

Program:	865-S							
Term:	Beginning September 1, 2025 ending August 31, 2026							
Title:	American Community Survey Envelopes							CURRENT CONTRACTOR
			Cenveo Worldwide Limited		United Envelope, LLC		Cenveo Worldwide Limited	
		BASIS OF	Williamsburg, PA		Mount Pocono, PA		Williamsburg, PA	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>PRIOR TO PRODUCTION SAMPLES:</b>							
(a)	Item 1 (9 x 11-3/4")-----per order	3	\$2,500.00	\$7,500.00	\$3,000.00	\$9,000.00	\$2,500.00	\$7,500.00
(b)	Items 3,4, and 6 (9 x 11-7/8")-----per order	7	\$2,500.00	\$17,500.00	\$3,000.00	\$21,000.00	\$2,500.00	\$17,500.00
<b>II.</b>	<b>PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:</b>							
(a)	Item 1 (9 x 11-3/4"): Printing in a single ink color, including security tint and construction per envelope-----							
1	Makeready and/or Setup	3	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00
2	Running Per 1,000 Copies	2,506	\$88.43	\$221,605.58	\$92.00	\$230,552.00	\$87.35	\$218,899.10
(b)	Item 2 (9 x 11-5/8") Printing in a single ink color, including construction-----per envelope							
1	Makeready and/or Setup	1	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00
2	Running Per 1,000 Copies	2	\$49.18	\$98.36	\$60.00	\$120.00	\$54.95	\$109.90
(c)	Item 3 (9 x 11-7/8"): Printing in a single ink color, including construction-----per envelope							
1	Makeready and/or Setup	1	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00
2	Running Per 1,000 Copies	2	\$33.13	\$66.26	\$52.00	\$104.00	\$46.93	\$93.86
(d)	Item 4 (9 x 11-7/8"): Printing in a single ink color, including construction-----per envelope							
1	Makeready and/or Setup	3	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00
2	Running Per 1,000 Copies	41	\$32.18	\$1,319.38	\$52.00	\$2,132.00	\$46.93	\$1,924.13
(e)	Item 5 (9 x 11-5/8"): Printing in a single ink color, including construction-----per envelope							
1	Makeready and/or Setup	1	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00
2	Running Per 1,000 Copies	145	\$49.18	\$7,131.10	\$60.00	\$8,700.00	\$54.95	\$7,967.75
(f)	Item 6 (9 x 11-7/8"): Printing in a single ink color, including construction-----per envelope							
1	Makeready and/or Setup	3	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00
2	Running Per 1,000 Copies	3,051	\$33.13	\$101,079.63	\$52.00	\$158,652.00	\$46.93	\$143,183.43
<b>III.</b>	<b>PAPER:</b>							
	White Writing Envelope (24-lb.): Per 1,000 leaves							
(a)	Item 1 (9 x 11- 3/4")-----	2,506	\$19.57	\$49,042.42	\$34.00	\$85,204.00	\$29.40	\$73,676.40
(b)	Items 2 and 5 (9 x 11-5/8")-----	147	\$19.78	\$2,907.66	\$35.00	\$5,145.00	\$30.11	\$4,426.17
(c)	Items 3,4, and 6 (9 x 11-7/8")-----	3,094	\$20.14	\$62,313.16	\$35.00	\$108,290.00	\$30.15	\$93,284.10
	CONTRACTOR SUBTOTALS			\$470,563.55		\$628,899.00		\$568,564.84
	DISCOUNT		0.0%	\$0.00	0.0%	\$0.00	0%	\$0.00
	DISCOUNTED TOTALS			\$470,563.55		\$628,899.00		\$568,564.84
				<b>AWARDED</b>				

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*American Community Survey Envelopes*

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

Department of Commerce (Census)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning September 1, 2025 and ending August 31, 2026, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on June 18, 2025 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. 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 the bid opening date and time 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 Stacy Bindernagel at [sbindernagel@gpo.gov](mailto:sbindernagel@gpo.gov) or (202) 512-2103.

