantities of 10,000 to 99,999 envelopes, per
1,000 envelopes \$ _____ \$ _____ \$ _____ \$ _____
- (c) Quantities of 100,000 to 999,999 envelopes, per
1,000 envelopes \$ _____ \$ _____ \$ _____ \$ _____
- (d) Quantities of 1,000,000 to 5,000,000 envelopes,
per 1,000 envelopes \$ _____ \$ _____ \$ _____ \$ _____

2. Printing additional ink color(s), on face before
construction, per color, per 1,000 envelopes..... \$ _____ \$ _____ \$ _____ \$ _____

3. Printing back (before construction) in black ink
(interior flap and throat or interior security tint),
per 1,000 envelopes..... \$ _____ \$ _____ \$ _____ \$ _____

(Initials)

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SCHEDULE OF PRICES

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the finished size of the envelopes. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

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

<u>FORMAT A</u>	<u>FORMAT B</u>	<u>FORMAT C</u>	<u>FORMAT D</u>
3-7/8 x 8-7/8"	4-1/2 x 10-3/8"	8-3/4 x 11-3/4"	9-1/2 x 12-1/2"
4-1/8 x 9-1/2"	5-3/4 x 8-3/4"	8-7/8 x 11-3/4"	10 x 15"
	5-7/8 x 9"	9 x 11-1/2"	
	6-1/16 x 9-1/2"	9 x 11-3/4"	
	6-1/16 x 10-1/16"	9 x 12"	

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

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

1. Digital Content Proofs (2 sets), including stock/paper:
 - (a) Format A Trim Sizes per item.....\$ _____
 - (b) Format B Trim Sizes..... per item.....\$ _____
 - (c) Format C Trim Sizes..... per item.....\$ _____
 - (d) Format D Trim Sizes per item.....\$ _____
2. PDF "Soft" Proofs (any trim size) (1 set) per item.....\$ _____

(Initials)

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SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS (Continued):

<u>FORMAT A</u>	<u>FORMAT B</u>	<u>FORMAT C</u>	<u>FORMAT D</u>
3-7/8 x 8-7/8"	4-1/2 x 10-3/8"	8-3/4 x 11-3/4"	9-1/2 x 12-1/2"
4-1/8 x 9-1/2"	5-3/4 x 8-3/4"	8-7/8 x 11-3/4"	10 x 15"
	5-7/8 x 9"	9 x 11-1/2"	
	6-1/16 x 9-1/2"	9 x 11-3/4"	
	6-1/16 x 10-1/16"	9 x 12"	

3. Prior-to-Production Samples (100 sets), including stock/paper:
 - (a) Format A Trim Sizes per item.....\$ _____
 - (b) Format B Trim Sizes..... per item.....\$ _____
 - (c) Format C Trim Sizes..... per item.....\$ _____
 - (d) Format D Trim Sizes per item.....\$ _____
4. Die-Cut Windows (with or without patch), any size, any location per 1,000 envelopes\$ _____
5. Pallets per pallet.....\$ _____

(Initials)

RETURN THIS PAGE TO GPO COLUMBUS RO

SCHEDULE OF PRICES

BID SUBMISSION AND BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4. – Schedule of Prices", initial or sign each in the space provided. See page 1 for instructions on how and where to submit bid.

Fill out and return GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at <http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

Bidder _____
(Company Name)

(Address, City, and State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted) (Telephone Number) (Fax Number)

E-Mail Address(s) _____

(Contractor Code Number, if known)

Shipment made from: _____
(City and State)

RETURN THIS PAGE TO GPO COLUMBUS RO