

<b>PROGRAM:</b>	<b>369-S</b>									
<b>TITLE:</b>	<b>Various Forms and Form Booklets</b>									
<b>AGENCY:</b>	<b>Department of Homeland Security (DHS) (USCIS)</b>									
<b>TERM:</b>	<b>Beginning Date of Award and ending October 31, 2022</b>									
										<b>CURRENT CONTRACTOR</b>
				<b>McDonald &amp; Eudy Printers Inc.</b>		<b>Patterson Printing</b>		<b>Gray Graphics</b>		<b>Patterson Printing</b>
				<b>Temple Hills, MD</b>		<b>Berton Harbor, MI</b>		<b>Capitol Heights, MD</b>		<b>Benton Harbor, MI</b>
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>BASIS OF AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>
<b>I.</b>	<b>PREPRESS:</b>									
	Digital Color Content Proof									
	per trim/page-size unit.....	2	15.00	30.00	36.00	72.00	3.00	6.00	---	---
<b>II.</b>	<b>PRINTING, BINDING, PACKING, AND DISTRIBUTION:</b>									
(a)	Saddle-Stitched/Paste on Fold Forms Printing									
	in black ink, including binding and perforating									
	.....per page.									
(1)	----- <b>Makeready and/or Setup</b> -----	172	35.00	6,020.00	13.98	2,404.56	12.00	2,064.00	11.65	2,003.80
(2)	----- <b>Running Per 1,000 copies</b> -----	748	16.35	12,229.80	3.48	2,603.04	3.50	2,618.00	2.90	4,338.40
(b)	Loose leaf Forms:									
1.	Forms (8-1/2 x 11") Printing in black ink,									
	including binding.....per page.									
(1)	----- <b>Makeready and/or Setup</b> -----	152	175.00	26,600.00	180.00	27,360.00	175.00	26,600.00	150.00	22,800.00
(2)	----- <b>Running Per 1,000 copies</b> -----	990	14.85	14,701.50	32.00	31,680.00	45.00	44,550.00	45.00	89,100.00
2.	Forms (25-1/2 x 11")									
	Printing in black ink, including binding									
	.....per product									
(1)	----- <b>Makeready and/or Setup</b> -----	1	400.00	400.00	222.00	222.00	190.00	190.00	185.00	925.00
(2)	----- <b>Running Per 1,000 copies</b> -----	1	94.00	94.00	150.00	150.00	125.00	125.00	125.00	1,250.00
3.	Forms (8-1/2 x 22")									
	Printing in black ink, including binding									
	.....per product									
(1)	----- <b>Makeready and/or Setup</b> -----	1	400.00	400.00	222.00	222.00	180.00	180.00	185.00	925.00
(2)	----- <b>Running Per 1,000 copies</b> -----	1	74.00	74.00	96.00	96.00	65.00	65.00	80.00	800.00
4.	Forms (8-1/2 x 33")									
	Printing in black ink, including binding									
	.....per product									
(1)	----- <b>Makeready and/or Setup</b> -----	1	450.00	450.00	222.00	222.00	190.00	190.00	185.00	925.00
(2)	----- <b>Running Per 1,000 copies</b> -----	1	98.00	98.00	150.00	150.00	125.00	125.00	125.00	1,250.00
<b>III.</b>	<b>ADDITIONAL OPERATIONS:</b>									
1.	Shrink-film wrapping in units of 25 sets...per package	60	1.00	60.00	0.23	13.80	0.35	21.00	0.20	50.00
2.	Shrink-film wrapping in units of 50 sets...per package	200	1.50	300.00	0.24	48.00	0.50	100.00	0.20	20.00
3.	Shrink-film wrapping in units of 100 sets...per package	160	2.00	320.00	0.25	40.00	0.75	120.00	0.20	10.00
<b>IV.</b>	<b>PAPER: Forms - Each page-size leaf</b>									
(a)	White Uncoated Text (50-lb.).....Per 1,000 leaves	834	11.50	9,591.00	9.60	8,006.40	22.00	18,348.00	8.00	15,720.00
(b)	White Writing (20-lb.).....Per 1,000 leaves	44	11.50	506.00	9.60	422.40	22.00	968.00	8.00	808.00
<b>V.</b>	<b>PREMIUM PAYMENTS:</b>									
	Percentage increase		10%			25%		10%		25%
	<b>CONTRACTOR'S SUBTOTAL</b>			<b>\$71,874.30</b>		<b>73,712.20</b>		<b>\$96,270.00</b>		<b>140,925.20</b>
	<b>CONTRACTOR PAPER TOTAL</b>			<b>\$10,097.00</b>		<b>8,428.80</b>		<b>\$19,316.00</b>		<b>16,528.00</b>
	<b>SUBTOTAL LESS PAPER</b>			<b>\$61,777.30</b>		<b>65,283.40</b>		<b>\$76,954.00</b>		<b>124,397.20</b>
	<b>ACCELERATED SCHEDULE</b>	<b>10%</b>		<b>\$6,177.73</b>		<b>6,528.34</b>		<b>\$7,695.40</b>		<b>12,439.72</b>
	<b>PERCENTAGE INCREASE</b>		<b>10%</b>	<b>\$617.77</b>		<b>1,632.09</b>		<b>\$769.54</b>		<b>3,109.93</b>
	<b>CONTRACTOR'S TOTAL PLUS PERCENTAGE INCREASE</b>			<b>72,492.07</b>		<b>75,344.29</b>		<b>97,039.54</b>		<b>144,035.13</b>
	<b>DISCOUNT</b>		<b>1%</b>	<b>724.92</b>		<b>1,506.89</b>		<b>970.40</b>		<b>2,880.70</b>
	<b>DISCOUNTED TOTALS</b>			<b>71,767.15</b>		<b>73,837.40</b>		<b>96,069.14</b>		<b>141,154.43</b>
				<b>AWARDED</b>						