## 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 Publication 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.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:** Contract Clause 6, “Subcontracts,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

**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 Attributes -- Level II.
- (b) Finishing Attributes -- Level II.
- (c) Exception: Tolerances and Definitions (see “TOLERANCES” below).
- (d) Exception: Item 1 (as specified in SECTION 2) must also meet the U.S. Postal Service Business Mail requirements.

Inspection Levels (from ANSI/ASQC Z1.4):

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

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets

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

P-7. Approved Prior to Production samples; Average type dimension in publication.

### TOLERANCES:

Envelope Size:	$\pm 1/16"$
Envelope side flaps:	$\pm 1/32"$
Window Size:	$\pm 1/16"$

Window Location:  $\pm 1/16"$   
Printed Image Misplacement:  $\pm 1/32"$   
Position and Skewness:  $\pm 2$  degrees  
Filled-in Characters: There shall be no filled-in characters.

Nonconformance with these tolerances shall be classified as a critical defect unless otherwise specified. The tighter requirement will govern in all cases.

All applicable image position tolerances shall meet U.S. Postal Service (USPS) requirements. Item 1 (as specified in Section 2) must meet the U.S. Postal Service Qualified Business Reply Mail (QBRM) requirements. Refer to the latest version of the U.S. Postal Service Domestic Mail Manual and the latest version of the U.S. Postal Service Publication 25, Designing Letter and Reply Mail.

**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 periodically 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 September 1, 2025 to August 31, 2026, 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 May 31, 2025, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of August 2025 will establish the base index.
3. There shall be no price adjustment for the first three (3) months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{_____}%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for Item III. "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**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 PRODUCTION PLANS:** As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within three (3) workdays (not including Federal holidays) of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays (not including Federal holidays) of request.

These proposed plans, and any revised plans, are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive any or all of these Plans.

**Production Plan:** The minimum requirements to be included in the Production Plan are:

- 1) A flow chart containing the proposed overall step-by-step methods of production (i.e., expected delivery date of paper supply for each item; the number of machines to be used for each item; the dates, times, and shifts per day to be used for each item, including dates, times, and shifts of work performed on weekends; and types of presses and machines used for each process of each item);
- 2) The proposed start-up dates of all phases of production for all items, which will demonstrate the operation (i.e., printing, folding, etc.); length of production period for each operation; anticipated quantity completion rate per production day; and operation for each item;
- 3) How the coordination will be handled from one production phase to the next;
- 4) The name and title of the person responsible for each production phase (i.e., Quality Control Officer);
- 5) How the final products will be staged/shipped, including the name of the person responsible for this phase;
- 6) List of the steps the contractor will follow when purging defective items and when replacements will be provided; and,
- 7) Any other special requirements which the contractor deems necessary to successfully perform the contract.

In the event that a change is required in the Production Plan, the contractor shall submit a revised Production Plan to the GPO, Attn: Contracting Officer, within three (3) workdays of the change. The revised Production Plan is subject to Government approval.

**Quality Systems Plan:** The contractor shall implement (prior to start-up of production and maintain throughout the term of the contract) a Quality Systems Plan. The plan must demonstrate conformance to all requirements of this contract. The Quality Systems Plan shall, at a minimum, include the following:

- 1) Appointment of an official who shall be responsible for the complete operation of the quality control system/department. This official shall be responsible for investigating and ascertaining the causes of deficiencies found and shall serve as the Government's single point of contact on all quality matters throughout the term of the contract.
- 2) Appointment of a lead Quality Control (QC) Officer who is directly involved in the day-to-day production of each item ordered. The QC person shall report directly to the designated official established in paragraph 1) above.

- 3) Details of where and by whom daily process controls and inspections will be performed to detect any defects during each phase of the printing, construction, packing, and labeling and marking processes as specified herein. The contractor shall state the number of people that shall be permanently assigned to this contract and give details about their individual assignments.
- 4) Procedures to be utilized to ensure that daily samples for inspection will be taken from all phases of production. All forms that the contractor will utilize in documenting daily sampling must also be included in the Quality Systems Plan.
- 5) Procedures for detecting any defective and/or incorrect items. Procedures MUST describe in detail the actions that will be taken if/when defects are discovered and how/when these defective/incorrect items will be replaced.
- 6) Description of how verification will be accomplished to ensure that all envelopes have been processed in full.
- 7) Description of the procedures for retrieving and correcting any quantity of items shipped to Jeffersonville, IN, which do not meet specifications.

