

Program No 5385-S Date of Award through January 31, 2016 plus up to 4 Option Years

Title: Piggy Back Envelope for BFS

ITEM NO	DESCRIPTION	BASIS OF AWARD	Printing Resources 340-71367	Victor Envelope 120-91253		
	COMPLETE PRODUCT:		UNIT RATE	COST	UNIT RATE	COST
(1)	Make ready and/or Setup	12	100.00	1200.00	2450.00	29400.00
(2)	Running Per 1000 Copies	60	1322.00	79320.00	828.00	49680.00
Contractor's Totals				\$80,520.00		\$79,080.00
Discount				0.00%		\$0.00
Discounted Totals				\$80,520.00		\$78,289.20
II. PREMIUM PAYMENTS...% INCREASE				20%		25%
Abstracted By: J Gooden						<b>AWARDED</b>
Reviewed by: R Gilbert						

U.S. GOVERNMENT PUBLISHING OFFICE  
Virginia Beach, Virginia

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Piggy Back Envelope for BFS**

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

Department of the Treasury  
Washington DC

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending January 31, 2016 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 2:00p.m., prevailing Eastern Standard Time, on February 10, 2015.

**BID SUBMISSION:** Submit bids to: U.S. Government Publishing Office, 291 Independence Blvd. Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Fax Number (757) 490-7950. 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.

**NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. WILL NOT BE CONSIDERED FOR AWARD.**

Do NOT fax double sets or extra copies of forms that have not been requested; only fax the pages in SECTION 4 of these specifications, with all of the information completed as requested.

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.**

For information of a technical nature call Joy Gooden on (757) 490-7940, extension 2 (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 GPO Contract Terms (GPO Publication. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication. 310.1, effective May 1979 (Rev. 8-02)).

GPO PUBLICATION. 310.2 IS AVAILABLE ON THE GPO WEB SITE AT  
<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO PUBLICATION. 310.1 IS AVAILABLE ON THE GPO WEB SITE AT  
<http://www.gpo.gov/pdfs/vendors/ac-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>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**SUBCONTRACTING:** The predominant production function is printing and envelope conversion. Bidders who must subcontract these operations will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) 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>	<u>Alternate Standard*</u>
P-7. Type Quality and Uniformity	Approved Proofs	File Setup

\*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

**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 to January 31, 2016, 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 October 31, 2014, 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.

#### **REQUIREMENTS FOR CONTRACTOR (PRIOR TO AWARD):**

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

**PREAWARD TEST:** The prospective Contractor will be supplied with materials, such as PDF Files and constructed samples, and is required to produce 100 printed sample envelopes in accordance with these specifications to Kansas City Financial Center (KFC). Envelopes must be packed according to the contract specifications. Contractor must ensure that the product meets the parameters established by the Government. **The Preaward Test must be produced at no cost to the Government.**

The test samples must be delivered f.o.b. destination to Kansas City Financial Center (KFC), Attn: Dirk Dean or Jim McClung (816-414-2222/4), Administrative Office, 4241 NE 34<sup>th</sup> Street, Kansas City, MO 64117, within 14 calendar days after notification of the availability of furnished materials. The container and accompanying documentation shall be marked "SAMPLES" and shall include the GPO Program Number, and Program Title.

These samples will be inspected and tested for compliance with the specifications. The Government will approve, conditionally approve, or disapprove the samples within ten (10) workdays of the receipt thereof. Approval or conditional approval shall not relieve the prospective Contractor from complying with the specifications. A conditional approval shall state any further action required by the Contractor. A notice of disapproval shall state the reason 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 testing, 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 cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event the prospective Contractor cannot demonstrate compliance with the specifications, the Contractor shall be declared nonresponsible. Contractors found to be nonresponsible will be required, under Government supervision, to destroy all plates, negatives, or other media produced by the Contractor that might be used to produce envelopes described in these specifications. Further, nonresponsible Contractors will be required to return any Government furnished materials upon the request of and as directed by the Contracting Officer.

All costs such as, but not limited to, making press plates, stock/paper, make-ready and setup, and shipment incurred by the Contractor in order to satisfactorily meet the requirements of the preaward test and furnish an acceptable product in accordance with these specifications shall be borne by the Contractor. All printed test samples shall be manufactured at the facility in which the contract production quantities are to be manufactured.

