

TITLE: Department of Energy Envelopes Department of Energy

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	LithExcel Albuquerque, NM		The Print House Brooklyn, NY		Printing Resources Cleveland, OH	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
<b>I.</b>	<b>COMPLETE PRODUCT</b>							
<b>A.</b>	<b>White Writing or Wove, Printed one side only in single ink color:</b>							
(a)	Make ready and/or Setup.....Per Order.....	37	30.00	1,110.00	15.00	555.00	25.00	925.00
(b)	Running per 100 envelopes							
(1)	3-7/8 x 8-7/8" (No. 9)	90	4.90	441.00	4.25	382.50	3.25	292.50
(2)	4-1/8 x 9-1/2" (No. 10)	1,573	5.20	8,179.60	3.75	5,898.75	3.50	5,505.50
(3)	4-1/2 x 10-3/8" (No. 11)	45	6.90	310.50	5.75	258.75	4.50	202.50
<b>B.</b>	<b>Kraft Envelopes, Printed one side only in single ink color, Fully Gummed Flap:</b>							
(a)	Make ready and/or Setup.....Per Order...	4	30.00	120.00	25.00	100.00	25.00	100.00
(b)	Running per 100 envelopes							
(1)	9 x 12"	15	11.90	178.50	15.00	225.00	10.00	150.00
(2)	9-1/2 x 12-1/2"	5	12.50	62.50	15.00	75.00	12.00	60.00
(3)	10 x 13"	300	16.90	5,070.00	15.00	4,500.00	14.00	4,200.00
<b>C.</b>	<b>Light Brown Kraft Envelopes, Print one side only in single ink color, Ungummed Flap, Button and String Closure with 8-Hole Drill, Open End (includes drilling):</b>							
(a)	Make ready and/or Setup.....Per Order...	2	30.00	60.00	250.00	500.00	25.00	50.00
(b)	Running per 100 envelopes							
(1)	10 x 13"	20	18.90	378.00	80.00	1,600.00	150.00	3,000.00
<b>II.</b>	<b>ADDITIONAL OPERATIONS</b>							
(a)	Print/Tint interior of envelope with suitable opaque security design:							
(1)	White Writing or Wove ..... per 100 envelopes	1,693	4.50	7,618.50	0.50	846.50	2.00	3,386.00
(2)	Kraft ..... per 100 envelopes	305	5.50	1,677.50	5.00	1,525.00	5.00	1,525.00
(b)	Print back side of envelope including flap if required in a single ink color:							
(1)	White Writing or Wove ..... per 100 envelopes	175	4.00	700.00	1.00	175.00	2.00	350.00
(2)	Kraft ..... per 100 envelopes	25	4.00	100.00	5.00	125.00	4.00	100.00
(c)	Additional ink color(s) (inc spot color(s) and process inks), price per color and for each exterior side (face or back side of envelope):							
(1)	White Writing or Wove ..... per 100 envelopes	100	7.00	700.00	2.50	250.00	2.00	200.00
(2)	Kraft ..... per 100 envelopes	150	8.00	1,200.00	5.00	750.00	4.00	600.00
(d)	Standard window, with or without covering:							
(1)	White Writing or Wove ..... per 100 envelopes	540	6.50	3,510.00	1.00	540.00	2.50	1,350.00
(e)	Non-Standard window, with or without covering:							
(1)	White Writing or Wove ..... per 100 envelopes	270	10.00	2,700.00	5.00	1,350.00	5.00	1,350.00
	TOTAL OFFER:			\$34,116.10		\$19,656.50		\$23,346.50
	DISCOUNT:		1.00%	\$341.16	1/4%	\$49.14	Net	\$0.00
	NET OFFER:		20 Days	\$33,774.94	20 Days	\$19,607.36	30 Days	\$23,346.50

AWARDED

Abstracted by: Teri Shoffstall 9/28/16

Reviewed by: RLV 9/29/16

Contract Awarded to: The Print House

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

**U.S. GOVERNMENT PUBLISHING OFFICE**

Columbus, Ohio

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

Department of Energy Envelopes

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

Department of Energy, Oak Ridge, TN

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning October 1, 2016 and ending September 30, 2017, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "*OPTION TO EXTEND THE TERM OF CONTRACT*" clause in Section 1 of this contract.