**QUALITY SYSTEMS AUDIT:** After review of the contractor's Quality Systems Plan, the Government may conduct an in-depth audit of all the contractor's quality control methods and quality systems in a formal walk-through.

Failure to maintain quality systems in accordance with the Quality Systems Plan approved by the Government may result in the Government's termination of the contract for default.

**ON-SITE GOVERNMENT REPRESENTATIVES (COORDINATORS):** Two (2) or more Government representatives may be present at the contractor's production facility, for the duration of each shift, to monitor the production and quality review of all items, plus packing, labeling, and palletizing of shipping containers. For all production processes for all items, the Census Quality Assurance team and the contractor's management team will establish a leader or point of contact for each shift on which Census work will be performed.

These representatives do not have contractual authority. They are not authorized to make changes, or imply that changes be or can be made, in these specifications or contract. Additionally, these Government representatives are not to provide support or disapproval of any concerns pertaining to any of the terms of this contract to the contractor's staff. However, these representatives are to bring any and all defects to the attention of the contractor's QC Officer.

The representatives will have full and unrestricted access to all production areas where Census work is being produced. The contractor must provide office space with a desk and a telephone. The office must be in an enclosed, secured area adjacent to the production operations. The contractor will be reimbursed for any charges incurred for toll calls made by the Government coordinators upon presentation of voucher and verifiable documentation.

**NOTE:** The Government representatives may affix stickers to the containers and/or pallets for internal Census purposes. The application of these stickers neither signifies nor implies, in any way, the acceptance of the job by the Government. The affixed stickers do apply to the acceptance of the materials on the pallet. Pallets cannot be shipped until the stickers have been applied to the pallets or written permission to ship has been provided by the Government.

Travel expenses and per diem to be incurred by the Government for Quality Control Monitoring of each print order will be a factor in determining award. (See "SECTION 3. – DETERMINATION OF AWARD" specified herein for more information.)

**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 the option of the Government, the postaward conference may be held via teleconference.

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

**PREPRODUCTION CONFERENCE:** A preproduction conference may be held at the U.S. Government Publishing Office or via teleconference, within six (6) workdays (not including Federal holidays) after award. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. The contractor will conduct this preproduction conference during which the previously approved Production Plan will be discussed and the previously approved Quality Systems Plan will be reviewed in depth. (See "PREAWARD PRODUCTION AND QUALITY SYSTEMS PLANS.")

**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 September 1, 2025 to August 31, 2026, 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.

**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 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 email server as the official time stamp for bid receipt at the specified location.

**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 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>

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of six (6) different envelopes requiring such operations as electronic prepress, printing, construction, packing, and distribution.

**TITLE:** American Community Survey Envelopes

**FREQUENCY OF ORDERS:** Up to approximately 12 orders per year. (NOTE: Different envelopes will be ordered on separate print orders.)

**QUANTITY:** Approximately 1,000 to 1,500,000 envelopes per item per year (see chart below), plus or minus none.

Contractor is responsible for excess processing costs incurred for furnishing envelopes that do not meet specifications. **No shortages will be allowed;** therefore, the contractor is cautioned that they will be required to make up any shortages at no additional costs to the Government. Contractor must replace all spoiled/damaged items.

Multiple orders may be placed throughout the contract year for the same envelope. The total of all orders combined for that envelope is expected to be within the estimated quantity range given for that envelope in the below chart.

ITEM	TITLE/PRODUCT	FORM NO.	SIZE	QUANTITY RANGE
1	ACS Business Reply Mail Return Envelope	6385-47	9 x 11-3/4" plus side Flap, with window	500,000 to 1,500,000
2	ACS Outgoing PRCS Group Quarter Envelopes	6385-46 (GQ)(PR)	9 x 11-5/8" plus side flap, with window	2,000 to 3,000
3	ACS Outgoing Spanish Envelopes	ACS-46(SP)	9 x 11-7/8" plus side flap, with window	1,000 to 2,500
4	ACS Outgoing Puerto Rico Envelopes	ACS-46(PR)	9 x 11-7/8" plus side flap, with window	5,000 to 50,000
5	ACS Outgoing Group Quarter Envelopes	6385-46(GQ)	9 x 11-5/8" plus side flap, window	145,000 to 170,000
6	ACS Outgoing Envelope	ACS-46	9 x 11-7/8" plus side flap, with window	800,000 to 1,100,000

### GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows-

Platform: Windows 10 or current.

