

PROG#	6420-S..Base Year 03/01/21 thru 02/28/22								
	Envelopes								
		BASIS OF AWARD		Envelope Printery Van Buren Township MI		Printing Resources Cleveland OH		The Print House Brooklyn NY	
ITEM NUMBER	ITEM DESCRIPTION		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I. COMPOSITION									
(a)	Composition - Text (per order)	6	0.00	0.00	0.00	0.00	0.00	0.00	
II. PRINTING & DISTRIBUTION									
(a)	4-1/8 x 9-1/2" #10/#9 No window, no tint								
(1)	Makeready	8	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	52	29.65	1,541.80	35.00	1,820.00	33.00	1,716.00	
(b)	4-1/8 x 9-1/2" #10/#9 No window, with tint								
(1)	Makeready	6	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	30	32.15	964.50	37.00	1,110.00	36.00	1,080.00	
(c)	4-1/8 x 9-1/2" #10/#9 With Window, No Tint								
(1)	Makeready	1	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	10	31.65	316.50	40.00	400.00	37.00	370.00	
(d)	4-1/8 x 9-1/2" #10/#9 With Window, with Tint								
(1)	Makeready	24	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	1,452	35.97	52,228.44	42.00	60,984.00	37.50	54,450.00	
(e)	4-1/8 x 9-1/2" With window, with Tint. Print Face & Flap								
(1)	Makeready	8	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	280.00	36.47	10,211.60	28.00	7,840.00	40.00	11,200.00	
(f)	4-1/8 x 9-1/2" No window, with tint. Peel & Seal Flap								
(1)	Makeready	4	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	132.00	49.50	6,534.00	50.00	6,600.00	47.50	6,270.00	
(g)	4-1/8 x 9-1/2" With window, with Tint. Peel & Seal Flap								
(1)	Makeready	12	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	276	52.00	14,352.00	52.00	14,352.00	50.00	13,800.00	
(h)	6-1/2 x 9-1/2" Kraft								
(1)	Makeready	10	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	25.00	112.55	2,813.75	75.00	1,875.00	75.00	1,875.00	
(i)	6-1/16 x 10-1/2" Kraft								
(1)	Makeready	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	4.00	142.00	568.00	85.00	340.00	90.00	360.00	
(j)	9-1/2 x 12" Kraft								
(1)	Makeready	20.00	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	50.00	134.96	6,748.00	90.00	4,500.00	85.00	4,250.00	
(k)	10 x 15" Kraft								
(1)	Makeready	2.00	0.00	4,480.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	10.00	448.00	4,480.00	165.00	1,650.00	160.00	1,600.00	
(l)	12 x 16" Kraft								
(1)	Makeready	2.00	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	5.00	548.00	2,740.00	225.00	1,125.00	210.00	1,050.00	
(m)	12 x 15-1/2" White Kraft Catalog/Booklet								
(1)	Makeready	1.00	0.00	0.00	0.00	0.00	0.00	0.00	
(2)	Run (per 1,000)	1.00	448.00	448.00	200.00	200.00	225.00	225.00	
TOTAL				108,426.59		102,796.00		98,246.00	
Discount				1.00%	\$1,084.27	Net 30	0.00	0.25%	\$245.62
Net					107,342.32		102,796.00	98,000.38	
Abstracted by: Bruce M. Canzanella								AWARDED	
Certified by: RG									

U.S. GOVERNMENT PUBLISHING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes

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

Various Federal Government Agencies

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2021 and ending February 28 2022, plus up to four optional 12-month extension periods in accordance with the “Option to Extend the Term of the Contract” clause in Section 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Eastern Time, on February 19, 2021. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidscharleston@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Program 6420-S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

- Illegibility of bid.
- Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
- When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s server as the official time stamp for bid receipt at the specified location.

Abstract for the current contract is available from: <https://www.gpo.gov/docs/default-source/contract-pricing/charleston/ab6420s.pdf?sfvrsn=2>

Direct all questions concerning these specifications to Bruce Canzanella at (843) 743-2036, ext. 1, or email bcanzanella@gpo.gov.

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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

SUBCONTRACTING: Subcontracting is not allowed for this contract.

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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. Proofs/Electronic Media
P-9 Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five 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 adjustments.

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 March 1, 2021 to February 28, 2022, and the second and any succeeding period(s) will extend for 12 months from 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 November 30, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual “Print Order” for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award 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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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 March 1, 2021 through February 28, 2022, plus for such additional period(s) as the contract is extended. All print orders issued are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

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

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

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

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

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

WARRANTY: Contract Clause 15, “Warranty,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to two calendar years from the date the check is tendered as final payment. All other provisions remain the same.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment, email invoice-inquiry@gpo.gov.

Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

MODIFICATIONS: If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e., Author's Alterations), contractor is REQUIRED to contact the publishing specialist in writing for approval BEFORE proceeding.

SECTION 2. – SPECIFICATIONS

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

TITLE: Envelopes.

FREQUENCY OF ORDERS: Approximately 1 to 25 orders per year.

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

QUANTITY: Approximately 500 to 190,000 copies per envelope type per order.

TRIM SIZES:

No. 9 (3-7/8 x 8-7/8") or No.10 (4-1/8 x 9-1/2")
No. 9 (3-7/8 x 8-7/8") or No.10 (4-1/8 x 9-1/2") with security tint
No. 9 (3-7/8 x 8-7/8") or No.10 (4-1/8 x 9-1/2") with windows
No. 9 (3-7/8 x 8-7/8") or No.10 (4-1/8 x 9-1/2") with windows and security tint
No. 10 (4-1/8 x 9-1/2") with windows and security tint, print face and flap
No. 10 (4-1/8 x 9-1/2") Peel and Seal and security tint
No. 10 (4-1/8 x 9-1/2") Peel and Seal with windows and security tint
Kraft 6-1/2 x 9-1/2"
Kraft 6-1/16 x 10-1/2"
Kraft 9-1/2 x 12"
Kraft 10 x 15"
Kraft 12 x 16"
White Kraft Catalog/Booklet 12 x 15-1/2"

GOVERNMENT TO FURNISH: Electronic media, will be furnished as follows –

Platform: Macintosh OSX or Windows XP (or later).

Storage Media: Email.

Software: Adobe Acrobat. (Current or near current versions will be submitted).

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

Fonts: Fonts will not be furnished, embedded, or embedded subsets of the PDF files.

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: Files will be furnished as PDF files.

The contractor must use the furnished electronic media to produce the unique artwork for each print order.

Print orders.

Identification markings such as register marks, commercial identification marks of any kind, etc., form number, and revision date, carried in the electronic files, must not print on the 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 must retain/archive all final files used for production for each order throughout the term of the contract. On occasion, the contractor may be required to use some or all of an archived file on a current order. See “COMPOSITION.”

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 the Charleston RPP0 Publishing Specialist prior to further performance.

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

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. (NOTE: The Government will accept PDF files as digital deliverables when furnished by the Government.)

COMPOSITION: Occasionally, a file will be furnished with revisions/changes that have to be typeset by the contractor. If a print order calls for artwork that identically matches previously composed files under this contract, the contractor is to utilize their archived files for production of the current print order, at no additional composition charges to the Government.

Based upon past performance, approximately 4% of the orders will require typesetting of approximately 1 to 8 lines of type (average 6) from furnished file. Occasionally, orders will require 1 or 2 horizontal rules.

When required, composition requirements will be indicated on the print order.

PROOFS: When ordered, contractor to submit one “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

If any contractor’s errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

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

STOCK/PAPER: The specifications of all stock/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. 13” dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

No. 9 and No. 10 Envelopes: White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

6-1/2 x 9-1/2", 6-1/16 x 10-1/2" and 9-1/2 x 12" Envelopes: Light-Brown (Kraft shade) Envelope, basis weight: 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

10 x 15" and 12 x 16" Envelopes: Light-Brown (Kraft shade) Envelope, basis weight: 32 to 40 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10.

12 x 15-1/2" Catalog/Booklet Envelopes: White Kraft Envelope, basis weight: 32 to 40 lbs. per 500 sheets, 17 x 22", equal to JCP Code V15.

No. 9 and No. 10 envelopes may be ordered with or without windows and with or without a security tint. Kraft envelopes will not be ordered with windows or a security tint.

PRINTING: Offset print face only (after manufacturing) with type and line matter in black or a color other than black.

An occasional order for No. 10 envelopes may print face and on the outside of the flap (after manufacturing), with type and line matter in black or a color other than black.

Match Pantone number as indicated on the print order.

When ordered, print or tint envelope on the inside (back - before manufacture) in either black or Reflex Blue. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

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

CONSTRUCTION: Envelopes to be open side with side or diagonal seams, at Government's option, with a gummed, fold-over flap. Flap must be coated with a water-soluble glue that will securely seal the envelope without adhering to contents.

When ordered, No. 10 envelopes may require a pressure-sensitive, self-adhesive flap covered with a release liner ("Peel and Seal").

When required, face of envelope to contain one die-cut, covered window (1-1/8 x 4-1/2" in size), located 3/4" from left edge of envelope and 1/2" from bottom edge of envelope. Window must be covered with a glassine-type material (or equal). Glassine material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents.

