

TITLE: ENVELOPES / PROGRAM: 1898-SP
TERM: February 24, 2016 to January 31, 2017 (w/Options)

Item No.	DESCRIPTION	Basis of Award	Desert Paper & Envelope		Lithexcel		St. Louis Print Group		PREV: STL Print Group Plus Estimate	
			State 300	Code 27134	State 300	Code 52436	State 240	Code 84144	State 240	Code 84144
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT: Per 1,000 Copies									
(a)	6-1/16 x 9-1/2"	100 x	59.27	5,927.00	109.00	10,900.00	92.34	9,234.00	41.65	4,165.00
(b)	7-1/2 x 10-1/2"	50 x	85.35	4,267.50	129.00	6,450.00	118.86	5,943.00	124.10	6,205.00
(c)	9-1/2 x 12-1/2"	50 x	91.56	4,578.00	169.00	8,450.00	266.84	13,342.00	134.70	6,735.00
(d)	10 x 13"	20 x	594.37	11,887.40	896.00	17,920.00	653.67	13,073.40	397.90	7,958.00
(e)	Print envelopes in an additional color of ink	50 x	10.00	500.00	30.00	1,500.00	4.15	207.50	2.10	105.00
II.	ADDITIONAL OPERATIONS:									
	One time setup charge including proofing and prior to production samples	1 x	200.00	200.00	250.00	250.00	No Charge		150.00	150.00
CONTRACTORS TOTALS				\$27,359.90		\$45,470.00		\$41,799.90		\$25,318.00
DISCOUNT (if any)			5.00%	\$1,368.00	1.00%	\$454.70	2.00%	\$836.00	2.00%	\$506.36
DISCOUNTED TOTALS				\$25,991.90		\$45,015.30	AWARDED	\$40,963.90		\$24,811.64

U.S. GOVERNMENT PUBLISHING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes

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

**U.S. Government Publishing Office
Public Documents Distribution Center
Pueblo, Colorado**

Single Award

NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications.

NOTICE TO BIDDERS: The term of this contract is for one year and up to four option years beginning Date of award. Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN 11:00 a.m. prevailing Denver, Colorado time, February 23, 2016.**

Facsimile Telephone Numbers: **(303) 236-5332**

Mail To: **U.S. Government Publishing Office
Denver Regional Office
Suite 208
12345 W Alameda Parkway
Denver CO 80228-2842**

For information of a technical nature call (303) 236-5292 x1 or email dabeyta@gpo.gov
(No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:
<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Camera Copy
P-9. Solid or Screen Tints Color Match	Pantone Matching System

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

SUBCONTRACTING: The predominant production function is envelope manufacturing and printing. Contractor must be capable of performing both operations except as noted*. (*Note: The exception is for 10 x 13" White Spun-bonded Olefin (Tyvek or equal) envelopes. The manufacture of these envelopes may be subcontracted. In addition the printing of this envelope may also be subcontracted only when performed in conjunction with (online with) the manufacture of these envelopes.

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

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from DOA to January 31, 2017. Each additional period shall extend from February 1st of the subject year to January 31st of the following year. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted "**Consumer Price Index For All Urban Consumers - Commodities less Food**" (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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 DOA through January 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page one of these specifications.

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 that 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 BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

PAYMENT: The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt. In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Denver RPPO, by the ordering agency, immediately via fax (303) 236-5304 to: **ATTN: Procurement Technician or email to infodenver@gpo.gov**.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401. In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5304 ATTN: Procurement Technician or email to infodenver@gpo.gov**.

Envelopes

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For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) may be facsimile transmitted direct to GPO office.

SECTION 2. – SPECIFICATIONS

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

TITLE: Envelopes.

FREQUENCY OF ORDERS AND QUANTITIES: Based on past performance, the following is estimated:

<u>Trim Size</u>	<u>Approx. Quantity Per/Order</u>	<u>Approx. No. of Orders Per Year</u>
(a) 6 ¹ / ₁₆ x 9 ¹ / ₂ "	25,000	4
(b) 7 ¹ / ₂ x 10"	25,000	2
(c) 9 ¹ / ₂ x 12 ¹ / ₂ " *	25,000	2
(d) 10 x 13"	10,000	2

* At government's option, 9¹/₂ x 12" is acceptable for envelope (c).

GOVERNMENT TO FURNISH: A sample from a previous printing and/or camera copy. Manuscript copy. Print orders.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, 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.

COMPOSITION: Composition may require picking up a mailing indicia and typesetting typelines, horizontal and vertical rules in a suitable typeface.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Denver Regional Office, 12345 W. Alameda Pkwy, Suite 208, Lakewood, CO 80228, Attn: Inspection Samples.

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

PROOFS: None required.

PRIOR TO PRODUCTION SAMPLES: The sample requirement for this contract is for not less than 50 construction samples (printing not required) of each of the items. Each sample shall be constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Samples will be inspected and tested. The 6¹/₁₆ x 9¹/₂", 7¹/₂ x 10¹/₂" and 9¹/₂ x 12¹/₂") must be constructed for use on Bell & Howell, Phillipsburg Model A340-4 complete with an Open Feed Station Attachment Model A-261 and End fold.

