

Program:	44-S											
Term:	APRIL 1, 2015 THROUGH MARCH 31, 2016											
Title:	TRAVEL ACKNOWLEDGEMENT NOTICES, APPROVAL AND DENIAL LETTERS & ENVELOPES											
			TAYLOR CORP dba								WBC INC. dba	
			CURTIS 1000 INC.		DATA INTEGRATORS		DIGITAL IMPRESSIONS		GRC ENTERPRISES		LITHEXCEL	
ITEM	DESCRIPTION	BASIS OF	DULATH, GA		FREDERICKSBURG, VA		FREDERICKSBURG, VA		WARRENTON, VA		ALBUQUERQUE, NM	
NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING/IMAGING, BINDING / CONSTRUCTION, PACKING / ASSEMBLING AND DELIVERY TO U.S. POST OFFICE:											
(a)	* Daily makeready/setup charge	200	\$117.41	\$23,482.00	\$35.00	\$7,000.00	\$25.00	\$5,000.00	\$41.00	\$8,200.00	\$200.00	\$40,000.00
(b)	Notices and Letters: Printing text matter and imaging variable data in black and printing logo in full color, including folding and inserting into envelopes											
	Per 100 leaves.....	1240	\$196.00	\$243,040.00	\$40.00	\$49,600.00	\$7.00	\$8,680.00	\$24.50	\$30,380.00	\$25.00	\$31,000.00
(c)	Envelopes (without window): Printing text matter and imaging variable data in black and printing logo in full color, including construction											
	Per 100 envelopes.....	200	\$4.23	\$846.00	\$20.00	\$4,000.00	\$8.00	\$1,600.00	\$10.25	\$2,050.00	\$59.00	\$11,800.00
(d)	Envelopes (with window): Printing text matter in black and logo in full color, including construction and die cutting											
	Per 100 envelopes.....	725	\$3.97	\$2,878.25	\$11.00	\$7,975.00	\$8.50	\$6,162.50	\$7.40	\$5,365.00	\$69.00	\$50,025.00
	CONTRACTOR TOTALS			\$270,246.25		\$68,575.00		\$21,442.50		\$45,995.00		\$132,825.00
	DISCOUNT		0.00%	\$0.00	2.00%	\$1,371.50	2.00%	\$428.85	2.00%	\$919.90	1.00%	\$1,328.25
	DISCOUNTED TOTALS			\$270,246.25		\$67,203.50		\$21,013.65		\$45,075.10		\$131,496.75

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Title:	TRAVEL ACKNOWLEDGEMENT NOTICES, APPROVAL AND DENIAL LETTERS & ENVELOPES											
								S & S GRAPHICS dba	MPM COMMUNICATIONS			
			SOURCELINK OHIO	THE DATA CENTER	WESTLAND PRINTERS	(Formerly ABR SERVICES)	CURRENT CONTRACTOR					
ITEM	BASIS OF	MIAMISBURG, OH	SALT LAKE, UT	LAUREL, MD	WALDORF, MD	ABR SERVICES						
NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING/IMAGING, BINDING / CONSTRUCTION, PACKING / ASSEMBLING AND DELIVERY TO U.S. POST OFFICE:											
(a)	* Daily makeready/setup charge	200	\$100.00	\$20,000.00	No Charge	\$0.00	\$75.00	\$15,000.00	\$30.00	\$6,000.00	\$36.67	\$7,334.00
(b)	Notices and Letters: Printing text matter and imaging variable data in black and printing logo in full color, including folding and inserting into envelopes											
	Per 100 leaves.....	1240	\$28.58	\$35,439.20	\$9.95	\$12,338.00	\$71.12	\$88,188.80	\$22.00	\$27,280.00	\$25.57	\$31,706.80
(c)	Envelopes (without window): Printing text matter and imaging variable data in black and printing logo in full color, including construction											
	Per 100 envelopes.....	200	\$5.57	\$1,114.00	\$4.00	\$800.00	\$152.12	\$30,424.00	\$3.00	\$600.00	\$7.50	\$1,500.00
(d)	Envelopes (with window): Printing text matter in black and logo in full color, including construction and die cutting											
	Per 100 envelopes.....	725	\$5.57	\$4,038.25	\$4.00	\$2,900.00	\$27.72	\$20,097.00	\$3.00	\$2,175.00	\$2.97	\$2,153.25
	CONTRACTOR TOTALS			\$60,591.45		\$16,038.00		\$153,709.80		\$36,055.00		\$42,694.05
	DISCOUNT		0.00%	\$0.00	0.00%	\$0.00	5.00%	\$7,685.49	1.00%	\$0.00	1.00%	\$426.94
	DISCOUNTED TOTALS			\$60,591.45		\$16,038.00		\$146,024.31		\$36,055.00		\$42,267.11
							AWARDED					

