

Program:	680-S										
Term:	Date of Award to March 31, 2020										
Title:	Form I-797D										
			<b>GATEWAY PRESS, INC.</b>		<b>GRAY GRAPHICS</b>		<b>HIGHLAND</b>		<b>INTEGRATED GRAPHICS</b>		
		BASIS OF	LOUISVILLE, KY		CAPITOL HEIGHTS, MD		HILLSBORO, OH		SOUTH ELGIN, IL		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	<b>COMPLETE PRODUCT:</b>										
(a)	Per Product.....										
(1)	<b>Makeready and/or Setup</b>	3	\$2,700.00	\$8,100.00	\$1,250.00	\$3,750.00	\$500.00	\$1,500.00	\$908.49	\$2,725.47	
(2)	<b>Running Per 1,000 Copies</b>	4500	\$16.99	\$76,455.00	\$17.00	\$76,500.00	\$12.85	\$57,825.00	\$15.15	\$68,175.00	
	<b>CONTRACTOR TOTALS</b>			<b>\$84,555.00</b>		<b>\$80,250.00</b>				<b>\$70,900.47</b>	
	<b>DISCOUNT</b>		<b>3.00%</b>	\$2,536.65	<b>2.00%</b>	\$1,605.00	<b>2.00%</b>		<b>1.00%</b>	\$709.00	
	<b>DISCOUNTED TOTALS</b>			<b>\$82,018.35</b>		<b>\$78,645.00</b>				<b>\$70,191.47</b>	
Program:	680-S										
Term:	Date of Award to March 31, 2020										
Title:	Form I-797D										
			<b>KING PRINTING INC.</b>		<b>MONARCH LITHO, INC.</b>		<b>RR DONNELLEY</b>		<b>SCANTRON CORP.</b>		
		BASIS OF	NEW TAZEWEEL, TN		MONTEBELLO, CA		FLORENCE, KY		COLUMBIA, PA		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	<b>COMPLETE PRODUCT:</b>										
(a)	Per Product.....										
(1)	<b>Makeready and/or Setup</b>	3	\$900.00	\$2,700.00	\$2,030.00	\$6,090.00	\$600.00	\$1,800.00	\$495.55	\$1,486.65	
(2)	<b>Running Per 1,000 Copies</b>	4500	\$13.32	\$59,940.00	\$16.35	\$73,575.00	\$15.06	\$67,770.00	\$13.51	\$60,795.00	
	<b>CONTRACTOR TOTALS</b>			<b>\$62,640.00</b>		<b>\$79,665.00</b>		<b>\$69,570.00</b>		<b>\$62,281.65</b>	
	<b>DISCOUNT</b>		<b>2.00%</b>	\$1,252.80	<b>2.00%</b>	\$1,593.30	<b>0.00%</b>	\$0.00	<b>2.00%</b>	\$1,245.63	
	<b>DISCOUNTED TOTALS</b>			<b>\$61,387.20</b>		<b>\$78,071.70</b>		<b>\$69,570.00</b>		<b>\$61,036.02</b>	
											<b>AWARDED</b>
Program:	680-S										
Term:	Date of Award to March 31, 2020										
Title:	Form I-797D										
			<b>TIDEWATER DIRECT, LLC</b>		<b>OMAHA PRINT dba</b>		<b>CURRENT CONTRACTOR</b>				
		BASIS OF	CENTREVILLE, MD		OMAHA, NE		OMAHA PRINT dba		ARADIUS GROUP		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	<b>COMPLETE PRODUCT:</b>										
(a)	Per Product.....										
(1)	<b>Makeready and/or Setup</b>	3	\$582.00	\$1,746.00	\$750.00	\$2,250.00	\$750.00	\$2,250.00			
(2)	<b>Running Per 1,000 Copies</b>	4500	\$16.21	\$72,945.00	\$13.25	\$59,625.00	\$11.25	\$50,625.00			
	<b>CONTRACTOR TOTALS</b>			<b>\$74,691.00</b>		<b>\$61,875.00</b>		<b>\$52,875.00</b>			
	<b>DISCOUNT</b>		<b>1.00%</b>	\$746.91	<b>1.00%</b>	\$618.75	<b>1.00%</b>	\$528.75			
	<b>DISCOUNTED TOTALS</b>			<b>\$73,944.09</b>		<b>\$61,256.25</b>		<b>\$52,346.25</b>			

**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***Form I-797D***

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

Department of Homeland Security  
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 **March 31, 2020**, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **March 26, 2019**

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 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 January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

**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, with particular attention to the following:

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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, call **David Love** at (202) 512-0310 or email [aps-team1@gpo.gov](mailto:aps-team1@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 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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.pdf>

**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. Prior to production samples/ O.K. Proof/Average type dimension/ Electronic media/Furnished sample
P-10. Process Color Match	O.K. Prior to production samples/ O.K. Proof

**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 adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** to **March 31, 2020**, 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, 2018**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**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.