**MAIL OR TELEFAX REPLY REQUESTED:** Please review these specifications and mail your reply to U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RO (614) 488-4577 or (614) 488-1481.

**QUOTES ARE REQUESTED BY:** 2:00 p.m., prevailing Columbus, Ohio time,  
September 28, 2016

**QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.**

**BIDDERS PLEASE NOTE:** 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 Russell Woodmancy at (614) 488-4616, ext. 8 (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 <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

**More GPO Publications can be found at:** <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 bidder 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 function may be either the manufacturing of the envelopes or the printing of the envelopes. Bidders who must subcontract both 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 Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Digital File/Sample/Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Digital File/Sample

**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 (September 30, 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*” 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 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 **October 1, 2016 through September 30, 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 **June 30, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

*Note: This contract does not have a Paper 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 a preaward survey 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 **October 1, 2016 through September 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 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.

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.

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 GPO Columbus Regional Office via email 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 vouchers 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>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor’s invoice, and PDF of envelope via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

**NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in the “SECTION 4. -SCHEDULE OF PRICES.”**

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of various envelopes requiring such operations as follows: manufacture of envelopes; electronic prepress; printing in single, multi-colors and 4-color process; drilling; packing and delivery.

**TITLE:** Department of Energy Envelopes.

**ORDERS/QUANTITY/TRIM SIZES:** Based on prior year usage, approximately 43 orders will be placed during the year.

**White Writing or Wove Envelopes:**

Approximately 37 orders per year.

Approximately 500 to 30,000 envelopes per order with an occasional order less than 500 envelopes.

- 3-7/8 x 8-7/8" (No. 9)
- 4-1/8 x 9-1/2" (No. 10)
- 4-1/2 x 10-3/8" (No. 11)

**Kraft Envelopes (Brown, Light Brown, and White Kraft):**

Approximately 6 orders per year.

Approximately 500 to 4,000 envelopes per order.

Fully Gummed Flap:

- 9 x 12"
- 9-1/2 x 12-1/2"
- 10 x 13"

Open End, Ungummed Flap, Button and String Closure with 8-hole drill:

- 10 x 13"

**NO QUANTITY VARIATION ALLOWED.**

**GOVERNMENT TO FURNISH:** Furnished material to be sent to the contractor by one of the following methods: PDF Files via e-mail, camera copy, reprint sample for contractor to use has manuscript copy, color match and/or to be used as construction guide.

**Typesetting:** Contractor may have to reset type in same or similar typeface. Average type dimension per furnished PDF file or sample. Upon completion of the order, the contractor must furnish final type set image in PDF (digital deliverables). The digital deliverables must be an exact representation of the final printed product and shall be returned on a CD with the printed sample or e-mailed to the point of contact on the Print Order.

**Platform and Software:** Mac OS X (10.3.7) and Adobe Acrobat 6.0. Versions may be upgraded during the term of the contract. Files formatted to include text, rules, line art in final layout form.

**ELECTRONIC PREPRESS:** 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 Officer 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., form number, and revision date, carried on copy or film, must not print on finished product.

NOTE: GPO Imprint requirement is waived.

**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.

**STOCK/PAPER:** The specifications of all stock/paper furnished must be in accordance with those listed herein.

**No. 9, No 10 and No. 11 Envelopes:** White Writing or Wove, basis size 17 x 22”, 20 – 24 lbs. per 500 sheets, equal to JCP V20.

**Kraft Envelopes:** Brown, Light Brown, or White Kraft, basis size 17 x 22”, 28 – 32 lbs. per 500 sheets, equal to JCP V10.

**CONSTRUCTION:**

**No. 9, No 10 and No. 11 Envelopes:** Open side with diagonal, high cut diagonal, or side seams and a fully gummed flap.

**Kraft Envelopes:** may be open side or open end with diagonal, center, or side seams and a fully gummed flap or ungummed flap with button and string closure.

**Standard and Non-Standard Windows -- No. 9, No 10 and No. 11 Envelopes only:** Some orders will require standard or non-standard windows.

Standard window size: 1-1/8 x 4-1/2”, located 7/8” from left and 1/2” from bottom edges of envelope.

