

TITLE: Various Envelopes

ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	North American Envelope		The Print House Brooklyn, NY		Printing Resources Cleveland, OH		Previous Contractor Pricing The Print House	
				COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	UNIT RATE	COST
<b>I. COMPOSITION AND PROOFS</b>											
(a)	Typesetting up to 9 lines	180	---	---	NC	---	NC	---	NC	---	---
(b)	Digital color content proof	200	---	---	NC	---	NC	---	NC	---	---
<b>II. PRINTING, CONSTRUCTION, PACKING ETC. (includes construction)</b>											
1.	White Writing Envelope (20-lb./White Wove (24-lb.):										
(a)	#9 Envelopes (3-7/8 x 8-7/8")										
1.	Format A (1000 to 9,999 copies).....per 1,000	16	35.85	573.60	30.00	480.00	27.50	440.00	25.50	408.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	70	25.85	1,809.50	22.50	1,575.00	19.95	1,396.50	20.00	1,400.00	
(b)	#9 Envelopes (3-7/8 x 8-7/8") with security tint										
1.	Format A (1000 to 9,999 copies).....per 1,000	4	37.50	150.00	32.50	130.00	29.00	116.00	29.00	116.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	20	27.50	550.00	24.00	480.00	21.50	430.00	21.50	430.00	
(c)	#10 Envelopes (4-1/8 x 9-1/2")										
1.	Format A (1000 to 9,999 copies).....per 1,000	96	35.85	3,441.60	25.00	2,400.00	27.50	2,640.00	24.75	2,376.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	140	25.85	3,619.00	20.00	2,800.00	19.95	2,793.00	20.00	2,800.00	
(d)	#10 Envelopes (4-1/8 x 9-1/2") with security tint										
1.	Format A (1000 to 9,999 copies).....per 1,000	56	37.50	2,100.00	26.50	1,484.00	29.50	1,652.00	26.50	1,484.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	92	27.50	2,530.00	21.50	1,978.00	20.50	1,886.00	20.50	1,886.00	
(e)	#10 Envelopes (4-1/8 x 9-1/2") with Government Window										
1.	Format A (1000 to 9,999 copies).....per 1,000	42	85.00	3,570.00	27.00	1,134.00	27.50	1,155.00	27.00	1,134.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	290	41.50	12,035.00	22.00	6,380.00	21.50	6,235.00	22.25	6,452.50	
(f)	#10 Envelopes (4-1/8 x 9-1/2") with Government Window & Security Tint										
1.	Format A (1000 to 9,999 copies).....per 1,000	98	87.00	8,526.00	29.00	2,842.00	29.50	2,891.00	29.00	2,842.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	348	43.50	15,138.00	24.00	8,352.00	23.50	8,178.00	23.50	8,178.00	
(g)	#10 Envelopes (4-1/8 x 9-1/2") with Commercial Window										
1.	Format A (1000 to 9,999 copies).....per 1,000	4	37.85	151.40	30.00	120.00	25.00	100.00	25.40	101.60	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	120	27.85	3,342.00	22.50	2,700.00	21.00	2,520.00	21.90	2,628.00	
(h)	#10 Envelopes (4-1/8 x 9-1/2") with Commercial Window and security tint										