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **March 31, 2020**, 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 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.

**PAYMENT:** Submitting all 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>

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of a form requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE:** Form I-797D.

**FREQUENCY OF ORDERS:** Approximately 2 to 5 orders per year.

**QUANTITY:** Approximately 1,000,000 to 4,000,000 copies order.

**NUMBER OF PAGES:** Face only.

**TRIM SIZES:** 8-1/2 x 11”.

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

Electronic file (Adobe Acrobat PDF file (latest version)) furnished on a CD or electronically. Fonts are embedded. The electronic file will be furnished with the first order. Contractor is to hold for use throughout the term of the contract.

Sample to be used as a visual and construction guide (furnished on first order only to be held for use throughout term of the contract).

Shipping label furnished on a CD or electronically (furnished on first order only to be held for use throughout term of the contract).

Identification markings such as register marks, commercial identification marks of any kind, etc., carried on the furnished copy or in the electronic files, must not print on finished product.

**EXHIBITS:** The facsimile of the sample page shown as EXHIBIT A is representative of the product that will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the products 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified 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, 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, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS (First Order only):** Contractor to submit one Adobe Acrobat (latest version) “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.

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

**PRIOR TO PRODUCTION SAMPLES (All Orders):**

The sample requirement for this contract is not less than 3,000 printed construction samples. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

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

Prior to the commencement of production of the contract production quantity, the contractor shall submit the samples of the form as follows:

1,500 samples are to be delivered to: Corbin Production Facility, 203 Allison Boulevard, Corbin, KY 40701. Attn: Rick Harris, Office: (606) 526-2810, extension 210.

1,500 samples are to be delivered to: Lee’s Summit Card Production Facility, 777 NW Blue Parkway, Suite 3370, Lee’s Summit, MO 64086. Attn: Melissa Stimac, Office: (816) 621-2601, Cell: (816) 266-2885, Fax: (816) 621-2627, Email: [Melissa.L.Stimac@uscis.dhs.gov](mailto:Melissa.L.Stimac@uscis.dhs.gov)

**NOTE:** All Prior to Production samples must deliver via traceable means. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

The contractor is required to provide a Proof Sheet, and a FedEx or UPS Label with their Account Number to return signed-off prior-to-production samples, overnight, as well as, contact information (name and phone number) for verbal "Ok to Print" if no corrections.

All samples will be tested for conformance of materials. All samples will be tested for usage on the specified equipment and/or for construction.

**NOTE:** *Samples will be tested on a Dynetics Intelli-Fold Mailer/Stuffer System.*

The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

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

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

In the event the additional 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 Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).

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.

Government Paper Specification Standards No. 12 – [https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf?sfvrsn=2)

White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**PRINTING:** Print form face only in four-color process. Printing consists of text matter and agency seal. GPO imprint must not print on the final product.

**MARGINS:** Margins will be as indicated on the print order or electronic media.

**BINDING:** Trim four sides. Micro-perforate horizontally across the entire 8-1/2" dimension, 5-1/2" down from top of form.

**PACKING:** Pack suitable in shipping containers in quantities of 2,500 per container. All containers must include a packing slip.

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

Pallets required. Containers must be stacked on 48 x 40" 4-way pallets. Containers must be stacked so that the total height of the pallet (including the pallet itself) does not exceed 54".

**LABELING AND MARKING (Package and/or Container Label):** Contractor must use furnished electronic file (barcode-embedded) to create shipping labels for all containers, including proofs, prior to production samples, and distribution.

**NOTE:** If shipping/packing/manifest labels are utilized, they must not obstruct any portion of the carton label.

Shipping labels must include title of product, form number, revision date, department, requisition number, jacket number, program/print order numbers, quantity per container, and quantity per package. Shipping labels will have bar code included.

When completing the label, the contractor must have an Adobe Reader (latest version), all information must be typed in capital letters, and the date must be in MM/DD/YYYY format.



**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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [www.GPO.gov](http://www.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)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [www.GPO.gov](http://www.GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to: Department of Homeland Security/USCIS, Western Forms Center, 5160 Richton Street, Suite G, Montclair, CA 91763. Attn: Receiving (909- 949-7131 or 7193)

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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), 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 [www.GPO.gov](http://www.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: Department of Homeland Security/USCIS, Western Forms Center, 5160 Richton Street, Suite G, Montclair, CA 91763. Attn: Receiving (909-949-7131 or 7193)

On an occasional order, contractor may be required to deliver f.o.b. destination a portion of the quantity ordered to: Corbin Production Facility, 203 Allison Boulevard, Corbin, KY 40701. Attn: Rick Harris (606-526-2810 ext. 210). Quantity to be specified on the print order.

