

<b>1239-S (06/17)</b>					
<b>Program 1239-S</b>					
<b>Title: Official Military Ceremonial Printed Material</b>					
			<b>AWARDED</b>		
	<b>Basis of Award</b>		<b>The Regal Press Norwood MA</b>		<b>Taylor/Navitor North Mankato MN</b>
		<b>Unit Rate of Cost</b>		<b>Unit Rate of Cost</b>	
<b>I. 1. Invitations and Envelopes</b>					
(a) Thermographic Printed Invitations in one ink color (5-3/8 x 4-1/4")					
(1) Makeready/Setup.....	3	\$ 25.00	\$ 75.00	\$ 25.00	\$ 75.00
(2) Run.....	35	\$ 33.58	\$ 1,175.30	\$ 66.93	\$ 2,342.55
(b) Additional Colors: Thermographic Printed Invitations in a color in addition to the color charged for under item 1. (a)					
(1) Makeready/Setup.....	4	\$ 25.00	\$ 100.00	\$ 25.00	\$ 100.00
(2) Run.....	35	\$ 4.00	\$ 140.00	\$ 7.20	\$ 252.00
(c) Flat Printed Invitation in one ink color (5-3/8 x 4-1/4")					
(1) Makeready/Setup.....	2	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00
(2) Run.....	35	\$ 28.79	\$ 1,007.65	\$ 66.93	\$ 2,342.55
(d) Additional Colors: Flat Printed Invitations in a color in addition to the color charged for under item 1. (c)					
(1) Makeready/Setup.....	3	\$ 25.00	\$ 75.00	\$ 25.00	\$ 75.00
(2) Run.....	35	\$ 4.00	\$ 140.00	\$ 7.20	\$ 252.00
<b>2. Note Paper or Stationary</b>					
(a) Thermographic Printed Note Paper in one ink color (7 x 8-1/2")					
(1) Makeready/Setup.....	2	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00
(2) Run.....	35	\$ 28.88	\$ 1,010.80	\$ 25.55	\$ 894.25
(b) Thermographic Printed Note Paper in one ink color (8-1/2 x 11")					
(1) Makeready/Setup.....	1	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
(2) Run.....	35	\$ 41.40	\$ 1,449.00	\$ 16.79	\$ 587.65
(c) Additional Colors: Thermographic Note Paper or Stationary in a color in addition to the color charged for under item 2. (a) and (b)					
(1) Makeready/Setup.....	6	\$ 25.00	\$ 150.00	\$ 25.00	\$ 150.00
(2) Run.....	35	\$ 4.25	\$ 148.75	\$ 7.20	\$ 252.00
(d) Flat Printed Note Paper in one ink color (7 x 8-1/2")					
(1) Makeready/Setup.....	2	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00
(2) Run.....	30	\$ 28.88	\$ 866.40	\$ 25.55	\$ 766.50
(e) Flat Printed in one ink color (8-1/2 x 11")					
(1) Makeready/Setup.....	1	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
(2) Run.....	30	\$ 41.40	\$ 1,242.00	\$ 16.79	\$ 503.70
(f) Additional Colors: Flat Note Paper or Stationary in a color in addition to the color charged for under item 2. (d) and (e)					
(1) Makeready/Setup.....	2	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00
(2) Run.....	30	\$ 4.25	\$ 127.50	\$ 7.20	\$ 216.00
<b>3. Place Cards</b>					
(a) Thermographic Printed Place Cards in one ink color					
(1) Makeready/Setup.....	1	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
(2) Run.....	30	\$ 29.08	\$ 872.40	\$ 44.62	\$ 1,338.60
(b) Additional Colors: Thermographic Printed Place Cards in a color in addition to the color charged for under item 3. (a)					
(1) Makeready/Setup.....	1	\$ 30.00	\$ 30.00	\$ 25.00	\$ 25.00
(2) Run.....	30	\$ 4.25	\$ 127.50	\$ 7.20	\$ 216.00
<b>II. ADDITIONAL OPERATIONS:</b>					
(a) Thermographic Printing Envelopes in a single ink color per envelope					
(1) Makeready/Setup.....	3	\$ 30.30	\$ 90.90	\$ 25.00	\$ 75.00
(2) Run.....	30	\$ 30.00	\$ 900.00	\$ 36.38	\$ 1,091.40
(b) Flat Printing Envelopes in a single ink color per envelope					
(1) Makeready/Setup.....	2	\$ 30.30	\$ 60.60	\$ 25.00	\$ 50.00
(2) Run.....	30	\$ 30.30	\$ 909.00	\$ 36.38	\$ 1,091.40
(c) Unprinted Envelope (4-3/8 x 5-3/4")					
(1) Makeready/Setup.....	XXX				
(2) Run.....	50	\$ 33.75	\$ 1,687.50	\$ 23.94	\$ 1,197.00
(d) Unprinted Note Paper (7 x 8-1/2")					
(1) Makeready/Setup.....	XXX				
(2) Run.....	30	\$ 17.61	\$ 528.30	\$ 16.69	\$ 500.70
(e) Unprinted Stationary (8-1/2" x 11")					
(1) Makeready/Setup.....	XXX				
(2) Run.....	30	\$ 34.16	\$ 1,024.80	\$ 16.69	\$ 500.70
(f) Unprinted Envelope (4-3/4 x 7-3/8")					
(1) Makeready/Setup.....	XXX				
(2) Run.....	30	\$ 44.99	\$ 1,349.70	\$ 23.65	\$ 709.50
(g) Unprinted Envelope (4-3/8 x 9-1/2")					
(1) Makeready/Setup.....	XXX				
(2) Run.....	30	\$ 61.43	\$ 1,842.90	\$ 23.65	\$ 709.50
<b>Contractor Total</b>			<b>\$ 17,406.00</b>		<b>\$ -</b>
<b>Discount</b>			<b>2% - 20</b>	<b>\$ 348.12</b>	<b>Net 30</b>
<b>Discounted Total</b>			<b>\$ 17,057.88</b>		<b>\$ -</b>