Storage Media: Email.

Software: Adobe Acrobat (current or near current version).

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: All screen and printer fonts will be furnished.

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

Additional Information: Files will be furnished in PDF format.

A visual of all files will be furnished.

GPO Form 952 (Digital Publishing Information) will be furnished.

Sample copy for shipping container labeling to be furnished via email.

**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.

In addition, the contractor must have the following on hand:

- The latest version of the U.S. Postal Service Domestic Mail Manual.
- The latest version of the U.S. Postal Service Publication 25, Designing Letter and Reply Mail.
- The latest version of the U.S. Postal Service Quick Service Guide 922; Business Reply Mail Layout Guidelines (S922.5).
- The latest version of the U.S. Postal Service Notice 124, (transparent template).
- The latest version of the U.S. Postal Service Notice 67 (transparent template).
- Gage-Line Optical Comparator 6x (Gage-Line Company) or equivalent.

**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 ordering agency.

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

#### **PROOFS (All Orders):**

Two (2) set(s) of digital color content proofs. Direct to plate must be used to produce the final product with a minimum 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.

Proof must show all margins and dimensions, indicate trim marks, show flap, and show window size and placement.

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 (Items 1, 3, 4, and 6 - When Ordered):** Prior to the commencement of production of the contract production quantity, the contractor shall submit 200 samples. The container and accompanying documentation shall be marked "PRIOR TO PRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers.

Each sample must be printed and constructed, as specified herein and must be the size, kind, and quality that the contractor will furnish. All samples must be produced on the stock/paper required, as specified herein.

Samples will be inspected and tested for conformance of material(s) and must comply with the specifications as to construction, kind, and quality of materials. Samples will be tested for usage on the specified equipment (See "CONSTRUCTION") and/or for construction.

Contractor to submit samples as follows:

- Submit 150 samples to: U.S. Census Bureau, Attn: Quality Assurance Analysis Section, 1621 Dutch Lane, Building 60F, Jeffersonville, IN 47130 (Telephone: (812) 218-2018). Mark container(s): "PRIORS - URGENT."
- Submit 25 samples to: Government Publishing Office, Attn: Quality Control for Published Products (QCPP), Room C-613, Mail Stop CSCS, 732 North Capitol Street, NW Washington, DC 20401 (Telephone: (202) 512-0542).
- Submit 25 samples to: one address (as specified on the print order) located within the Washington, DC, Maryland, and Virginia metropolitan area. (It is a home address, and it periodically changes.)

All prior to production samples must deliver via traceable means. Inside delivery to room number specified is required.

Contractor must submit prior to production samples within three (3) workdays of receipt of "O.K. to Print" on the proofs.

Approval/disapproval of samples by the ordering agency will be sent from the Administrative and Customer Services Division (ACSD).

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays (not including Federal holidays) of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

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

In the event 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. 01-18)).

Manufacture of the final product prior to approval of the samples 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 charged in accordance with the applicable pricing line item in the "SCHEDULE OF PRICES."

All samples shall be manufactured at the facilities and on the equipment 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. 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)

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

**PRINTING:** Printing shall be in accordance with the requirements for the style envelope ordered.

The Business Reply Mail Return Envelope must meet the U.S. Postal Service Business Reply mail requirements. All printing shall comply with all applicable U.S. Postal Service Regulations. Envelope printing (e.g., print contrast ratio, Intelligent Mail Barcodes) must meet U.S. Postal Service automation guidelines/requirements. Refer to latest version of the: U.S. Postal Service Domestic Mail Manual; U.S. Postal Service Publication 25, Designing Letter and Reply Mail; U.S. Postal Service Quick Service Guide 922, Business Reply Mail Layout Guidelines (S922.5); U.S. Postal Service Notice 124; and U.S. Postal Service Notice 67 USPS (transparent template).