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Travel Acknowledgement Notices, Approval and Denial Letters and Envelopes

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

U.S. Customs and Border Protection

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning April 1, 2015, and ending March 31, 2016, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC, time, on March 31, 2015.

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

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

For information of a technical nature call **Brian Coleman or David Love** (202) 512-0310 (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. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised 8-02)).

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

SUBCONTRACTING: The predominant functions of this contract are printing, imaging of variable data, and inserting of data from electronically transmitted files. Any bidder who cannot perform any of the predominant functions will be declared nonresponsive.

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>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Prior to production samples, average type dimension, electronic media.
- P-8. Prior to production samples, electronic media.
- P-10. Prior to production samples, Electronic media.

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 four (4) 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 the beginning of the contract to March 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 December 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.

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

SECURITY REQUIREMENTS: Protection of Confidential Information:

The items produced under this contract are sensitive both for National security and personal privacy of the individuals involved. The contractor must adhere to the following security requirements:

- (1) The contractor shall restrict access to all confidential information obtained from the U.S. Customs and Border Protection (CBP) in the performance of this contract to only those employees and officials who need it to perform the contract.
- (2) The contractor shall process all confidential information obtained from CBP in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the information in such a way that unauthorized persons cannot retrieve any such information.
- (3) The contractor shall inform all personnel with access to the confidential information obtained from CBP in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.

- (4) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1), which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the Government.
- (5) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act.
- (6) All confidential information obtained from CBP for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (7) The Government reserves the right to conduct on-site inspections to review the contractor's documentation and in-house procedures for protection of confidential information. The on-site inspections would be as follows:
 - (a) The initial on-site inspection would take place immediately after award of the contract to make sure the contractor understands and is complying with the security requirements. CBP will conduct on-site inspections twice a year during the term of the contract to review that all security requirements are being followed. CBP will give the contractor a 24-hour advance notice of the inspection.
 - (b) There will be one to three CBP personnel or contract employees at each inspection and the total time on-site is estimated to be no more than two (2) hours.
 - (c) The contractor and contractor employees involved in the production of the products ordered under this contract are to be available during these inspections.
 - (d) The contractor must demonstrate that all electronic data for the variable content is stored on secure media available only to the employee(s)/operator(s) necessary to produce the final product.
 - (e) The contractor must demonstrate methods of destroying electronic data once job is complete.
 - (f) The contractor must demonstrate ability to shred any items that might have been run in error, or from print runs that are of less quality than that established with prior to production samples.

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. A print order will be issued weekly for that week's production. The print order, when issued, will also indicate 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 April 1, 2015 through March 31, 2016, 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 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and,
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and

criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CRIMINAL SANCTIONS: It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of up to five (5) different mailers consisting of notices or letters and envelopes requiring such operations as electronic prepress, printing, imaging of variable data, binding, assembling/packing and mailing. Additionally, the contractor will be required to provide notification of mailing, and notification of current status of merge and/or multi-imaging of notices, letters, and envelopes.

TITLE: Travel Acknowledgement Notices, Approval and Denial Letters and Envelopes.

FREQUENCY OF ORDERS/QUANTITY: Daily transmission for approximately 150 to 500 mailers.