U.S. GOVERNMENT PUBLISHING OFFICE

Philadelphia, PA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Official Military Ceremonial Printed Material**

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

DLA Document Services

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning July 1, 2016 and ending June 30, 2017, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Philadelphia, PA, time, on June 28, 2016.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 928 Jaymore Road Suite A-190, Southampton, PA 18966. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to (215) 364-6479. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO, 928 Jaymore Road Suite A-190, Southampton, PA 18966, between the hours of 9:00 a.m. and 4:00 p.m., prevailing Philadelphia, PA, time, Monday through Friday.

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

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

For information of a technical nature, contact Lisa Adgerson at (215) 364-6465 x3, or via email [ladgerson@gpo.gov](mailto:ladgerson@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. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

**GPO CONTRACT TERMS:** (GPO Publication 310.2) <https://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

**GPO QATAP** (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

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	Average type dimension/Electronic Media/Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extensions 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 July 1, 2016 to June 30, 2017, 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 March 31, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

**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 July 1, 2016 through June 30, 2017 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.

**WARRANTY:** Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**PAYMENT:** Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

When completing the billing invoices, contractor must include all requested information as outlined in *GPO's Billing Instruction* (GPO Publication 300.3) <http://www.gpo.gov/vendors/billing.htm>. 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 by thermographic printing and flat printing of invitations, note paper, stationery, envelopes (printed and unprinted), and place cards used for official military ceremonies. Requirements includes multi-color thermographic and flat printing, exact packaging, labeling, and distribution.

**TITLE:** Official Military Ceremonial Printed Material

**FREQUENCY OF ORDERS:** Based on past performance, it is anticipated that approximately 10 to 15 orders will be placed per year for thermographic printing and flat printing of invitations, note paper, stationery, envelopes (printed and unprinted), and place cards.

**QUANTITY:** Approximately 25 to 100,000 copies, with an average of 35,000 copies.

**TRIM SIZE:**

Invitations: 5-3/8 x 4-1/4"

Envelopes: 4-3/8 x 5-3/4"  
4-3/4 x 7-3/8"  
4-1/8 x 9-1/2"

Note Paper: 7 x 8-1/2"

Stationary: 8-1/2 x 11"

Place Cards: 5 x 2-1/16"

**GOVERNMENT TO FURNISH:** Electronic Media will be furnished as follows -

Platform: Various Macintosh and Windows operating systems.

Storage Media: CD-Rs and Adobe Acrobat Professional PDF files

Software: Programs used will be Adobe InDesign, PageMaker, Illustrator, PhotoShop, and Corel Draw. *Note:* Current or near current versions of the above mentioned programs will be furnished. All software upgrades for specified applications which may occur during the term of the contract, must be supported by the contractor.

Files will be furnished in native application, PostScript format, and/or PDF format.

Ordering agency will provide via email.

Fonts: In most cases printer and screen fonts will be furnished embedded, as applicable. 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.

GPO Form 952 "Desktop Publishing – Disk Information", or equivalent information, will be provided with all files.

Reprint copy to be used as camera copy.