*Item 1* – Print face consisting of type and line matter in black ink only (before manufacturing). Inside of envelope must have a security tint of the contractor's own design printing in black or gray ink. Tint must not show through the envelope nor interfere with USPS equipment reading the FIM, OCR, and Intelligent Mail Barcode read area, but must ensure complete opacity and prevent show through of any material contained therein. Tint must print on the inside of the flap. After manufacture, print appears on the side opposite the seams (front).

NOTE: The contractor must knockout the security tint in the area directly behind the Intelligent Mail Barcode.

*Items 2, 3, 4, 5, and 6* – Print face only consisting of type and line matter in black ink only (before manufacturing).

The GPO Imprint is waived and must not print on finished products.

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

*Viewing Light:* Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

## **CONSTRUCTION:**

NOTE: For Items 2, 3, 4, 5, and 6, the envelopes will be used for mechanical mailing operations and will be used on any of the following machines: Gunther International Finishing System Model EP 4000 and Model Series III, Pitney Bowes Model 12000 XL, Bell & Howell Phillipsburg Inserter Model A347-2-C6 and Model 776-C6, Pitney Bowes Flowmaster FL61 High Speed Inserting System, Pitney Bowes Flowmaster FLZ6 High Speed Inserting System, and Pitney Bowes Direct Connect ZXOB High Speed Inserting System, BlueCrest (Pitney Bowes) MSE 12K Series Inserters. (See "CONTRACTOR TO FURNISH.")

*Item 1* – Envelope construction must be true to measure. Envelopes are open side with web style side seams envelopes and gummed flap (1-3/8" minimum; 1-5/8" maximum). Envelopes must be sufficiently high cut as to prevent the side flap adhesive from contacting the envelope contents. Square-cut flap is NOT acceptable. A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope.

On the face of the envelope, die-cut a 1-1/8 x 5" window with four 1/4" radius round corners (the long dimension of the window to be parallel to the short dimension of the envelope). **Do not cover the window.** Window must measure 2" minimum to a maximum 2-1/16" from the left edge of the envelope and must measure 1-7/8" from the top edge of the envelope.

After printing and construction, envelopes fold in half to 9 x 5-7/8", face out, before packing.

NOTE: The Intelligent Mail Barcodes on the Business Reply Mail envelope will be inspected with a Gage-Line Optical Comparator 6x or equivalent. The general construction of each item will be inspected with the U.S. Postal Service Notice 67 and USPS Notice 124, as supplied by the contractor. (See "CONTRACTOR TO FURNISH.")

*Items 2 and 5* - Envelope construction must be true to measure. Envelopes are open side with web style side seams envelopes and gummed flap (2" minimum, 2-3/8" maximum). Flap angle is 70 degrees maximum. Envelopes must be sufficiently high cut as to prevent the flap adhesive from contacting the envelope contents. Square-cut flap is NOT acceptable. A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope.

On the face of the envelope, die cut a 3 x 5" window with four 1/4" radius round corners (the long dimension of the window to be parallel to the long dimension of the envelope). **Do not cover the window.** Window must measure 3-1/8" minimum to a maximum 3-3/16" from the right edge of the envelope and must measure 1-1/2" from the bottom edge of the envelope.

*Items 3 and 6* – Envelope construction must be true to measure. Envelopes are open side with web style side seams envelopes and gummed flap (2" minimum; 2-3/8" maximum). Envelopes must be sufficiently high cut as to prevent the side flap adhesive from contacting the envelope contents. Square-cut flap is NOT acceptable. A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope.

On the face of the envelope, die-cut a 2-3/4 x 5" window with four 1/4" radius round corners (the long dimension of the window to be parallel to the short dimension of the envelope). **Do not cover the window**. Window must measure 2" minimum to a maximum 2-1/16" from the right edge of the envelope and must measure 2" from the top edge of the envelope.

*Item 4* – Envelope construction must be true to measure. Envelopes are open side with web style side seams envelopes and gummed flap (2" minimum; 2-3/8" maximum). Envelopes must be sufficiently high cut as to prevent the side flap adhesive from contacting the envelope contents. Square-cut flap is NOT acceptable. A maximum variation of plus or minus 1/16" is allowed in the construction of the envelope.