1.	Format A (1000 to 9,999 copies).....per 1,000	10	39.85	398.50	27.00	270.00	27.00	270.00	27.00	270.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	100	29.85	2,985.00	22.00	2,200.00	21.50	2,150.00	22.42	2,242.00	
(i)	#10 Envelopes (4-1/8 x 9-1/2") with Custom Window										
1.	Format A (1000 to 9,999 copies).....per 1,000	1	85.00	85.00	55.00	55.00	75.00	75.00	55.00	55.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	10	41.50	415.00	35.00	350.00	35.00	350.00	32.00	320.00	
(j)	#10 Envelopes (4-1/8 x 9-1/2") with Custom Window and security Tint										
1.	Format A (1000 to 9,999 copies).....per 1,000	1	87.00	87.00	57.50	57.50	85.00	85.00	58.00	58.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	10	43.50	435.00	37.50	375.00	38.50	385.00	34.50	345.00	
2.	White 25% Bond Envelope (24-lb.):										
(a)	#10 Envelopes (4-1/8 x 9-1/2")										
1.	Format A (1000 to 9,999 copies).....per 1,000	4	73.00	292.00	45.00	180.00	45.00	180.00	41.75	167.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	20	61.00	1,220.00	40.00	800.00	40.00	800.00	33.75	675.00	
3.	Light-Brown (Kraft Shade)(28-lb.) with Side Seams:										
(a)	9 x 12"										
1.	Format A (1000 to 9,999 copies).....per 1,000	20	115.40	2,308.00	72.50	1,450.00	75.00	1,500.00	73.00	1,460.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	20	81.40	1,628.00	62.50	1,250.00	60.00	1,200.00	59.00	1,180.00	
(b)	9-1/2 x 12"										
1.	Format A (1000 to 9,999 copies).....per 1,000	10	114.40	1,144.00	72.50	725.00	70.00	700.00	76.90	769.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	40	80.40	3,216.00	62.50	2,500.00	62.00	2,480.00	62.90	2,516.00	
(c)	10 x 13"										
1.	Format A (1000 to 9,999 copies).....per 1,000	2	158.50	317.00	100.00	200.00	95.00	190.00	100.75	201.50	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	20	122.50	2,450.00	80.00	1,600.00	78.00	1,560.00	87.75	1,755.00	
(d)	10 x 15"										
1.	Format A (1000 to 9,999 copies).....per 1,000	2	159.50	319.00	110.00	220.00	115.00	230.00	115.00	230.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	20	123.50	2,470.00	90.00	1,800.00	95.00	1,900.00	92.50	1,850.00	
(e)	12 x 16"										
1.	Format A (1000 to 9,999 copies).....per 1,000	12	245.00	2,940.00	145.00	1,740.00	159.00	1,908.00	145.00	1,740.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	20	207.00	4,140.00	115.00	2,300.00	135.00	2,700.00	120.00	2,400.00	
4.	Light-Brown (Kraft Shade) (32-lb. with side seams										
(a)	9-1/2 x 12"										
1.	Format A (1000 to 9,999 copies).....per 1,000	18	250.00	4,500.00	82.50	1,485.00	85.00	1,530.00	81.00	1,458.00	
2.	Format B (10,000 to 100,000 copies)..... per 1,000	60	184.00	11,040.00	72.50	4,350.00	77.00	4,620.00	67.00	4,020.00	