**NOTE:** Shipments and deliveries not conforming to specification requirements will be refused, no additional time will be allowed, and redelivery will be at the contractor's expense.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 680-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of product.

Upon completion of each order, contractor must email a copy of the signed delivery receipt to the USCIS Printing Officer at: [uscis-printing@uscis.dhs.gov](mailto:uscis-printing@uscis.dhs.gov)

Upon completion of each order, contractor must deliver five sample copies to: DHS/USCIS/PMB, 203 Allison Boulevard, Corbin, KY 40701. Attn: Matt Gaines (606-526-2802). Inside delivery is required.

Upon completion of the contract, contractor must return all furnished materials and digital deliverables to: DHS/USCIS/PMB, 203 Allison Boulevard, Corbin, KY 40701. Attn: Matt Gaines (606-526-2802). Inside delivery is required.

All expenses incidental to picking up and returning materials, submitting proofs and prior to production samples, 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).

Furnished materials must be picked up from: Department of Homeland Security/USCIS, DMD Program Management Branch, 633 3<sup>rd</sup> Street, NW, Washington, DC 20529-2225.

Proofs must be emailed to the email address specified on the print order.

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.

Contractor must complete production and distribution within 30 workdays of receipt of notification of the availability of print order and furnished material.

No specific date is set for submission of proofs. Proofs will be transferred to the agency via email. 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 five workdays from their receipt at the ordering agency until they are made available to the contractor. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)

No specific date is set for submission of prior to production samples. Samples must be submitted in sufficient time to allow for Government testing and revised samples if contractor's errors are judged serious enough to require them.

The Government will approve, conditionally approve, or disapprove the samples within five workdays of the receipt thereof. (The first workday after receipt of samples at the ordering agency is day one of the hold time.)

All proof, prior to production sample, and transit time is included in the 30-workday schedule.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

**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 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."

	(1)	(2)
I.	3	4,500

**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 nonresponsive.

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

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Per Product.....	\$ _____	\$ _____

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

**SHIPMENT(S):** 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 Solicitation 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 points(s), in exact accordance with specifications.

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 fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

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

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

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

\*\*\*\*\*

## EXHIBIT A



### U.S. Citizenship and Immigration Services

#### **Your Application Has Been Approved.**

Here is your new card. The expiration date is shown on the front.

#### **Please Check Your Card To Verify That the Information Is Correct.**

If you find an error on it, please call us at the telephone number provided below.

#### **Please Protect Your Card.**

#### **Please Read This Notice.**

It has important information. We also recommend that you keep this notice for your records.

If you ever have questions about immigration benefits and procedures, or wish to have an application mailed to you, please call our USCIS National Customer Service Center at **1-800-375-5283**, or Check our website at <http://www.uscis.gov>.

USCIS has a guide for new Permanent Residents called *Welcome to the United States: A Guide for New Immigrants*. It has important information about your rights and responsibilities. The guide is available in English and 13 other languages at <http://www.uscis.gov/newimmigrants>

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#### **Additional Information About Your Card**

USCIS issues several kinds of cards for different purposes. Please read how to use your card. Always carry your card in the United States and show it when you re-enter the United States. Please keep this information for your future reference.

##### **Permanent Resident Card**

Your card has an expiration date.

- If you are a conditional resident, you should apply to remove the conditions 90 days before your card expires.
- If you are a permanent resident, the expiration date does not affect your status, but you should use form I-90 to apply for a new card 90 days before this card expires.

As a resident you should be aware of other immigration services:

- If your card is lost, stolen, or becomes damaged, or your name or other information shown on your card changes, use Form I-90 to apply for a new card.
- If you are going to travel and believe you may be gone a year or more, you should apply for a reentry permit *before you leave* - see Form I-131 for information.
- You can sponsor the immigration of certain relatives - see Form I-130 for information.
- Permanent residents can become American citizens. Usually, you have to be a permanent resident for 5 years, but in some circumstances you can apply earlier - see Form N-400 for information.

##### **Employment Authorization Card and Advance Parole Card**

You are authorized to work consistent with any conditions shown on the card until it expires.

- If you apply for a job, you may show your card to the employer to show you are authorized to work while the card is *valid*.
- If you are already employed and this card extends your employment authorization, you may show this new card to your employer to show that your work authorization has been extended.

Your EAD card is also evidence of your status. Please see the enclosed important advisory.

##### **Replacement Citizen Card**

Use your card as evidence of your U.S. Citizenship.

(This replacement card is only issued to certain American Indians and persons from the Northern Mariana Islands who were previously issued this kind of card.) You do not need to carry your card while in the United States.

##### **Student/Exchange Visitor Card**

Use your card to show that you are a valid F, J, or M nonimmigrant student, exchange visitor, or dependent. This card does not grant employment authorization. To apply for employment authorization, use Form I-765.