PACKING: Pack suitable in shipping containers not to exceed 45 lbs. when fully packed, unless otherwise specified. All shipments 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 the delivery process.

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 L 1 020 x W 1 220 mm (L 40 x W 48”), Full entry must be on the 1 220 mm (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. Maximum height (including pallet) 1 190 mm (47”). 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.

LABELING AND MARKING: Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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. A copy of the Print Order must be included with the samples.

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

DISTRIBUTION: Deliver f.o.b. destination to various locations. Based upon past performance, it is anticipated that approximately 32% of the orders deliver to Tennessee; approximately 30% of the orders deliver to Alabama; approximately 22% of the orders deliver to South Carolina; approximately 10% of the orders deliver to Pennsylvania; approximately 3% of the orders deliver to Vermont; and, approximately 3% of the orders deliver to the rest of the continental United States.

NOTE: Each print order will ship to one location only.

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

Deliveries will be accepted between the hours of 8:00 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays.

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency contact noted on the print order and to infocharleston@gpo.gov. The subject line of this message shall be “Distribution Notice for Program 6420-S, P.O. XXXXX, Print Order XXXXX.” The notice must provide all applicable tracking numbers, delivery method, and Title. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to 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 voucher 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).

Print order and furnished materials will be furnished to the contractor via email.

Contractor to email proofs to agency contact as specified on the print order AND to infocharleston@gpo.gov. Contractor must call agency contact at the number provided to confirm receipt.

No definite schedule for placement of orders 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.

Orders will be scheduled according to the work involved and the time that can be allowed.

- Complete production and delivery must be made within 5 to 15 workdays as indicated on the print order. NOTE: The majority of orders will be for 10 workdays.
- When ordered, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided to the contractor. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time are included in the 5- to 15-workday schedule, as ordered.

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

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting the Charleston GPO via email to infocharleston@gpo.gov or by calling (202) 679-3838. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

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 for a like period of time.

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

I.	6	
	(1)	(2)
II. (a)	8	52
(b)	6	30
(c)	1	10
(d)	24	1,452
(e)	8	280
(f)	4	132
(g)	12	276
(h)	10	25
(i)	4	4
(j)	20	50
(k)	2	10
(l)	2	5
(m)	1	1

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all 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 non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

The contractor is cautioned that they shall not perform any operation or produce any product for which a price has not been offered under this contract. Further, the contractor is not to accept print orders which are outside the scope of this contract. If such orders are placed, contractor is to contact GPO Charleston immediately. Failure to do so may result in non-payment.

I. COMPOSITION:

Per Order.....\$ _____

II. PRINTING, CONSTRUCTION, AND DISTRIBUTION: Prices offered must include all costs for materials and services (including proofs and paper) necessary for the printing, construction, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) No. 9 (3-7/8 x 8-7/8") and No. 10 (4-1/8 x 9-1/2"): Without window and without security tint per envelope.....	\$ _____	\$ _____
(b) No. 9 (3-7/8 x 8-7/8") and No. 10 (4-1/8 x 9-1/2"): Without window and with security tint per envelope.....	\$ _____	\$ _____
(c) No. 9 (3-7/8 x 8-7/8") and No. 10 (4-1/8 x 9-1/2"): With window and without security tint per envelope.....	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(d) No. 9 (3-7/8 x 8-7/8") and No. 10 (4-1/8 x 9-1/2"): With window and with security tint per envelope.....	\$ _____	\$ _____
(e) No. 10 (4-1/8 x 9-1/2"): With window, with security tint, print face and flap..... per envelope.....	\$ _____	\$ _____
(f) No. 10 (4-1/8 x 9-1/2") Peel and Seal Flaps: Without window and with security tint per envelope.....	\$ _____	\$ _____
(g) No. 10 (4-1/8 x 9-1/2") Peel and Seal Flaps: With window and with security tint per envelope.....	\$ _____	\$ _____
(h) Kraft (6-1/2 x 9-1/2") per envelope.....	\$ _____	\$ _____
(i) Kraft (6-1/16 x 10-1/2") per envelope.....	\$ _____	\$ _____
(j) Kraft (9-1/2 x 12")..... per envelope.....	\$ _____	\$ _____
(k) Kraft (10 x 15") per envelope.....	\$ _____	\$ _____
(l) Kraft (12 x 16") per envelope.....	\$ _____	\$ _____
(m) White Kraft Catalog/Booklet (12 x 15-1/2")..... per envelope.....	\$ _____	\$ _____

(Initials)

SHIPMENTS: Shipments 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, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, 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.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. ***Failure to sign the signature block below may result in the bid being declared non-responsive.***

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Signature and Title of Person Authorized to Sign this Bid) (Date)

(Printed Name) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