NOTE: On occasion the quantity may increase by up to 25% the daily number of mailers ordered during the term of this contract.

New Mailers (during term of the contract):

During the term of this contract, the Government may develop new mailers with the same requirements as the mailers (up to five (5)) described by these specifications. All terms and conditions in these specifications will apply to these future mailers. It is estimated that approximately one (1) to two (2) new mailers may be added during the term of this contract.

NUMBER OF PAGES: Approximately 1 to 3 (face only) pages per mailer.

TRIM SIZES:

Notices and Letters: 8-1/2 x 11".

Envelopes (window and non-window): 4-1/8 x 9-1/2" (No. 10).

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM with Windows.

Storage Media: E-mail; FTP; CD-R.

(NOTE: The Government fully intends to furnish all data via e-mail or FTP. A CD-R would only be furnished in the event that the Government is unable to use e-mail or FTP.)

Files will be furnished in native application format.

Software: Microsoft Word; Microsoft Excel (current or near current versions).

All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All screen and printer fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Design files of letter/envelope art. Templates for merging.
A visual of all pages showing color breaks will be furnished.
GPO Form 952 (Desktop Publishing - Disk Information).

Variable test data.

“Postage and Fees Paid” mailing indicia.

Samples of previous mailers.

The distribution list will be furnished in Microsoft Excel via e-mail.

USPS Form 3602-G for each mailing.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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.

The contractor must furnish a contractor-hosted FTP site for secure transmission of data between the Government and the contractor. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP site, which at a minimum, must have a unique user ID and password.

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 Dewey Hicks on (202) 344-1306.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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

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

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

PRIOR TO PRODUCTION SAMPLES:

NOTE: Prior to Production Samples will be required the first time that each of the different mailers is produced and anytime during the term of the contract that a change is made to the text and/or logo for any of the different mailers.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the U.S. Customs and Border Protection, Mail Room, 1300 Pennsylvania Avenue, NW, Washington, DC 20229. All samples will be tested for conformance of material(s) and/or for construction. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLES” and shall include the GPO jacket, purchase order, and program numbers.

The sample requirement for this contract is not less than 10 printed sample mailers (including both window and non-window envelopes) with variable test data.

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

The samples must be submitted within four (4) workdays of receipt of furnished materials.

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

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

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

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. 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 those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

All text paper used in each copy must be of a uniform shade.

Notices and Letters: White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10.

Envelopes: White Writing or Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

PRINTING/IMAGING:

The contractor must be able to print/image on an "On Demand" Digital Press to account for merge data or variable images/data.

The color logo and some text matter for each of the different mailers remain constant throughout the term of the contract. Some information will be for merge data or variable data.

NOTE: The notices and letters have from 1 to 8 variable data, merge fields.

Notices and Letters (face only): Print logo in full color. Print/image text matter in black.

Envelopes: Print face only after manufacture. Logo will print in full color and the return address and mailing permit in black. Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

If a non-window envelope is used, contractor must image name and address onto the face of the envelope in black.

Print or tint envelopes on the inside (back - before manufacture) in black ink (lining is acceptable). The contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated August 2002. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

When a press inspection is required, the Government will notify the contractor.

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

BINDING:

Fold notices or letters from a flat size of 8-1/2 x 11" down to 8 1/2 x 3 2/3" (letter fold).

CONSTRUCTION:

Envelopes are to be constructed open side with diagonal seams and a side gummed flap. Flap depth must be a minimum of 2-3/8" and must be coated with remoistenable glue that will securely seal envelope without adhering to the contents. The sealed seams shall not adhere to the inside of the envelope.

When ordered:

Face of envelope to contain a 4-1/2 x 1-1/8" die-cut address window with slightly rounded corners. Window to be positioned 7/8" from left edge, 2-3/8" from top and 4-1/8" from the right edge of envelope. The window material must meet the current U.S. Postal Service standards and requirements.

ASSEMBLY/PACKING:

Insert each folded notice or letter into a No. 10 envelope.