TITLE: Various Envelopes

				North American Envelope		The Print House Brooklyn, NY		Printing Resources Cleveland, OH		Previous Contractor Pricing The Print House	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
<b>I. COMPOSITION AND PROOFS</b>											
(a)	Typesetting up to 9 lines	180	---	---	NC	---	NC	---	---	---	
(b)	Digital color content proof	200	---	---	NC	---	NC	---	---	---	
5.	Light-Brown (Kraft Shade) (32-lb. with Diagonal seams)										
(a)	9 x 12"										
1.	Format A (1000 to 9,999 copies).....per 1,000	2	258.00	516.00	350.00	700.00	---	---	600.00	1,200.00	
2.	Format B (10,000 to 100,000 copies) ..... per 1,000	10	191.00	1,910.00	325.00	3,250.00	---	---	330.00	3,300.00	
6.	White Kraft (28 - 32-lb.)										
(a)	9-1/2 x 12"										
1.	Format A (1000 to 9,999 copies).....per 1,000	10	114.40	1,144.00	75.00	750.00	85.00	850.00	77.50	775.00	
2.	Format B (10,000 to 100,000 copies) ..... per 1,000	24	80.40	1,929.60	65.00	1,560.00	75.00	1,800.00	71.25	1,710.00	
(b)	9-1/2 x 12-1/2"										
1.	Format A (1000 to 9,999 copies).....per 1,000	4	121.40	485.60	75.00	300.00	90.00	360.00	72.25	289.00	
2.	Format B (10,000 to 100,000 copies) ..... per 1,000	120	87.40	10,488.00	70.00	8,400.00	80.00	9,600.00	68.75	8,250.00	
7.	White Tyvek (or equal) (14-18-lb.)										
(a)	9-1/2 x 12"										
1.	Format A (1000 to 9,999 copies).....per 1,000	2	417.30	834.60	500.00	1,000.00	---	---	520.00	1,040.00	
2.	Format B (10,000 to 100,000 copies) ..... per 1,000	20	340.30	6,806.00	350.00	7,000.00	---	---	340.00	6,800.00	
(b)	9-1/2 x 12-1/2"										
1.	Format A (1000 to 9,999 copies).....per 1,000	8	307.30	2,458.40	280.00	2,240.00	350.00	2,800.00	320.00	2,560.00	
2.	Format B (10,000 to 100,000 copies) ..... per 1,000	20	230.30	4,606.00	250.00	5,000.00	275.00	5,500.00	235.25	4,705.00	
(c)	10 x 13"										
1.	Format A (1000 to 9,999 copies).....per 1,000	4	312.50	1,250.00	280.00	1,120.00	300.00	1,200.00	276.50	1,106.00	
2.	Format B (10,000 to 100,000 copies) ..... per 1,000	20	235.50	4,710.00	250.00	5,000.00	250.00	5,000.00	244.35	4,887.00	
(d)	12 x 15-1/2"										
1.	Format A (1000 to 9,999 copies).....per 1,000	42	399.50	16,779.00	370.00	15,540.00	500.00	21,000.00	370.00	15,540.00	
2.	Format B (10,000 to 100,000 copies) ..... per 1,000	44	322.50	14,190.00	360.00	15,840.00	450.50	19,822.00	355.00	15,620.00	
<b>III. ADDITIONAL OPERATIONS</b>											
(a)	Plate/Copy change.....per change	5	25.00	125.00	5.00	25.00	10.00	50.00	5.00	25.00	
(b)	Prior to Production Samples.....per order	50	250.00	12,500.00	75.00	3,750.00	200.00	10,000.00	250.00	12,500.00	
CONTRACTOR'S SUBTOTAL				-		128,237.50	---			\$136,254.60	
DISCOUNT				-	0.25%	\$320.59	---		0.25%	\$340.64	
DISCOUNTED TOTALS				-		\$127,916.91	---			\$135,913.96	
						(AWARDED)					
*** Percentage Difference is 6% in previous contractor pricing vs proposed contractor pricing											

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Envelopes*

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

Various Government Departments and Agencies

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending August 31, 2017, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on September 1, 2016.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-831, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., Eastern Standard Time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been **extensively** revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, call Roger McKnight on (202) 512-2132; or e-mail [rmcknight@gpo.gov](mailto:rmcknight@gpo.gov).

## 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 Publication 310.2, effective December 1, 1987, Rev. June 2001) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8/02)).

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 Publications 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).

**SUBCONTRACTING:** The predominant production function shall be either the construction of the envelopes or the printing of the envelopes. The predominant production function for envelope contractors shall be the construction of the envelopes and the predominant function for printing contractors shall be printing the envelopes. Bidders who must subcontract both the construction and the printing 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 (page related) Attributes – Level IV.
- (b) Finishing (item related) Attributes – Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniform	O.K. Prior to Productions Samples/O.K. Proofs/ Electronic Media/Camera copy/Sample
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE 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 five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** 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 pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through August 31, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending May 31, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**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 Date of Award through August 31, 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 activity 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.

**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: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of envelopes requiring such operations as composition, electronic prepress, printing, construction, packing, and distribution.