**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 to January 31, 2016. 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Tina.Decker@treasury.gov; Dirk.Dean@fms.treas.gov; and infovirginiabeach@gpo.gov (or to the address furnished on the Print Order). The subject line of this message shall be "Distribution Notice for Program 5385-S, P.O. XXXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Virginia Beach GPO. If such orders are placed by the agency, and no Modification is received from the Virginia Beach GPO, the contractor is to notify GPO Virginia Beach immediately. Failure to do so may result in nonpayment.**

**PAYMENT:** Submit all billing invoices to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop FMCE, Washington, DC 20401.

**NOTE:** CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE SECTION 4.

Use GPO barcode with invoice: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Fax barcode sheet, purchase order, invoice, and delivery receipt with quantity represented to (202) 512-1851. For more information ... <http://www.gpo.gov/vendors/payment.htm>

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of window envelopes, requiring such operations as printing, envelope conversion, and distribution. Must be printed offset.

**TITLE:** Piggy Back Envelope for BFS

**FREQUENCY OF ORDERS:** Approximately 1 order per month.

**QUANTITY:** Approximately 5,000 envelopes per month

Although this is an option year contract, all estimates, averages, etc. are based upon one year's production.

"NOTE: More than one product may be ordered on the same print order requiring the same schedule."

**NUMBER OF PAGES:** Face only

**TRIM SIZES:** Size and construction are critical. Overall Size: 18-7/8 (includes a 1-7/8" wide gummed flap) x 25" (includes two 6-1/2" wide side flaps and an 8" deep bottom flap). Final Size: 12 x 9" (plus a 1-7/8" gummed flap)

**GOVERNMENT TO FURNISH:** Electronic Media, camera copy or previously printed sample to be used as camera copy for type/rules printing on outside face and back of envelope.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A Print Order (GPO Form 2511) will be supplied for each individual order. Will be e-mailed or faxed.

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.

**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.

Contractor will be required to obtain a die to exactly match the furnished sample envelopes in all elements, i.e., throat, flap, window, etc. **at no cost to the Government**

**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 the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

THE CONTRACTOR SHALL CREATE/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 PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.

**PROOFS:** All orders will require one Press Quality PDF Proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product to be sent [tina.decker@treasury.gov](mailto:tina.decker@treasury.gov); [dirk.dean@fiscal.treasury.gov](mailto:dirk.dean@fiscal.treasury.gov); and [jim.mcclung@fiscal.treasury.gov](mailto:jim.mcclung@fiscal.treasury.gov). Contractor to call Tina Decker, at (202) 622-2150 to confirm receipt of email. Proof must show color, the position of the window, and contain all crop marks. Also, include a reminder that the agency can only keep proofs two (2) days. Date of receipt is not considered first day. The contractor must not print prior to receipt of an "OK to print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011. For more information see [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf)

All paper used in each order must be of a uniform shade; and a close match by visual inspection of the JCP and/or attached color sample(s); and all paper must have the grain parallel to the fold.

White Kraft Envelopes, (Basis weight 30 lbs. per 500, 17 x 22"), equal to JCP Code V10.

**PRINTING:** Must be printed offset.

Prints a return address in black ink on the flap along with a black First Class Mail type line. Prints on the opposite side of the glue running parallel to the 12" dimension.

Printing on outside, after construction, is in black ink. All printing must be clear and legible, not plugged or smudged. Contractor is NOT to retype any furnished material unless ordered by the government. Print Orders will reflect what is required to be printed. When printing on the flap is ordered, the contractor must ensure that the image aligns with the other material printing on the back flaps.

**INK:** 1 color of ink. Ink must contain a minimum of 20% vegetable oil. Black on the back of envelope (seam side including flap).

Match ink color as indicated on the print order.

**MARGINS:** Head: 3/8" from flap score and 1" from left edge.

**CONSTRUCTION:** White Kraft envelopes, open side, custom seams with a fully water-soluble gummed flap, which must be curl-free for up to four months, after receipt by the agency.

The back including the flap (seam side), after construction, will print in one (1) ink color printing on the flap which must align with the image on the body of the envelope and crossing over the seams.

Round all corners including flaps.