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Various Forms and Form Booklets*

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

Department of Homeland Security (DHS)  
U.S. Citizenship and Immigration Services (USCIS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award, and ending October 31, 2022, plus up to four (4) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bid should be opened at 11: 00 a.m., prevailing Washington, DC Time, on October 28, 2021 at the Government Publishing Office, Washington, DC. (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, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov). No other method of bid submission will be accepted at this time. The program number 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.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Cecilia Dominguez Castro on (202) 512-0307 or at [cdominguezcastro@gpo.gov](mailto:cdominguezcastro@gpo.gov).

## 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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

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

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:** The predominant production function will be printing. Any contractor who cannot perform the predominant production function will be declared non-responsible.

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, 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:

Attribute

Specified Standard

P-7. Type Quality and Uniformity

O.K. Proofs/Average Type Dimension/  
Electronic Media/Camera Copy

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension 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(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 November 1, 2021 to October 31, 2022, 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 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 July 31, 2021, 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. 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)
- 7) Letter of commitment from any subcontractor

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.

**PREAWARD PRODUCTIONS PLANS:** The contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule.

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF THE SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE ANY OR ALL OF THESE PLANS.

*Option Years:* For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these plans to GPO within five (5) workdays of notification of the option year being exercised.

If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer a statement confirming that the current plans are still in effect.

**Contingency Plans:** The failure to deliver these products in a timely manner would have an impact on the daily operations of the ordering agency. Therefore, if for any reason(s) (act of God, labor disagreements, pandemic, national emergency, etc.) the contractor is unable to perform at said location for a period longer than five (5) workdays, the contractor must have a backup facility with the capability of producing the products required under this contract. The backup facility must be operated by the contractor and must be fully operational within five (5) calendar days of the actual incident.

These plans must include the location of the facility to be used and a timetable for the start of production at that facility. These plans must also include the transportation of Government materials from one facility to the other.

NOTE: All terms and conditions of this contract will apply to the backup facility.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At Government's option, this may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**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 November 1, 2021 through October 31, 2022 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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 under the "ORDERING" clause of this contract.