**TITLE:** Envelopes.

**FREQUENCY OF ORDERS:** Approximately 10 to 30 orders per month.

**NOTE:** More than print order may be placed on the same day requiring the same schedule.

### QUANTITY:

Format A: 1,000 to 9,999 envelopes. (Approximately 60% of the orders)

Format B: 10,000 to 100,000 envelopes. (Approximately 40% of the orders)

### TRIM SIZES:

<u>Description</u>	<u>Finished Size</u>
White #9	3-7/8 x 8-7/8"
White #9 with Security Tint	3-7/8 x 8-7/8"
White #10	4-1/8 x 9-1/2"
White #10 with Security Tint	4-1/8 x 9-1/2"
White #10 with Window	4-1/8 x 9-1/2"
White #10 with Window and Security Tint	4-1/8 x 9-1/2"
Light-Brown Kraft Shade	9 x 12"
Light-Brown Kraft Shade	9-1/2 x 12"
Light-Brown Kraft Shade	10 x 13"
Light-Brown Kraft Shade	10 x 15"
Light-Brown Kraft Shade	12 x 16"
White Kraft	9-1/2 x 12"
White Kraft	9-1/2 x 12-1/2"
Tyvek	9-1/2 x 12"
Tyvek	9-1/2 x 12-1/2"
Tyvek	10 x 13"
Tyvek	12 x 15-1/2"

**NOTE:** More than one envelope type may be ordered on the same print order.

**GOVERNMENT TO FURNISH:** An Adobe Acrobat PDF file (current or near current version) will be furnished via email on the majority of the orders. Occasionally, camera copy will be furnished.

Sample will be furnished (via email) for typesetting.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files or on the camera copy, 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 in accordance with these specifications.

**COMPOSITION:** The majority of the orders will require the contractor to set up to nine (9) lines of type. Contractor to match type of furnished sample.

**ELECTRONIC PREPRESS (When applicable):** 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

**PROOFS:**

When ordered, one (1) or two (2) sets of digital color content proofs, as specified. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable. NOTE: Proofs must show type, trim marks, and window position, if applicable.

When ordered, Adobe Acrobat PDF soft proof (current and near current versions). Proof will be transferred to the agency via email. The PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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 must not print prior to receipt of an “O.K. to Print.”

**PRIOR TO PRODUCTION SAMPLES (When ordered):** Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 25 samples. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, and program numbers.

Each envelope shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. All samples must be printed on and constructed from the stock/paper as specified herein.

Additionally, samples will be inspected for the thickness of glue used and to ensure that the envelopes will seal after being stuffed for use in various machines.

Submit sample envelopes to the address as specified on the print order.

Contractor must submit the samples within three (3) workdays of receipt of the print order and furnished materials.

The Government will approve, conditionally approve, or disapprove the samples within two (2) 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 that 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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

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. The costs of all samples shall be charged in accordance with the "SCHEDULE OF PRICES."

**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.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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 paper to be used will be indicated on each print order.

White Writing Envelope, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20; or, at contractor's option, White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22".

White 25% Bond Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V40.

Light-Brown (Kraft Shade) Envelope, basis weight: 28 and 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

White Kraft Envelope, basis weight: 28-32 lbs. per 500 sheets, 17 x 22".

White Tyvek (or equal), basis weight: 14-18 lbs. per 500 sheets, 17 x 22".

**PRINTING:** Print face only (after construction) in black ink or one Pantone ink color. Match Pantone number as indicated on the print order.

An occasional order will require a security tint on #9 envelopes and #10 envelopes (with and without windows). The security tint **MUST PRINT** on the inside of the envelope (after construction) in blue or black ink. Contractor may use their own design, but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Envelope printing (e.g., postnet barcodes, facing identification marks, print contrast ratio, etc.) must meet U.S. Postal Service automation guidelines/requirements (refer to latest version 2003 of USPS Publication 25, Designing Business Letter Mail.)

Department of Homeland Security requires that shipments going to Laguna Niguel, CA, Lee's Summit, MO, and St. Albans, VT, must be able to run through Pitney Bowes stuffer and inserter machines. The model numbers will be indicated on the individual print orders.

An occasional order may require up to 10 plate/copy changes and shall be charged under Item III. "ADDITIONAL OPERATIONS" in the "SCHEDULE OF PRICES."

**MARGINS:** Maintain margins as indicated on the print order, furnished electronic file, or furnished copy.

**CONSTRUCTION:**

White Writing (or Wove) and White 25% Bond envelopes shall be open side, high-cut, diagonal seams with gummed flap.

