



U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Envelopes

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

Various Government Departments and Agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for 1 year (base year period of March 1, 2016 through February 28, 2017) and 4 option year periods (March 1, 2017 through February 28, 2018; March 1, 2018 through February 28, 2019; March 1, 2019 through February 29, 2020, and March 1, 2020 through February 28, 2021). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend the Term of the Contract”, and “Economic Price Adjustment”.

**BID OPENING:** Bids shall be publicly opened at 2:00 p.m. prevailing Columbus, OH time on  
February 25, 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. **Late, Telegraphic, Facsimile, and E-Mail bids transmitted to GPO offices WILL NOT be considered.**

**BIDDERS PLEASE NOTE:** Significant revisions have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Deleted categories. Added Paper Price Adjustment, pages 3 to 4, and Prior-to-Production Samples, page 7. Significant revisions to Schedule of Prices, pages 15 to 18 (including quantity breaks, changing packing and shipping charges from per 10 lbs. to per 100 envelopes, and Explanation of Shipping Zones). Additional changes to specifications throughout.

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](http://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.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (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 Material or<br>Approved Proofs or Prior-to-Production Samples |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System   |

**OPTION TO EXTEND THE TERM OF CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**February 28, 2021**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Term of Contract" clause. See also "Economic Price Adjustment" clause for authorized pricing adjustment(s).

**EXTENSION OF TERM OF CONTRACT:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**PRICE ADJUSTMENT PERIOD:** For the purpose of this clause, the program years shall comply with the "Term of Contract" clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**PRICE ADJUSTMENT:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers – Commodities Less Food, Seasonally Adjusted", published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (**excluding paper and reimbursable postage or transportation costs**) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers – Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the current period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to **March 1, 2016**, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. **The contractor shall apply the percentage increase or decrease against the total price of the invoice less paper and reimbursable postage or transportation costs.** Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this Economic Price Adjustment clause.

**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 for all paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **March, 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(s) **II. Stock/Paper 1. (a) and 2. (a) through (d)** in "Section IV. 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.

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

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

**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 **March 1, 2016 through February 28, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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](mailto: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>. Invoices may also be mailed to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

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).

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, and all mailing and/or delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto: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 various envelopes requiring such operations as copy pickup, typesetting, proofs, prior-to-production samples, die-cut windows, printing (including security tinting), packing, and delivery.

**TITLE:** Various Envelopes

**NUMBER OF ORDERS:** Based on prior year usage, approximately 260 orders per year, 1 to 5 items per order, anticipate 275 items.

**QUANTITIES AND TRIM SIZES:** A minimum quantity of 500 envelopes per item. Items will be ordered in units of 500 envelopes. Trim Size(s) will be indicated on the individual print order. Anticipate the following:

Stock: 20-24 lb. White Writing  
Items: Anticipate 148 items a year  
**Quantities: 500 to 500,000 copies per item**

**Trim Sizes: 3-7/8 x 8-7/8" (#9)**  
**4-1/8 x 9-1/2" (#10):**

500 to 9,999 copies per item: Approximately 39 items  
10,000 to 500,000 copies per item: Approximately 109 items

Stock/Paper: 28-32 lbs. White, Light Brown, and Brown Kraft  
Items: Anticipate 127 items a year  
**Quantities: 500 to 50,000 copies per item**

**Trim Sizes: 6 x 9"**  
**6 x 9-1/2"**  
**6 x 10-1/2"**  
**6-1/2 x 9-1/2":**

500 to 9,999 copies per item: Approximately 34 items  
10,000 to 50,000 copies per item: Approximately 10 items

**Trim Sizes: 9 x 12"**  
**9-1/2 x 12"**  
**9-1/2 x 12-1/2":**

500 to 9,999 copies per item: Approximately 53 items  
10,000 to 50,000 copies per item: Approximately 13 items

**Trim Sizes: 10 x 15"**  
**11 x 13":**

500 to 9,999 copies per item: Approximately 10 items  
10,000 to 50,000 copies per item: Approximately 2 items

**Trim Size: 12 x 16”:**

500 to 9,999 copies per item: Approximately 4 items

10,000 to 50,000 copies per item: Approximately 1 item

**NO QUANTITY VARIATION ALLOWED**

**GOVERNMENT TO FURNISH:** Previously printed samples or manuscript copy as hard copy or via fax or e-mail. PDF files (native or scanned) on CD or via e-mail. Anticipate most orders will submit GPO Form 2511 and furnished material via e-mail.

**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.

**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, 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.

**TYPESETTING:** When indicated on the individual print order, contractor to set up to 20 lines of type. Contractor to set type in the font indicated on the print order or in the same or similar font to the furnished material.