**WARRANTY:** Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**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 –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. 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 before 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 email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Contractor's billing invoices must be approved before submitting to GPO for payment within three (3) workdays upon completion of the print order, the contractor shall submit a PDF file of the itemized invoice to the USCIS for verification, approval, and signature. Contractor to submit to the USCIS Printing at [USCIS-Printing@uscis.dhs.gov](mailto:USCIS-Printing@uscis.dhs.gov).

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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 receiving payment. 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>.

All contractor billing invoices must be itemized under the line items in the "SCHEDULE OF PRICES."

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of loose-leaf forms and saddle-stitched form booklets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** Various Forms and Form Booklets.

**FREQUENCY OF ORDERS:** Approximately 5 to 50 orders per year.

Approximately 2 to 10 orders may be placed in the same week requiring the same schedule. Majority of orders placed will be for one (1) form only. However, an occasional order may be placed where two (2) different forms will be ordered on the same print order requiring the same schedule.

**QUANTITY:** Approximately 1,000 to 50,000 copies per order. (NOTE: An occasional order may be placed for up to 500,000 copies.)

**NUMBER OF PAGES:** Approximately 4 to 90 pages per order.

NOTE: Forms will consist of instruction pages and form pages printing face only or face and back, all within the same form unit.

**TRIM SIZE:** 8-1/2 x 11" (folded down from 25-1/2 x 11", 8-1/2 x 22", or 8-1/2 x 33").

**GOVERNMENT TO FURNISH:** Electronic media will be furnished on the majority of orders; however, occasionally, camera copy/reprint copy consisting of text and tabular matter to be reproduced same size may be furnished. When furnished, electronic media will be furnished as follows:

Storage Media: Email, CD-R.

Software: Adobe Acrobat, Adobe Illustrator, Adobe InDesign, Microsoft Word. All files will be created in current versions or near current versions of the above-mentioned programs.

NOTE: All Government software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor. (NOTE: Contractor is to notify the agency when a software upgrade occurs.)

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

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 in native application and/or PDF format.  
A visual of the forms will be furnished via email. Visual will clearly show color breaks.

Copies of the current forms being used (to be used as a guide only) may be furnished.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files or on the camera 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.

**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 individual listed on the print order.

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, 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. The Government will accept PDF files as digital deliverables when furnished by the Government. The returned digital deliverable must be clearly labeled with Title, Jacket Number, Program Number 369-S and Print Order Number.

**PROOFS:**

For all orders, contractor must submit one “Press Quality” PDF soft proofs (for content only) for all items ordered on the print order, 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.

When ordered, one (1) set of digital color content proof of the complete product. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product, as applicable.

If any contractor’s errors are serious enough in the opinion of the Government 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 the receipt of an “O.K. to Print.”

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

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

The paper to be used will be indicated on each print order.



White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22, equal to JCP Code D10.

**PRINTING:** Print face only, head-to-head, or head-to-foot, as ordered, in black ink. Printing consists of text and tabular matter, screens, and barcodes. (Some forms may print head-to-head and head-to-foot within the same form unit.)

The GPO requirement is waived and must not print on final product.

**MARGINS:** Adequate gripper margins throughout. Maintain margins as indicated on the print order, furnished electronic file, or furnished copy.

**BINDING:** Bind as indicated on the print order. Various binding styles will be required as follows:

Trim four sides.

Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to the left or right side of stitches will not be allowed.

At the contractor's option, in lieu of saddle-stitching, some forms may paste on fold.

For forms that are saddle-stitched/pasted on fold, perforate (slit or slot, without ink) along the entire 11" dimension, 1/4" from the binding edge.

Fold from 25-1/2 x 11" down to 8-1/2 x 11" with two vertical, parallel wraparound folds, title out. Perforate (slit or slot, without ink) on all folds.

Fold from 8-1/2 x 22" down to 8-1/2 x 11" with one horizontal fold, title out. Perforate (slit or slot, without ink) on all folds.

Fold from 8-1/2 x 33" down to 8-1/2 x 11" with two horizontal, parallel accordion folds, title out. Perforate (slit or slot, without ink) on all folds.