Non-Standard Window size and location will be indicated on the individual print order.

Window envelopes to be covered or not covered as indicated on the print order. Windows that are covered with a suitable clear material securely glued to the inside of the envelope.

**PRINTING:** As indicated on the Print Order, after construction, print type and line matter, print face only, or face and back, or face and back plus flap in one to three ink colors or 4-color process per side. Some orders will bleed off one or more edges or require surface tint the outside (face – before manufacture) of envelope.

Print or tint on the inside (back – before manufacture) in black ink (lining not acceptable). Contractor may use their own design (no proprietary designs or company logos allowed) but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein outside the window area.

Match Pantone number as indicated on the print order.

**MARGINS:** Maintain margins as indicated on camera copy, reprint copy or digital media. Some orders will bleed off one or more edges or require surface tinting of exterior of envelope. Margins for business reply envelopes must comply with USPS Publication 25.

**DRILLING:**

- **10 x 13" Light Brown Kraft Envelopes, Open End, Ungummed flap, Button and String Closure:** 8 round holes (4 rows and 2 columns) uniform 3/16", 1/4" or 5/16" in diameter through both the front and back after construction. Hole placement as follows unless otherwise stated on Print Order:
  - Row - center of the holes from the top fold, 2-3/4", 5-1/2", 8-1/4" and 11" in 13" dimension,
  - Column - 6-1/4" center to center of holes, 1-7/8" from the left/right edge in 10" dimension.

**INNER PACKING:** All orders must be boxed in units of 500 envelopes per box with any remaining uneven number of envelopes being packed suitably.

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

**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 locations in Oak Ridge, Tennessee. Addresses will be indicated on the individual print order. Anticipate one delivery location per print order.

**SCHEDULE:** No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) and furnished material.

The print order and furnished material will be e-mailed or mailed/delivered f.o.b. contractor's plant using Government specified carrier.

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.

Orders will be scheduled according to the size, type (window or not) and quantity of envelopes per order. The "within" number of workdays is the number of workdays the contractor has to make delivery but the contractor has the option to deliver products before delivery date within Oak Ridge, TN delivery hours of operation.

The ship/deliver date indicated on the print order is the delivery date the products must be received between the hours of 7:00 a.m. and 1:30 p.m. Mon-Thurs. (closed Fridays) prevailing Oak Ridge, TN time unless otherwise stated on the Print Order.

**Delivered at destination within 8 workdays the following envelopes:**

- 3-7/8 x 8-7/8" (No. 9) without window.
- 4-1/8 x 9-1/2" (No. 10) without window.
- 4-1/2 x 10-3/8" (No. 11) without window.

**Delivered at destination within 10 workdays the following envelopes:**

- 3-7/8 x 8-7/8" (No. 9) with standard window, and/or security tint.
- 4-1/8 x 9-1/2" (No. 10) with standard window, and/or security tint.
- 4-1/2 x 10-3/8" (No. 11) with standard window, and/or security tint.
- 9 x 12" Kraft without security tint.
- 9-1/2 x 12-1/2" Kraft without security tint.
- 10 x 13" Kraft without security tint.

**Delivered at destination within 15 workdays the following envelopes:**

- 3-7/8 x 8-7/8" (No. 9) with non-standard window.
- 4-1/8 x 9-1/2" (No. 10) with non-standard window.
- 4-1/2 x 10-3/8" (No. 11) with non-standard window.

**Delivered at destination within 20 workdays the following envelopes:**

- Kraft envelopes that require opaque security design on the inside after construction.
- 10 x 13" Light Brown Kraft Open End, Ungummed Flap, Button and String Closure with 8-hole drill.

**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 (GFP) :** It is not anticipated that GFP will be required to be returned to the agency. However, should the return of GFP to the agency be required, upon completion of each order, all furnished materials must be returned to the agency primary point of contact or to other address as stipulated on the 2511 print order or as otherwise specified by the agency. Returned GFP shall be marked with program number, print order number and jacket number.

The contractor must deliver all material furnished by the Government along with any reproducibles made by the contractor, together with one printed sample of each job, to the Oak Ridge, TN 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 pickup/return of materials and furnishing sample copies must be borne by the contractor.