**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:** When indicated on the individual print order, contractor to submit one “Press Quality” PDF “soft” proof (for content/assembly only) using the same Raster Image Processor (RIP) that will be used to produce the final product. PDF proof will be evaluated for text flow, image/window position, and color breaks. Proof will not be used for color match. Proof to be e-mailed to the address indicated on the individual print order. Government will hold proofs up to 2 workdays.

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

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, 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 original production schedule allotted in the specifications.

Contractor must not print prior to receipt of an “OK to Print”.

**PRIOR-TO-PRODUCTION SAMPLES:** When indicated on the individual print order, prior-to-production samples are to be submitted prior to the production run. The sample requirement for this contract is not less than 250 printed construction samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the address indicated on the individual print order. These samples will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction.

The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program and print order numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 5 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

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

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

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)).

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 stock/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.

Trim Sizes: 3-7/8 x 8-7/8" (#9)  
4-1/8 x 9-1/2" (#10):

White Writing, basis size 17 x 22", 20 lbs. or 24 lbs. per 500 sheets, equal to JCP Code V20. When weight is not indicated on the individual print order, contractor's option to use 20 lbs. or 24 lbs.

|             |                |                 |          |          |
|-------------|----------------|-----------------|----------|----------|
| Trim Sizes: | 6 x 9"         | 9 x 12"         | 10 x 15" | 12 x 16" |
|             | 6 x 9-1/2"     | 9-1/2 x 12"     | 11 x 13" |          |
|             | 6 x 10-1/2"    | 9-1/2 x 12-1/2" |          |          |
|             | 6-1/2 x 9-1/2" |                 |          |          |

White, Light Brown or Brown Kraft, basis size 17 x 22", 28 lbs. or 32 lbs. per 500 sheets, equal to JCP Code V10. When weight is not indicated on the individual print order, contractor's option to use 28 lbs. or 32 lbs. When color is not indicated on the individual print order, contractor's option to use Light Brown or Brown Kraft. White Kraft to be used only when indicated.

**CONSTRUCTION:** Most orders will require open side envelopes. An occasional order may require open end envelopes. Envelopes will be ordered as follows:

**SEAMS AND FLAPS:** The individual print order will indicate the opening and seam style required. Fully gummed flap required unless split gummed flap is indicated on the individual print order.

Diagonal, high cut diagonal, side, or center seams will be required as indicated on the individual print order.

Flaps to be square, slightly rounded (commercial), or pointed (executive) as indicated on the individual print order. Most orders will require slightly rounded (commercial) flaps.

An occasional order will require envelopes to be compatible with specific inserter equipment. Exact seam and flap requirements will be provided with these orders. Contractor to notify GPO immediately upon receipt of order if envelopes cannot be manufactured to exact seam and flap tolerances indicated.

**WINDOWS:** Some items will require single windows. Windows will require clear or frosted glassine or poly material. Some windows will not require a covering. The individual print order will indicate the window size and location. Windows will be considered as “standard” or “non-standard”.

**Standard Windows:** Size: 1-1/8 x 4-1/2”  
Location: 7/8” from left and 1/2” from bottom  
(standard windows ordered on 3-7/8 x 8-7/8” or 4-1/8 x 9-1/2” envelopes only)

**Non-Standard Windows:** Any size window placed in any location other than standard window as defined above. When ordered on Kraft stock/paper, window is considered non-standard.

**PRINTING:** Print face only in a single ink color. Majority of items print in black ink or in a single color of ink other than black (usually blue). Match Pantone number indicated on the print order.

Some items will require the contractor to print a security tint on the interior (on the back before manufacture) of the envelope. Government will specify either blue or black security tint, contractor’s option when not indicated.

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.

**MARGINS:** Maintain margins as indicated on furnished material or print order. Margins for business reply envelopes must comply with USPS Publication 25.

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

**Inner Packing:** All items for trim sizes of 3-7/8 x 8-7/8” and 4-1/8 x 9-1/2” must be boxed in units of 500 envelopes per box before packing in shipping containers.

**LABELING AND MARKING:** Refer to Contract Terms and furnished Form 905.

**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 112-B, Columbus, OH 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 various destinations within the Continental United States (CONUS) and Washington, DC. Destinations will fall within one of three shipping zones:

Zone 1: Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, Tennessee, West Virginia, and Wisconsin. **Most orders will deliver to Tennessee, Ohio, or Kentucky.**

Zone 2: Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Vermont, Virginia, and Washington, DC. **Most orders will deliver to Connecticut or Maine.**

Zone 3: Arizona, Arkansas, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming. **Most orders will deliver to Utah, California, or Colorado.**

Majority of the items will deliver to one destination. Anticipate 1 to 5 orders per year that will require delivery from 2 to 150 destinations in Ohio.