**PACKING:** When ordered, shrink-film wrap in units of 25, 50 or 100 sets, as specified.

The contractor is to pack suitable in shipping containers or as indicated on the print order. Unless otherwise specified, contractor must pack containers not to exceed 45 pounds when fully packed.

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

Pallets will be required.

NOTE: Deliveries to the Montclair, CA, and Williston, VT, addresses must be shipped on 48 x 40" four-way pallets. Shipping containers must be stacked so that the total height of the shipment (including the pallet) does not exceed 56".

**LABELING AND MARKING:** Contractor must include the form number (revision date), title, department, requisition number, GPO jacket number, print order number, quantity per package, and quantity per container. A fillable file and sample will be provided after award. (See Attachments A and B.)

Containers must be marked to indicate number of containers to a destination when more than one container is necessary for a single destination (i.e., 1 of 3, 2 of 3, 3 of 3).

**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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [GPO.gov](http://GPO.gov). 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 label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from [GPO.gov](http://GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent to the Montclair, CA, address or the Williston, VT, address, as specified on the print order.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [GPO.gov](http://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 GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

Ship/deliver f.o.b. destination approximately 65% of all copies ordered to one (1) address in Montclair, CA, and the balance to one (1) address in Williston, VT. (*Inside delivery is required.*)

Deliver f.o.b. destination approximately 15 to 20 copies to two addresses within the commercial zone of Washington, DC.

An occasional order may require that all copies ordered be delivered to the Montclair, CA address, the Williston, VT address, or one address outside the two Forms Center locations, as specified on the print order.

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

For orders requiring shipments to an address other than Montclair, CA, or Williston, VT, contractor is to ship reimbursable by traceable, most economical means to the Government unless otherwise instructed. Contractor will be reimbursed for all shipping costs by submitting the shipping receipts with billing invoice for payment.

When applicable, the contractor must notify USCIS Printing Services Program Manager or representative with the shipping information (carrier name and tracking number) as soon as it becomes available. POCs may be contacted via email at [USCIS-Printing@uscis.dhs.gov](mailto:USCIS-Printing@uscis.dhs.gov).

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order ships/delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 369-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/delivery method, and title of the product. Contractor must be able to provide copies of all shipping/delivery receipts upon agency request.

Upon completion of each order, all furnished materials (if applicable), and five (5) sample copies of each form ordered must be delivered to: DHS/USCIS/DMD/PMB, 5900 Capital Gateway Drive, Mailstop 2300, Camp Springs, MD 20588-0009, attn: Matt Gaines or Angela Owens.

**Billing Reports:** Within the first five (5) workdays of each month, the contractor must submit a monthly report to the ordering agency detailing the billing breakdown for all orders placed during the previous month.

All expenses incidental to picking up and returning furnished materials (if applicable), submitting proofs, and furnishing sample copies 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).

Print order and furnished materials will be furnished via email.

When applicable, print order and furnished materials must be picked up from and returned to: DHS/USCIS/DMD/PMB, 5900 Capital Gateway Drive, Mailstop 2300, Camp Springs, MD 20588-0009, attn: Matt Gaines or Angela Owens.

PDF soft proofs must be emailed to the ordering agency at the email address indicated on the print order.

When ordered, hard copy proofs must be delivered to: DHS/USCIS/DMD/PMB, 5900 Capital Gateway Drive, Mailstop 2300, Camp Springs, MD 20588-0009, attn: Matt Gaines or Angela Owens. If applicable, electronic media and visuals must be returned with proofs.

No definite schedule for pickup of materials/placement of orders can be predetermined.

The following schedules begin the workday after receipt of the print order and furnished materials; the workday after receipt will be the first workday of the schedule.

**Regular Schedule:**

- Contractor must complete production and distribution within 15 to 25 workdays (as specified on the print order) from receipt of the print order and furnished material.
- 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 they are made available for pickup (hard copy proofs) or until changes/corrections/“O.K. to Print” (PDF soft proofs) are provided via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the above schedule, as specified on the print order.