On the face of the envelope, die-cut a 2-3/4 x 6-1/4" window with four 1/4" radius round corners (the long dimension of the window to be parallel to the short dimension of the envelope). Window must measure 2" minimum to a maximum 2-1/16" from the left edge of the envelope and must measure 2-3/16" from the top edge of the envelope. Gum width on top edge of window must be a minimum of 4mm and a maximum of 5mm. Gum must not touch the window opening on any side.

*Seam and Flap Adhesives (for each item)*: The adhesives used must be in accordance with QATAP and/or current industry standards and meet specifications below. All adhesives used shall be clean and free from offensive odor and ingredients that would discolor the paper.

All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying. All adhesives shall be uniformly and continuously applied and have a minimum thickness of 0.0006". When opened 15 to 20 seconds after sealing, the flaps and seams shall pull fibers from the body of the envelope from not less than 75% of the adhesive area.

- *Flap Adhesive (for each item)*: The flap adhesive shall be applied along the length of the flap to a point not less than 3/4" from each end of the flap. The flaps shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive.
- *Seam Adhesive (for each item)*: The seam adhesive must end not more than 1/2" from the beginning of the top seam overlap and no more than 9/16" from the bottom edge of the envelope. The width of the adhesive on the side seams must be no less than 3/16".

*Windows (for each item)*: Exact size and placement of the window is CRITICAL to the addressing operations. Plus or minus 1/16" variation in size of the window is allowed.

**CONSTRUCTION INSPECTIONS:** Construction operations (trimming, gluing, folding, and envelope construction) will be inspected and approved at contractor's/subcontractor's plant for quality conformance and for the purpose of setting specific standards that are to be maintained throughout the entire run. The construction inspection does not constitute a prior approval of the entire run. Upon approval, the contractor is charged with maintaining those standards throughout the construction process (within QATAP tolerances when applicable). Contractor is also charged with discarding all products that preceded approval.

**PACKING:** Pack and identify each print order separately. Pack suitable in uniform quantities in shipping containers not to exceed 40 pounds when fully packed.

DO NOT place rubber bands or plastic shrink-wrap the envelopes prior to packing.

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement at the contractor's expense.

NOTE: Pack in containers constructed with a minimum bursting strength equal to 275 pounds per square inch.

**PALLETIZING:** All orders must be shipped on pallets. Wood pallets are required with un-notched single stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must be 48" x 42" (stringer measurement shall be the 48" dimension). The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Shipping containers must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the containers. Containers shall be of the appropriate dimensions so as to be stacked on the pallets so that the length of each container runs in the opposite direction to the row of containers beneath/above (i.e., interlocking 90-degree palletizing scheme). Container labels will be facing out on all four (4) sides of the pallet when stacked. Container dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure that all rows on all pallets are of the same dimensions. Pallets with overhanging containers or rows will not be accepted. DO NOT MIX PRINT ORDERS ON PALLETS.

Each pallet when completed should have a pallet tag attached with the following information:

1. Pallet number (for example: 1 of 20)
2. Item/Form number
3. Container range (for example: 1 through 36)
4. Number of containers x number of items per container = total items per pallet

**LABELING AND MARKING (Package and/or Container Label):** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

**CAUTION:** Noncompliance with the labeling and marking specifications may be cause for the Government to reject the shipment, at destination, and return it to the contractor at contractor's expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. (See GPO Contract Terms (GPO Publication 310.2, as revised 01-18), Supplemental Specifications, Labeling and Marking Specifications.)

For orders requiring more than one container, each container must be labeled to indicate what box of how many. (Example: 1 of 3, 2 of 3, and 3 of 3.)

Each container label must be securely attached to each container.

Each container label must be numbered in numerical sequence of production and of each other.

The contractor shall not ship prior to receipt of an "O.K. to Ship." The "O.K. to Ship" will be coordinated through the On-Site Government Coordinators.

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

**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 which can be located on 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
3,201	-	10,000
10,001	-	35,000
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 GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: U.S. Census Bureau National Processing Center, 1621 Dutch Lane, Receiving Dock 60-F, Jeffersonville, IN 47130, Receiving Office (Telephone: (812) 218-4737).