When required, the address on the notice or letter must be visible through the window of the envelope.

It is the contractor's responsibility to assure that only the address on the notice or letter will be visible through the window in the envelope and that only one notice or letter is inserted into each envelope.

If a non-window envelope is used, the contractor must image the name and address onto the face of the envelope. It is the contractor's responsibility to assure that the name and address on the notice or letter corresponds with the name and address on the envelope.

PRODUCTION INSPECTION: Production inspection(s) may be required at the contractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of notices/forms and envelopes, the imaging, collating, folding, inserting and mailing is being accomplished in accordance with contract quality attributes and requirements. A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

When a production inspection is required, the Government will notify the contractor.

DISTRIBUTION:

Mail copies f.o.b. contractor's city.

All mailing shall be made at the First Class rate.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number as appropriate.

The contractor is to provide a daily list of the merged data with the date mailed. This list must be signed by an authorized representative of the contractor.

Within five (5) workdays of each mailing, the contractor must return a completed USPS 3602-G mail form to U.S. Customs and Border Protection, Room 3.2C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

Upon completion of each order, all furnished material and electronic media, if required, must be returned to U.S. Customs and Border Protection, Mail Room, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

NOTE: The Government may choose to fax or email the print order.

If required, furnished material must be picked up from and delivered to U.S. Customs and Border Protection, Mail Room, 1300 Pennsylvania Avenue, NW, Washington, DC 20229. (NOTE: The contractor shall be required to apply for security entrance to the building for pickups and deliveries.)

No definite schedule for pickup of material can be predetermined.

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.

PRIOR TO PRODUCTION SAMPLES SCHEDULE:

Contractor must submit prior to production samples within four (4) workdays after receipt of furnished materials.

The Government will approve, conditionally approve or disapprove the samples within two (2) workdays form receipt thereof.

PRODUCTION SCHEDULE:

For the purposes of this contract, “workday” is defined as Monday through Saturday each week, exclusive of the days of observance for the following Federal holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.

Live production files will be transmitted on a daily basis Monday through Friday except for the Federal holidays listed above.

Complete production and mailing must be made by close of business the workday after receipt of each complete production file (e.g., mailers for which files are received on a Monday must be mailed by close of business Tuesday).

NOTE: Mailing is to take place daily for quantities over 200 pieces. If a quantity of 200 is not met on any given workday, that day’s run will be held until the following workday and combined with the following workday’s run.

ALL DATA IS TO BE DESTROYED AT THE END OF EACH MAILING.

The contractor must notify the GPO of the date and time that *press sheet and/or production inspections* can be performed. In order for proper arrangements to be made, notification must be given at least 48 hours prior to the inspection for orders placed. Notify the U.S. Government Printing Office, Quality Assurance Division, telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for mailing f.o.b. contractor’s city must be delivered to the U.S. Post Office.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I.** (a) 200
- (b) 1,240
- (c) 200
- (d) 725

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailed shipments.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

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

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

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

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

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

I. PRINTING/IMAGING, BINDING/CONSTRUCTION, PACKING/ASSEMBLING AND DELIVERY TO U.S. POST OFFICE: Prices offered shall include the cost of all required materials and operations (including samples and paper) necessary for the production of the product listed in accordance with these specifications.

(a) *Daily makeready/setup charge\$ _____

*Contractor will be allowed only one (1) makeready/setup charge per workday (may include multiple files or programs). This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor’s equipment for the mailers run each workday. Invoices submitted with more than one makeready/setup charge per workday will be disallowed.

(b) Notices and Letters: Printing text matter and
imaging variable data in black and printing logo in
full color, including folding and inserting into envelopes..... per 100 leaves\$ _____

(c) Envelopes (without window): Printing text matter
and imaging variable data in black and printing
logo in full color, including construction per 100 envelopes\$ _____

(d) Envelopes (with window): Printing text matter
in black and logo in full color, including
construction and die cutting per 100 envelopes\$ _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____.

City _____, State _____, Zip Code _____.

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.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)