NSA Mid-South Installation: Special delivery requirements as follows:

Orders that deliver to the NSA Mid-South Installation in Millington, TN must be completed by an authorized delivery agent with a NSA Mid-South approved credential. Therefore, upon receipt of order, all deliveries must be coordinated through the point of contact indicated on the individual print order.

Contractor must coordinate the delivery with the specified point of contact in sufficient time to allow a background check of the specific driver. It is anticipated that the background check will take up to 5 workdays.

Failure to provide the approved credential at the time of delivery will result in denial of access to the installation. Contractor will not be allowed a delivery extension or be reimbursed for subsequent re-delivery charges for failure to provide approved credential at time of initial delivery.

It is anticipated that the delivery vehicle will be subjected to inspection; therefore all deliveries must be made at the Common Vehicle Inspection area located at the Singleton gate.

These deliveries shall be performed at no additional cost to the Government. Anticipate 1 to 5 orders per year.

An occasional order will deliver using a Government furnished courier account number. Complete addresses and quantities will be furnished with the individual print order. Inside delivery is required and is defined as delivery to a Government controlled space as directed.

**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) and furnished material.

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

| <u>Number of Orders</u> | <u>Number of Workdays</u> |
|-------------------------|---------------------------|
| 105                     | 5 to 10                   |
| 116                     | 11 to 15                  |
| 28                      | 16 to 20                  |
| 9                       | 21 to 25                  |
| 2                       | 26 to 30                  |

Contractor must have capability to output a minimum of 1,000,000 envelopes per day.

When proofs are ordered, proofs will be held no longer than 2 workdays from receipt. A minimum of 7 workdays allowed for orders requiring proofs.

When prior-to-production samples are ordered, samples will be held no longer than 5 workdays from receipt. A minimum of 15 workdays allowed for orders requiring prior-to-production samples.

When non-standard windows are ordered, a minimum of 10 workdays will be allowed.

Most orders will have print order and furnished material sent via e-mail or fax. Some orders will pick up from GPO Columbus RO.

If an agent is used for pick up of material/proofs, the contractor must provide an adequate supply of completed manifests (airbills) to addresses in the above states to be supplied at the time of award and those added during the contract term listing his/her firm as both the shipper and the consignee.

The ship/delivery date indicated on the print order is the date products delivering f.o.b. destination must be received at the destination and is the date products shipping f.o.b. contractor's city must be shipped.

**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 shipping instructions, delivery lists, 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 return all material furnished by the Government, along with any films made by the contractor, together with one printed sample of each job, to the 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 pick-up/return of furnished materials and proofs, and furnishing sample copies must be borne by the contractor.

**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 one year’s orders 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. (a) (1) 1,475  
(2) 85,575
- 2. (a) (1) 1,210  
(2) 1,690
- (b) (1) 1,730  
(2) 1,980
- (c) (1) 275  
(2) 350
- (d) (1) 120  
(2) 100
  
- II. 1. (a) 87,050
- 2. (a) 2,900  
(b) 3,710  
(c) 625  
(d) 220
  
- III. (a) 30,175  
(b) 48,080  
(c) 20,155  
(d) 171  
(e) 85  
(f) 5
  
- IV. 1. (a) 86,820  
(b) 2,900  
(c) 3,625  
(d) 625  
(e) 220
- 2. (a) 205  
(b) 50
- 3. (a) 25  
(b) 35

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to various destinations within the Continental United States (CONUS) and Washington, DC.

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

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

Fractional parts of 100 will be prorated at the per 100 rate.

**I. PRINTING ENVELOPES:** Prices shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications, except for Items II. Stock/Paper, III. Additional Operations and IV. Inner-Packing, Packing, and Shipping Charges.

Print face only in a single ink color:

- 1. (a) Trim Sizes: 3-7/8 x 8-7/8” or 4-1/8 x 9-1/2”:

|                                      |                        |          |
|--------------------------------------|------------------------|----------|
| (1) 500 to 9,999 envelopes.....      | per 100 envelopes..... | \$ _____ |
| (2) 10,000 to 500,000 envelopes..... | per 100 envelopes..... | \$ _____ |

\_\_\_\_\_  
(Initials)

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**SCHEDULE OF PRICES**

**I. Printing Envelopes (Continued):**

Print face only in a single ink color:

- 2. (a) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2",  
or 6-1/2 x 9-1/2":

(1) 500 to 9,999 envelopes..... per 100 envelopes.....\$ \_\_\_\_\_  
 (2) 10,000 to 50,000 envelopes..... per 100 envelopes.....\$ \_\_\_\_\_