Within 15 calendar days after award, the contractor shall submit samples of each item to: **U.S. Government Publishing Office, Public Documents Distribution Center, PO Box 4007, (31451 United Ave.), Pueblo, Colorado 81001-0007**. The container and accompanying documentation shall be marked PRE-PRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

The Government will approve, conditionally approve, or disapprove the samples within 10 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

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

In the event the 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 the procedures as indicated in GPO Pub. 310.2, "Contract Clauses," article 12 entitled "Notice of Compliance With Schedules".

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with the following:

(a) (b) and (c): White Kraft basis weight, 32 lbs. per 500 sheets, 17 x 22", equal to JCP V-10* or at contractor's option, Bright White Vellum, basis weight 80 lbs. per 500 sheets, 25 x 38", equal to L-20 (*Equal in all attributes to JCP V-10 except for color).

(d) 10 x 13" - White Spun-bonded Olefin (Tyvek® or equal), basis weight 14 lbs. per 500 sheets, 17 x 22".

PRINTING: The major portion of the work ordered under this contract will print in Blue ink. However, an occasional order may require printing in black ink or with an additional color. Match Pantone number as indicated on the print order; process printing NOT required. All items print one side only.

MARGINS: Margins will be as indicated on the print order or furnished copy

INK: If lithographic ink is used in the performance of this contract, the ink(s) shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time increases production costs.

CONSTRUCTION:

- All envelopes (except (d) – 10 x 13"): Open side, diagonal seam, water-soluble continuous gummed flap. Open side, diagonal seam, water-soluble continuous gummed flap.
- (d) 10 x 13" envelopes only: Open end, center seam, with zip stick closure (a pressure sensitive adhesive strip with release liner on flap). **Note: the flaps must be at least 3" in depth and the continuous pressure sensitive strip must be at least 2" wide.**

PACKING: Box in suitable units. Pack in suitable shipping containers. Shipping containers as well as any other inner packing must be packed in even 100's, filled weight not to exceed 45 pounds.

Place sample on outside of each shipping container.

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

Type III (4-way (partial), flush, assembled, nonreversible). Size length of 48" by width of 40", Full entry must be on the 48" width. 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. The maximum height (including pallet) 42" for all items. 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 stacked 4 high.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

The specifications for these pallets and the packing above described must be followed precisely unless specifically waived by the Government in writing. Failure to follow the above description and instructions will result in rejection, refusal, and return of the shipment at the contractor's expense.

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>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 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.

In addition, 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 voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

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.

DISTRIBUTION: Deliver f.o.b. destination to:

**Public Documents Distribution Center
31451 United Avenue
Pueblo, Colorado 81009-0011**

Delivery must be made between 7:00 a.m. and 2:00 p.m. during normal workdays. Monday-Friday, except Government holidays.

All expenses incidental to returning materials, submitting prior to production samples, and furnishing sample copies must be borne by the contractor.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to mesanchez@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. XXXXX, Program 1898-SP, 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.

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).

Furnished material must be picked up from and delivered to address under "**DISTRIBUTION**".

At contractor's option, furnished material will be mailed f.o.b. contractor's plant. Time consumed in mailing will be deducted from the production schedule.

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No definite schedule for pickup of material can be predetermined. No orders will be placed in the first 25 calendar days of the contract (to allow for approval of prior to production samples).

Orders must be completed and delivered within 20 workday(s), except for (d) – 10 x 13” envelopes only, which must be delivered within 30 workday(s).

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination specified.

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.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest overall offer 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 work** 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 under this contract.

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

- I. (a) **100**
- (b) **50**
- (c) **50**
- (d) **20**
- (e) **50**

- II. **1**

The term of this contract is for one year and up to four option years.

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SECTION 4. - SCHEDULE OF PRICES

Bids bid are f.o.b. destination.

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. Bids submitted with "NB" (No Bid), "NA" (Not Applicable), or blank spaces for an item 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.

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

The Contracting Officer reserves the right to reject any bid 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 bid or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional quantities will be prorated.

I. COMPLETE PRODUCT: Prices quoted 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.

	<u>Per 1,000 Copies</u>
(a) 6-1/16 x 9-1/2"	\$ _____
(b) 7-1/2 x 10-1/2"	\$ _____
(c) 9-1/2 x 12-1/2"	\$ _____
(d) 10 x 13"	\$ _____
(e) Print envelopes in an additional color of ink.....	\$ _____

II. ADDITIONAL OPERATIONS:

One time setup charge including proofing and prior to production samples..... \$ _____

(Initials)

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

_____ **Percent**, _____ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed) _____

OFFERORS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "OFFER" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated. In addition a completed signed copy of the form 910 is required. Do not enter prices on GPO form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO form 910.

Offeror _____

Contractor's Code

(Street Address)

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

SAMPLE OF THE BID ENVELOPE

In order to ensure proper processing of all bidders the following information is suggested on all bid envelopes.

<p>Program Number 1898-SP From: _____ Address: _____ _____</p>	<p>Postage Stamp Required Here</p>
<p>Offer Enclosed</p>	<p>U.S. Government Publishing Office Denver Regional Office 12345 W Alameda Pkwy Suite 208 Lakewood CO 80228</p>
<p>Offers will be received until February 23, 2016 at 11 A.M. prevailing Denver time.</p>	