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:** 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 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. 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.

**CENSUS QUALITY ASSURANCE RANDOM COPIES:** After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample, every 5,000 copies of each type of press sheet produced that day. Each sampling shall be distributed throughout the day. Each sample shall have:

- 1) The date and time, stamped by machine, when the sample is pulled;
- 2) The shift noted on the sample; and,
- 3) The press number noted on the sample.

The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if the items are printed roll-to-roll, the samples may be selected from the tail of each output roll.

If construction is performed as a separate operation, one (1) random sample, every 5,000 copies, per day from each operation shall be selected. If the operations are combined into one continuous operation, one (1) random sample every 5,000 copies per day from each operation shall be selected. Each sample shall have:

- 1) The date and time, stamped by machine, when the sample is pulled;
- 2) The shift noted on the sample;
- 3) The press number noted on the sample; and,
- 4) Container's number noted on the sample pulled.

NOTE: If the print order's total quantity is less than 5,000, then the contractor should send one (1) sample per day. If the whole press run is done in a single day, then the contractor should send one (1) sample from the start and one (1) sample from the end of the run.

On-site or off-site Government representatives will inspect the Census Quality Assurance Random Copies indicated above.

If Government coordinators are on-site, then after inspections are complete, the contractor shall ship these samples (marked "QUALITY SAMPLES") overnight to: U.S. Census Bureau, National Processing Center, Attn: Quality Assurance Analysis Section, 1621 Dutch Lane, Jeffersonville, IN 47130 (Telephone: (812) 218-2018).

If Government coordinators are off-site, then the contractor shall ship time/dated samples (marked "QUALITY SAMPLES") daily overnight to the: U.S. Census Bureau, National Processing Center, Attn: Quality Assurance Analysis Section, 1621 Dutch Lane, Jeffersonville, IN 47130 (Telephone: (812) 218-2018).

**DISTRIBUTION:** Deliver f.o.b. destination to: U.S. Census Bureau, National Processing Center, Attn: ACS Stock, 1621 Dutch Lane, Building 60F, Jeffersonville, IN 47130 (Telephone: (812) 218-2018).

Deliveries to the Jeffersonville, IN, address must be made between the hours of 8:30 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Federal holidays.

NOTE: Print orders for Items 1 and 6 may deliver as partial deliveries over multiple shipments. Minimum partial shipment will be 150,000 with balance due with last shipment.

All shipments must be made by traceable means. A signed receipt is required.

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 865-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

When requested, digital deliverables must be sent to [acsdp.printing.services@census.gov](mailto:acsdp.printing.services@census.gov) and [leon.wilkins@census.gov](mailto:leon.wilkins@census.gov). The email subject line must be clearly named "Government Digital Deliverables" and must include program, jacket, and print order numbers.

Contractor must provide 24-hour advance notice for all deliveries to the U.S. Census Bureau, Attn: Quality Assurance Processing Section, 1621 Dutch Lane, Building 60F, Jeffersonville, IN 47130. Verification of the number of copies that are guaranteed for on-time delivery must be communicated by email to [npc.inventory.control.and.shipping.list@census.gov](mailto:npc.inventory.control.and.shipping.list@census.gov). The subject line of each e-mail message must contain the words "Shipping Activity Report for Program 865-S, Print Order XXXXX." The message text must include:

- 1) Title,
- 2) Required delivery date, and
- 3) Number of copies guaranteed for on-time delivery.

When multiple print orders are placed at the same time requiring delivery of multiple items, the title of each item shall be listed on a single separate line of the email text. For print orders for Items 1 and 6 requiring more than one scheduled delivery date (delivery of partial quantities), a separate email message must be provided in advance of each individual delivery date.

All expenses incidental to 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). Print order and furnished electronic files will be provided via email.

Proofs must be delivered to the address provided on the print order. The address will be located within the Washington, DC, Maryland, and Virginia metropolitan area. (It is a home address, and it periodically changes.) Mark Proof Package: "PROOFS – URGENT." All proofs must deliver via traceable means.

In the event that the contractor needs the proof(s) returned, the contractor will provide a prepaid shipping label and envelope.