- (b) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2":

(1) 500 to 9,999 envelopes..... per 100 envelopes.....\$ \_\_\_\_\_  
 (2) 10,000 to 50,000 envelopes..... per 100 envelopes.....\$ \_\_\_\_\_

- (c) Trim Sizes: 10 x 15" or 11 x 13":

(1) 500 to 9,999 envelopes..... per 100 envelopes.....\$ \_\_\_\_\_  
 (2) 10,000 to 50,000 envelopes..... per 100 envelopes.....\$ \_\_\_\_\_

- (d) Trim Size: 12 x 16":

(1) 500 to 9,999 envelopes..... per 100 envelopes.....\$ \_\_\_\_\_  
 (2) 10,000 to 50,000 envelopes..... per 100 envelopes.....\$ \_\_\_\_\_

**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 net number of envelopes furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

- 1. Stock/Paper: 20 or 24 lbs. White Writing:

(a) Trim Sizes: 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" ..... per 100 envelopes.....\$ \_\_\_\_\_

- 2. Stock/Paper: 28 or 32 lbs. White, Light Brown, or Brown Kraft:

(a) Trim Sizes: 6 x 9", 6 x 9-1/2", 6 x 10-1/2",  
or 6-1/2 x 9-1/2" ..... per 100 envelopes.....\$ \_\_\_\_\_  
 (b) Trim Sizes: 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" ..... per 100 envelopes.....\$ \_\_\_\_\_  
 (c) Trim Sizes: 10 x 15" or 11 x 13" ..... per 100 envelopes.....\$ \_\_\_\_\_  
 (d) Trim Size: 12 x 16" ..... per 100 envelopes.....\$ \_\_\_\_\_

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(Initials)

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**SCHEDULE OF PRICES**

**III. ADDITIONAL OPERATIONS:** The prices offered for each of the following items must include the cost of all required materials and operations necessary in accordance with these specifications.

- (a) Print interior (any size) with security tint..... per 100 envelopes.....\$\_\_\_\_\_
- (b) Die-cut Standard Window ..... per 100 envelopes.....\$\_\_\_\_\_
- (c) Die-cut Non-standard Window ..... per 100 envelopes.....\$\_\_\_\_\_
- (d) Typesetting, up to and including 20 typelines ..... per item.....\$\_\_\_\_\_
- (e) PDF proofs..... per item.....\$\_\_\_\_\_
- (f) Prior-to-Production Samples (250 samples)..... per item.....\$\_\_\_\_\_

**IV. INNER-PACKING, PACKING, AND SHIPPING CHARGES:** The following charges cover the cost of packing of envelopes in shipping containers (including inner-packing of #9 and #10 envelopes), and shipping to destinations within each of the three zones listed below.

1. Delivered to Zone 1:

- (a) 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" envelopes..... per 100 envelopes.....\$\_\_\_\_\_
- (b) 6 x 9", 6 x 9-1/2", 6 x 10-1/2" or 6-1/2 x 9-1/2" envelopes..... per 100 envelopes.....\$\_\_\_\_\_
- (c) 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" envelopes ..... per 100 envelopes.....\$\_\_\_\_\_
- (d) 10 x 15" or 11 x 13" envelopes ..... per 100 envelopes.....\$\_\_\_\_\_
- (e) 12 x 16" envelopes ..... per 100 envelopes.....\$\_\_\_\_\_

2. Delivered to Zone 2:

- (a) 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" envelopes..... per 100 envelopes.....\$\_\_\_\_\_
- (b) All trim sizes other than IV. 2. (a) above ..... per 100 envelopes.....\$\_\_\_\_\_

3. Delivered to Zone 3:

- (a) 3-7/8 x 8-7/8" or 4-1/8 x 9-1/2" envelopes..... per 100 envelopes.....\$\_\_\_\_\_
- (b) All trim sizes other than IV. 3. (a) above ..... per 100 envelopes.....\$\_\_\_\_\_

**EXPLANATION OF SHIPPING ZONES:** Destinations which are located within the various states and the District of Columbia will fall within one of three shipping zones:

Zone 1: Illinois, Indiana, Kentucky, Michigan, Ohio, Pennsylvania, Tennessee, West Virginia, and Wisconsin. **Most orders will deliver to Tennessee, Ohio, or Kentucky.**

Zone 2: Alabama, Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Vermont, Virginia, and Washington, DC. **Most orders will deliver to Connecticut or Maine.**

Zone 3: Arizona, Arkansas, California, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming. **Most orders will deliver to Utah, California, or Colorado.**

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(Initials)

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**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)

Shipment made from: \_\_\_\_\_  
(City and State)

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