Kraft (Light-Brown Shade and White) envelopes shall be open side, diagonal or side seams, as ordered, with gummed flap.

White Tyvek envelopes shall be open end with a center seam. Cover the adhesive with a suitable, slightly oversized removable backing sheet.

Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from adhering to the envelope contents. The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains. Some envelope will require a split glue flap.

Window envelopes: When required, the window shall have a clear, transparent type window material that will not deteriorate from normal heat exposure during thermography or engraving. The clear material must be securely glued on all sides so as not to interfere with insertion of contents. The clear window material and its application to the envelope must not prevent the address from being distinctly legible.

Size and location of the required window will be indicated on the print order and must meet criteria specified in the U.S. Postal Service Publication 25. The print order with attached instructions will show the type of window, size of window, and indicate whether window corners are to be rounded or slightly rounded.

*For #10 Envelopes only:*

Government Window: 1-1/4 x 4-3/4"  
Location: 3/4" from left, 1/2" from bottom

Commercial Window: 1-1/8 x 4-1/2"  
Location: 7/8" from left, 1/2" from bottom

Custom Window: Window size/location as indicated on the print order.

**PACKING:**

Box envelopes in suitable units or as indicated on the print order.

Pack in shipping containers.

Pallets will be required when indicated on the print order.

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

Furnished proof label (GPO 892) must be filled in by the contractor and used on all proof packages.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies 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.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
12,000 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to the U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Majority of orders will deliver f.o.b. destination to addresses within a 60-mile radius of Washington, DC.

An occasional order may ship f.o.b. contractor's city (reimbursable) to addresses outside the 60-mile radius.

Complete addresses and quantities will be furnished with the print orders.

When required, contractor to ship by most economical means to the Government. Contractor will be reimbursed for all shipping charges upon receipt of shipping receipts with contractor's billing invoice.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination outside of the 60-mile radius are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

For each order placed, contractor must notify the ordering agency on the same day that the product delivers/ships (via e-mail) to the email address specified on the print order. The subject line of this message shall be "Distribution Notice for Program Number 695-S, Jacket XXX-XXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, delivery/shipping method, and title of product. Contractor must be able to provide copies of all delivery and shipping receipts upon agency request.

Within 10 workdays of complete distribution of each order, all Government furnished material **MUST** be returned to the address as specified on the print order, when applicable.

All expenses incidental to picking up and returning materials (when applicable), submitting proofs and prior to production samples, and furnishing sample copies must be borne by the contractor.

**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).

On the majority of orders placed, print order and furnished material will be furnished via email.

When applicable, print order and furnished material must be picked up from one address within a 60-mile radius of Washington, DC. An occasional order may require pickup outside the 60-mile radius.

When hard copy proofs are required, proofs are to be delivered to and picked up from the address specified on the print order. When PDF soft proofs are required, PDF is to be e-mailed to the address specified on the print order.

No definite schedule for pickup of material can be predetermined. However, contractors should be prepared to accept orders immediately after award.

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.

- Contractor must complete production and distribution within 7 to 10 workdays, as specified on the print order.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup or changes/corrections/"O.K. to Print" is emailed to contractor. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the above specified schedule.

NOTE: If prior to production samples are required, an additional five (5) workdays will be added to the schedule, as follows: Contractor must submit within three (3) workdays of receipt of "O.K. to Print" on proofs; the Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof.

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and products ordered for shipping f.o.b. contractor's city must be picked up by a small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### 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 (1) year’s production 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.	(a)	180	
	(b)	200	
		(1)	(2)
II.	1. (a)	16	70
	(b)	4	20
	(c)	96	140
	(d)	56	92
	(e)	42	290
	(f)	98	348
	(g)	4	120
	(h)	10	100
	(i)	1	10
	(j)	1	10
	2.	4	20
	3. (a)	20	20
	(b)	10	40
	(c)	2	20
	(d)	2	20
	(e)	12	20
	4.	18	60
	5.	2	10
	6. (a)	10	24
	(b)	4	120
	7. (a)	2	20
	(b)	8	20
	(c)	4	20
	(d)	42	44
III.	(a)		5
	(b)	50	

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to addresses within a 60-mile radius of Washington, DC, and f.o.b. contractor’s city for all shipping.