**SECTION 3. – DETERMINATION OF AWARD AND PLACEMENT OF WORK**

The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements. The lowest bid will be determined 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 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.A.	(a)		37
	(b)	(1)	90
		(2)	1,573
		(3)	45
B.	(a)		4
	(b)	(1)	15
		(2)	5
		(3)	300
C.	(a)		2
	(b)	(1)	20
II.	(a)	(1)	1,693
		(2)	305
	(b)	(1)	175
		(2)	25
	(c)	(1)	100
		(2)	150
	(d)	(1)	540
	(e)	(1)	270

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to Oak Ridge, TN.

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 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 within the category that a bidder is bidding on 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. COMPLETE PRODUCT:** The prices offered must include the cost of all required materials and operations in accordance with these specifications except for Item II. Additional Operations.

- A. White Writing or Wove, Printed one side only in a single ink color,
  - (a) Makeready and/or Setup ..... per order .....\$ \_\_\_\_\_
  - (b) Running per 100 envelopes:
    - (1) 3-7/8 x 8-7/8” (No. 9) .....\$ \_\_\_\_\_
    - (2) 4-1/8 x 9-1/2” (No. 10) .....\$ \_\_\_\_\_
    - (3) 4-1/2 x 10-3/8” (No. 11) .....\$ \_\_\_\_\_

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

**RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE**

**SCHEDULE OF PRICES**

**I. COMPLETE PRODUCT (Continue):**

**B. Kraft Envelopes, Printed one side only in single ink color, Fully Gummed Flap:**

- (a) Makeready and/or Setup..... per order .....\$ \_\_\_\_\_
- (b) Running per 100 envelopes:
  - (1) 9 x 12” .....\$ \_\_\_\_\_
  - (2) 9-1/2 x 12-1/2” .....\$ \_\_\_\_\_
  - (3) 10 x 13” .....\$ \_\_\_\_\_

**C. Light Brown Kraft Envelopes, Print one side only in single color of ink, Ungummed Flap, Button and String Closure with 8-Hole Drill, Open End (includes drilling):**

- (a) Makeready and/or Setup..... per order .....\$ \_\_\_\_\_
- (b) Running per 100 envelopes:
  - (1) 10 x 13” .....\$ \_\_\_\_\_

**II. ADDITIONAL OPERATIONS:** The prices offered for each of the following items must be all-inclusive for the performance of operations that are additional to those specified under Item I. and must include the cost of all required materials and operations necessary in accordance with these specifications.

*Note: Items (a), (b) and (c) descriptions below are after envelope construction.*

- (a) Print/Tint interior of envelope with suitable opaque security design:
  - (1) White Writing or Wove ..... per 100 envelopes..... \$ \_\_\_\_\_
  - (2) Kraft..... per 100 envelopes..... \$ \_\_\_\_\_
- (b) Print back side of envelope including flap if required in a single ink color:
  - (1) White Writing or Wove ..... per 100 envelopes..... \$ \_\_\_\_\_
  - (2) Kraft..... per 100 envelopes..... \$ \_\_\_\_\_
- (c) Additional ink color(s) (including spot color(s) and process inks), price per color and for each exterior side (face or back side of envelope):
  - (1) White Writing or Wove ..... per 100 envelopes..... \$ \_\_\_\_\_
  - (2) Kraft..... per 100 envelopes..... \$ \_\_\_\_\_
- (d) Standard window, with or without covering:
  - (1) White Writing or Wove ..... per 100 envelopes..... \$ \_\_\_\_\_
- (e) Non-Standard window, with or without covering:
  - (1) White Writing or Wove ..... per 100 envelopes..... \$ \_\_\_\_\_

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

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**SCHEDULE OF PRICES**

**QUOTE SUBMISSION AND BIDDERS NAME AND SIGNATURE:** Fill out and return two copies of 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 quotation.

**Discounts are offered for payment as follows: \_\_\_ percent, \_\_\_\_\_ calendar days.  
See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).**

Bidder \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

By \_\_\_\_\_

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

\_\_\_\_\_  
(Person to be Contacted)

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

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Contractor Code Number if Known)

\_\_\_\_\_  
(e-mail address)

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_

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