Create a 1-7/8" wide fully gummed round-cornered flap (glue is on the opposite side of the printing), which runs along the entire 12" top dimension. Die cut a 4-1/2 x 1-1/2" round cornered window in the 8" deep bottom flap. Securely glue clear cellophane to the inside to cover window at the top, bottom and left edges with no loose edges ensuring no excess glue exceeds cellophane edges (no glue on the right side of the cellophane under the perforations). The 4-1/2" window dimension runs parallel to the 12" dimension.

Perforate the 8" flap in two locations connecting to the window on the right side extending at a 3-1/2" long angle (one extending up and the other extending down to create a tear open feature). Securely glue the two 6-1/2" wide side flaps together at the center where they overlap 1". Glue must run along the entire overlap ensuring the glue does not attach to the base of the envelope. Fold the 8" deep bottom flap, which contains the window over the 6-1/2" wide flaps. Securely glue to the inside of the 8" deep flap to create a pocket along the entire approximately 12" wide edge. Glue will extend and connect to the glued side flaps. **Glue must stop 7/8" below the window. THIS IS CRITICAL TO ENSURE THE IMAGE FITS WITHIN THE WINDOW.**

Apply a glue strip along the entire right edge of the 8" deep bottom flap located 3-1/4" from the right side of the window and goes to the right edge of the flap (ensure glue does not impede the perforations). Apply a glue strip along the entire left edge of the 8" deep bottom flap located 1" from the left side of the window and goes to the left edge of the flap. This will create a covered window pocket on the 8" deep flap, which measures 8-3/4 x 3-7/8", which opens at the top.



Flap glue must be wide enough on the flap to attach to the 6-1/2" overlapped flaps and connect with the top of the 8" bottom flap after constructed.

Final product is a 12 x 9" open side envelope and an 8-3/4 x 3-7/8" covered window open side envelope.

Score all folds

Windows must be firmly glued with no loose edges. Cover window on the inside securely with clear, transparent cellophane. Window material must be securely glued to inside of envelope with no unglued edges, which would cause jams on inserter (maximum allowance of 3/32" from glue to outer edge of cellophane. Contractor must ensure that after construction that envelopes are not sealed shut due to flap glue and that the inside of the envelope is not closed due to excess glue on poly.

**PACKING:** Box envelopes suitably in shipping containers with the flaps folded down (ensure glue is dry before packing).

Pack with the face (printed image) all in the same direction and facing the front of the box. Cartons must have a minimum Edge Crush Test (ECT) of 32 lbs/in. Affix labels to the front of the cartons. Pack no more than 32 cartons per pallet. All cartons must be packed solid with a maximum weight of 45 pounds per carton.

All Envelope Shipping cartons will be affixed with a sample printed copy of that envelope which will be placed next to the GPO label and will be right reading when viewed on the pallets.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/ mailing process.

**PALLETS:** Contractor will be required to furnish pallets for shipments when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform to Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 40 x W 48", full entry must be on the 48" width. Maximum height: 42", to include the pallet.

Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 46". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area. No more than 32 cartons per pallet. Contractor must NOT double stack pallets to ensure that no damaged is done during transit.

When multiple pallets are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

**CARTON LABELING:** Contractor must reproduce shipping carton label at 100% on white paper from furnished file, fill in appropriate fields and securely attach ONE LABEL TO THE END OF EACH CARTON. ALL shipping containers must contain a copy of the envelope affixed to the outside end alongside of the GPO label and the image on the envelope must be right reading when viewed on the pallets. Pallets/skids and GPO labels (in Control No area) are to contain a bar code which is configured with the contract number, print order number, quantity and title.

**QUALITY ASSURANCE RANDOM COPIES:** 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, per the chart below, and select a copy from a different general area of each sub-lot. 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.

An U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, and must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION:** Mail f.o.b. destination to Kansas City, MO. Each Print Order will give the specific delivery address. The complete delivery address will be on the individual print order. Inside delivery is required.

Kansas City Financial Center  
Attn: Administrative Officer Sherilyn Villegas, (816-414-2054)  
4241 NE 34th Street  
Kansas City, MO 64117

GFM and five (5) sample envelopes (for each destination) from each print order to: Department of Treasury, JBAB, Bldg. 410/Door 123, 250 Murray Lane, SW, Washington, DC 20222, Attn: Tina Decker (1500 - Room 6400J, 202-622-1402), via Fed Ex or UPS (not USPS). These samples must deliver on or before the delivery date on the print order and must be identified by the print order number and contract number.