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

The following schedule begins the workday (not including Federal holidays) after notification of 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 21 workdays after notification of availability of print order and furnished material.
- *Orders Requiring Prior to Production Samples:* Contractor must complete production and distribution within 29 workdays after notification of availability of print order and furnished material.
- Contractor must submit proofs within three (3) workdays of notification of availability of print order and furnished material.
- Proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until they are made available for pickup or the contractor is notified of changes/corrections/"O.K. to Print" via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- When ordered, contractor must submit prior to production samples within three (3) workdays of receipt of "O.K. to Print" on proofs.
- The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof.
- NOTE: If revised proofs or prior to production samples are required due to author's alterations, the contractor must submit revised proofs or samples within two (2) workdays of notification by the Government.
- Revised proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup or the contractor is notified of changes/corrections/"O.K. to Print" via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- The Government will approve, conditionally approve, or disapprove the revised prior to production samples within three (3) workdays of the receipt thereof.

**EXCEPTION:** For Items 1 and 6, there may be an additional 28 workdays added to the schedule (not including Federal holidays). Print orders for Items 1 and 6 may deliver as partial deliveries over multiple shipments.

**NOTE:** Minimum partial shipment will be 150,000 with balance due with last shipment.

The contractor must notify the U.S. Government Publishing Office of the date and time the press sheet inspection and/or construction inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours (not including Federal holidays) prior to the inspection(s). Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time, Monday through Friday. NOTE: See Contract Clause 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection. The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. 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 the email or call 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 (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.

Travel expenses and per diem to be incurred by the Government for Press Sheet Inspections, Construction Inspections, and Quality Control Monitoring (see "ON-SITE GOVERNMENT REPRESENTATIVE") will be a factor in determining award. This will be based on the following:

- Sending a minimum of two (2) Government Representatives from the Washington, DC, area for the Press Sheet Inspections and Construction Inspections on all orders for one (1) calendar day each.
- Sending a minimum of two (2) On-Site Government Representatives from the Jeffersonville, IN, area for the Press Sheet Inspections, Construction Inspections, and Quality Control Monitoring on all orders for approximately 15 workdays (not including Federal holidays) per order.

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

I. (a) 3  
(b) 7

II. (a)	(1)	(2)
	3	2,506
(b)	1	2
(c)	1	2
(d)	3	41
(e)	1	145
(f)	3	3,051

III. (a) 2,506  
(b) 147  
(c) 3,094

#### 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 will 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.

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

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

#### I. PRIOR TO PRODUCTION SAMPLES:

(a) Item 1 (9 x 11-3/4").....per order.....\$ \_\_\_\_\_  
(b) Items 3, 4, and 6 (9 x 11-7/8").....per order.....\$ \_\_\_\_\_

**II. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations (including proofs; excluding paper) for the complete printing, construction, packing, 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) Item 1 (9 x 11-3/4"): Printing in a single ink color, including security tint and construction .....	.....\$ _____	.....\$ _____
(b) Item 2 (9 x 11-5/8") Printing in a single ink color, including construction .....	.....\$ _____	.....\$ _____

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(c) Item 3 (9 x 11-7/8"): Printing in a single ink color, including construction .....	per envelope.....\$ _____	\$ _____
(d) Item 4 (9 x 11-7/8"): Printing in a single ink color, including construction .....	per envelope.....\$ _____	\$ _____
(e) Item 5 (9 x 11-5/8"): Printing in a single ink color, including construction .....	per envelope.....\$ _____	\$ _____
(f) Item 6 (9 x 11-7/8"): Printing in a single ink color, including construction .....	per envelope.....\$ _____	\$ _____

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, 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:

Envelopes - Each envelope.

	<u>Per 1,000 leaves</u>
White Writing Envelope (24-lb.):	
(a) Item 1 (9 x 11-3/4").....	\$ _____
(b) Items 2 and 5 (9 x 11-5/8").....	\$ _____
(c) Items 3, 4, and 6 (9 x 11-7/8").....	\$ _____

\_\_\_\_\_  
(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 e mail, 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'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) \_\_\_\_\_

**THIS SECTION FOR GPO USE ONLY**

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