***Accelerated Schedule:*** Approximately 10% of all orders issued will require an accelerated schedule.

- Contractor must complete production and distribution within 10 workdays of receipt of the print order and furnished materials.
- 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 they are made available for pickup (hard copy proofs) or until changes/corrections/“O.K. to Print” (PDF soft proofs) are provided via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the 10-workday schedule.
- For orders requiring the accelerated schedule, the statement “*Accelerated Schedule Authorized*” MUST be specified on the print order for the contractor to receive the premium payment. If an order placed requiring the accelerated schedule does not have “*Accelerated Schedule Authorized*” specified on the print order, the contractor is to notify both the USCIS and the GPO immediately for further instruction.

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

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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Offices of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving email or call will be unable to respond to questions of a technical nature or to transfer any inquires.

### 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.

**PREMIUM PAYMENTS:** Orders requiring an Accelerated Schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be for the regular schedule and will be paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments for Accelerated Schedule orders, when authorized, will apply to all items except item IV., "PAPER" in the "SCHEDULE OF PRICES."

For orders placed with an accelerated schedule, failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their billing invoice.

It is estimated that 10% of all orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item V.), to 10% of the prices offered for all items, except Item IV., "PAPER."

*The determination of award estimate specified below is based on historical data. However, due to the current global pandemic, the contractor is put on notice that the estimated amount of work anticipated on this contract may be significantly impacted during this period.*

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

I.		2	
		(1)	(2)
II.	(a)	172	748
	(b) 1.	152	990
	2.	1	1
	3.	1	1
	4.	1	1
III.	(a)	60	
	(b)	200	
	(c)	160	
IV.	(a)	834	
	(b)	44	

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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.

A charge will be allowed for each page of a saddle-stitch product, whether printed or blank. For line items II.(a) and (b)1. only, a charge will be allowed for each page, whether printed or blank.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

Cost of all required paper must be charged under Item IV., "PAPER."

**I. PREPRESS:** Prices offered shall include the cost of all required materials and operations, in accordance with these specifications.

Digital Color Content Proof..... per trim/page-size unit.....\$ \_\_\_\_\_

**II. PRINTING, BINDING, PACKING, AND DISTRIBUTION:** Prices offered must be all inclusive, as applicable and must include the cost of all required materials and operations necessary (including PDF soft proofs) for the printing, binding, packing, and distribution in accordance with these specifications.

	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 copies</u>
	(1)	(2)

(a) Saddle-Stitched/Paste on Fold Forms Printing in black ink, including binding and perforating .....	per page..... \$ _____	\$ _____
--	------------------------	----------

(b) Loose leaf Forms:

1. Forms (8-1/2 x 11") Printing in black ink, including binding.....	per page..... \$ _____	\$ _____
---	------------------------	----------

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 copies</u> (2)
2. Forms (25-1/2 x 11") Printing in black ink, including binding..... per product.....	\$ _____	\$ _____
3. Forms (8-1/2 x 22") Printing in black ink, including binding..... per product.....	\$ _____	\$ _____
4. Forms (8-1/2 x 33") Printing in black ink, including binding..... per product.....	\$ _____	\$ _____

**III. ADDITIONAL OPERATIONS:** Prices offered must include the cost of all required materials and operations necessary to produce the items listed below, in accordance with these specifications.

- (a) Shrink-film wrapping in units of 25 sets ..... per package.... \$ \_\_\_\_\_
- (b) Shrink-film wrapping in units of 50 sets ..... per package.... \$ \_\_\_\_\_
- (c) Shrink-film wrapping in units of 100 sets ..... per package.... \$ \_\_\_\_\_

**IV. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Forms - Each page-size leaf.

	<u>Per 1,000 leaves</u>
(a) White Uncoated Text (50-lb.).....	\$ _____
(b) White Writing (20-lb.).....	\$ _____

**V. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item IV., "PAPER". Percentage increase, will be added to all orders which require an Accelerated Schedule.

Percentage increase ..... %

\_\_\_\_\_  
 (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 agrees, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

**BIDDER'S NAME AND SIGNATURE:** Unless a 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 per 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's Name) (GPO Contractor's Code)

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

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

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

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

---

---

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

---

---