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

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 non-responsive.

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

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

**Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”**

**I. COMPOSITION AND PROOFS:**

- (a) Typesetting up to 9 lines .....per order.....\$ \_\_\_\_\_
- (b) Digital color content proof ..... per proof.....\$ \_\_\_\_\_

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

**II. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

NOTE: All prices are per 1,000 envelopes, printed one side only in a single ink color:

	<u>FORMAT</u>	
	<u>A</u> (1)	<u>B</u> (2)
1. White Writing Envelope (20-lb.)/White Wove (24-lb.):		
(a) #9 Envelopes (3-7/8 x 8-7/8") .....	\$ _____	\$ _____
(b) #9 Envelopes (3-7/8 x 8-7/8") with security tint .....	\$ _____	\$ _____
(c) #10 Envelopes (4-1/8 x 9-1/2") .....	\$ _____	\$ _____
(d) #10 Envelopes (4-1/8 x 9-1/2") with security tint .....	\$ _____	\$ _____
(e) #10 Envelopes (4-1/8 x 9-1/2") with Government window.....	\$ _____	\$ _____
(f) #10 Envelopes (4-1/8 x 9-1/2") with Government window and security tint.....	\$ _____	\$ _____
(g) #10 Envelopes (4-1/8 x 9-1/2") with commercial window .....	\$ _____	\$ _____
(h) #10 Envelopes (4-1/8 x 9-1/2") with commercial window and security tint .....	\$ _____	\$ _____
(i) #10 Envelopes (4-1/8 x 9-1/2") with custom window .....	\$ _____	\$ _____
(j) #10 Envelopes (4-1/8 x 9-1/2") with custom window and security tint .....	\$ _____	\$ _____
2. White 25% Bond Envelope (24-lb.):		
#10 Envelopes (4-1/8 x 9-1/2") .....	\$ _____	\$ _____
3. Light-Brown (Kraft Shade) (28-lb.) with Side Seams:		
(a) 9 x 12" .....	\$ _____	\$ _____
(b) 9-1/2 x 12" .....	\$ _____	\$ _____
(c) 10 x 13" .....	\$ _____	\$ _____
(d) 10 x 15" .....	\$ _____	\$ _____
(e) 12 x 16" .....	\$ _____	\$ _____

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

	<u>FORMAT</u>	
	<u>A</u> (1)	<u>B</u> (2)
4. Light-Brown (Kraft Shade) (32-lb.) with Side Seams:		
9-1/2 x 12" .....	\$ _____	\$ _____
5. Light-Brown (Kraft Shade) (32-lb.) with Diagonal Seams:		
9 x 12" .....	\$ _____	\$ _____
6. White Kraft (28 – 32-lb.):		
(a) 9-1/2 x 12" .....	\$ _____	\$ _____
(b) 9-1/2 x 12-1/2" .....	\$ _____	\$ _____
7. White Tyvek (or equal) (14 – 18-lb.):		
(a) 9-1/2 x 12" .....	\$ _____	\$ _____
(b) 9-1/2 x 12-1/2" .....	\$ _____	\$ _____
(c) 10 x 13" .....	\$ _____	\$ _____
(d) 12 x 15-1/2" .....	\$ _____	\$ _____

**III. ADDITIONAL OPERATIONS:**

- (a) Plate/Copy change .....per change .....\$ \_\_\_\_\_
- (b) Prior to Production Samples .....per order .....\$ \_\_\_\_\_

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

My production facilities are located within the assumed area of production ..... yes no

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor’s plant ..... \_\_\_\_\_
2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product ..... \_\_\_\_\_
  - b. Number of hours from pickup of completed product to delivery at destination..... \_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out all pages in SECTION 4. - “SCHEDULE OF PRICES” relating to the category or categories for which bids are submitted, initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910, “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

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

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)