Deliveries to Treasury's Kansas City Regional Financial Center will be accepted between the hours of 8:00 a.m. and 3:00 p.m. Central Standard Time Monday through Friday, excluding Government holidays.

The contractor is required to call the Administrative Officer at each Treasury Regional Financial Center no less than 36 hours prior to scheduled shipment. Treasury will furnish names of contact persons and phone numbers after award.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

All expenses incidental to the pickup and return of furnished materials, proofs, and furnishing samples must be borne by the contractor.

**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 billing for payment.

**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).

Contractor will be required to pick up print order, copy, and furnished material from Department of Treasury, JBAB, Bldg. 410/Door 123, 1500 - Room 6400J, 250 Murray Lane, SW, Washington, DC 20222.

No definite schedule for pickup of material can be predetermined. Orders will be scheduled according to the work involved (including hold time for proofs) and the time that can be allowed; however, no job will be required in less than ten workdays. The schedule will be indicated on the print order.

Complete production and delivery must be made within 21 calendar days after notification that Print Order and Government Furnished Materials are available for pickup. The schedule will begin upon notification of the availability of print order and furnished material.

Contractor will have 8 to 21 calendar days to print and deliver a print order for a normal delivery. Any print order requiring a delivery date in less than 7 calendar days will be at an accelerated rate.

The ship/deliver date indicated on the print order must be accepted as the date delivery is made to the destination and not the date of delivery to a common or other carrier.

Unscheduled material such as shipping documents, receipts or 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.

### 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 during the term of this contract.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

**Accelerated Schedule:** An occasional order may require shipment in seven (7) workdays due to low inventory at a Government agency. A premium payment will be applied on orders that require the Accelerated Schedule. While no guarantees can be made for future orders, it is anticipated that approximately 5% of the orders will require the Accelerated Schedule per contract year.

Failure of the contractor to deliver work at the time specified would result in disallowance of premium payments that were anticipated and the contractor will not list such items on his vouchers.

**Regular Schedule:** Orders will require shipment within 21 calendar days.

**NOTE:** An occasional order may require both the accelerated schedule and the regular schedule. THE CONTRACTOR WILL BE ALLOWED THE PREMIUM PAYMENT ONLY FOR THE QUANTITY DUE WITHIN 7 WORKDAYS. **No additional make-ready charge will be allowed for the balance.**

I. A. (1) (2)  
12 60

**SECTION 4 - SCHEDULE OF PRICES**

Quotes offered are f.o.b. destination.

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

Contractor must make an entry in each of the spaces provided for which quotes are submitted. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes may be declared nonresponsive.

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

Quotes submitted with NB (No Bid) or blank spaces for an item within the category that a contractor is quoting 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 invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated.

**NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES.**

<u>Makeready and/or Setup</u>	<u>Running per 1000 Copies</u>
(1)	(2)

**I. 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.

(A) Per 1,000 envelopes ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

**II. PREMIUM PAYMENTS:** Premium payments is only authorized for orders placed on the "Accelerated Schedule" as defined in these specifications.

Percentage increase ..... %

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4.-SCHEDULE OF PRICES," 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.

\_\_\_\_\_  
(Contractor) (City) (State)

\_\_\_\_\_  
(Person to be contacted) (Email address of Person to be contacted)

By: \_\_\_\_\_  
(Signature and title of person authorized to sign this bid) (Telephone Number) (Fax number)

GPO Form 910  
(R 8-01) P.57021-4  
Part 1  
ORIGINAL

**U.S. GOVERNMENT PRINTING OFFICE**  
**Printing Procurement Department**

**BID**

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) will be made from: City \_\_\_\_\_, State \_\_\_\_\_

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. \_\_\_\_\_ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. \_\_\_\_\_

BID \_\_\_\_\_

Additional \_\_\_\_\_ Rate \_\_\_\_\_

Discounts are offered for prompt payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

In compliance with the above, the undersigned agrees, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

**Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.**

**COMPANY SUBMITTING BID**

**PERSON AUTHORIZED TO BID**

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

GPO Contractor Code (if known) \_\_\_\_\_

Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

Facsimile Number \_\_\_\_\_

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_  
(Initials)

Certifier \_\_\_\_\_ Date \_\_\_\_\_  
(Initials)