The Government will furnish White 100% Fine Writing Paper (4-Star Eagle Watermark) equal to JCP Code D50, Property No.1181-9, size 34-1/2 x 44-1/2" (grain long), weight 230 lbs. per 1,000 sheets. Basis size 17 x 22", 28 lbs. per 500 sheet.

**\*NOTE: The bidder is responsible for picking up the furnished stock at the Government Printing Office, Washington DC.**

Supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the GPO Contract Administrator.

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

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

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

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

**STOCK/PAPER:**

Invitations and Place Cards: Strathmore Premium 130# DTC or equal.

Envelopes: 4-3/8 x 5-3/4" - Brilliant White 24 lb. 5-1/2 Bar Envelope  
4-3/4 x 7-3/8" - JCPD50 4 STAR PWM WHITE 100% Fine Writing 28#  
4-1/8 x 9-1/2" - JCPD50 4 STAR PWM WHITE 100% Fine Writing 28#

Note Paper: 7 x 8-1/2" JCPD50 4 STAR PWM WHITE 100% Fine Writing 28#

Stationary: 8-1/2 x 11" JCPD50 4 STAR PWM WHITE 100% Fine Writing 28#

**PRINTING:**

Invitations, Note Paper, Stationary, and Place Cards: Print face only in one to four (with an average of two) Pantone inks. Printing must be thermographic or flat as indicated on the print order. Match Pantone number.

Envelopes: Print face only in one Pantone ink. Printing must be thermographic or flat printing as indicated on the print order. Match Pantone number.

**\*NOTE:** Occasionally the agency will order unprinted Envelopes, Notepaper, or Stationary. These will be charged under II. Additional Operations

**MARGINS:** Adequate gripper margins throughout.

**BINDING:** Trim four sides.

**PACKING:** Pack in shipping containers. Pallets are required. Maximum height of loaded pallet is 48 inches.

The quantity of boxes within a shipping container will be at the discretion of the contractor except for Navy orders for Note Paper and Invitations.

Containers for Navy and Air Force note paper orders will be comprised of one box of 500 sheets of printed note paper with 50 blank second sheets for Navy, 100 blank sheets for Army, 250 blank sheets for Air Force, at bottom, and one box of 500 envelopes. Containers for Navy and Air Force invitations will include one box of 250 invitations and one box of 250 envelopes. Orders for the Army will have envelopes and invitations or note paper packed separately unless otherwise indicated on the print order

**LABELING AND MARKING** (Package and/or Container label):

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

NOTE (Navy orders only): Use yellow labels for "Replenishment" material, green labels for "Distribution" material, and white labels for "New" or "Returned" material. Label color will be specified on the print order. Labels on Army, \*Air Force boxes will identify the item and quantity, e.g., "2 star printed (singular) invitation, 250 each." Shipping container labels will specify the quantity of boxes within a container, a description of the item and the quantity per box, e.g., "Contents: 2 star printed (singular) invitations, 4 boxes, (250/box)."

\*Air Force boxes will show stock number as well.

Navy orders will be marked with more specific information as shown below. Boxes refer to initial packaging unit and container refers to a larger box containing multiple boxes of items. (See above for color.)

Containers and invitation boxes:

STOCK NUMBER \_\_\_\_\_  
CONTROL NUMBER \_\_\_\_\_  
UNIT OF ISSUE \_\_\_\_\_  
DESCRIPTION OF ITEM \_\_\_\_\_

**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 execute a statement furnished by GPO certifying that copies were selected as directed. 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 government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the destination receiving the largest shipment on orders for Army, Air Force, and Marine Corp. Navy copies must be sent to DLA Document Services, 700 Robbins Avenue, Building 4/D, Philadelphia, PA 19111-5094.



A copy of the print order/specification and a signed Government-furnished certificate of selection, must be included.

A copy of the Government-furnished certificate 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 I 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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included. 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 all shipments to St. Louis, MO.
- Mail/Ship f.o.b. contractor's city the balance of each order.

Complete addresses and quantities will be furnished with each order.

All mailing shall be made at the most economical rate to the Government – *reimbursable*.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postage service form (or equivalent) with billing invoice for payment.

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

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be mailed by reimbursable parcel post unless otherwise instructed. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

Ship by traceable means: Registered Mail or Signature Service if by freight. No deviations from shipping instructions will be permitted.

All expenses incidental to picking up and/or returning materials 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 material must be picked up from and delivered to various addresses in the Washington, DC and Philadelphia, PA areas.

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.

The ship/delivery date indicated on the print order is the date products ordered for shipping/ mailing f.o.b. contractor's city must be picked up by small package carrier or delivered to the post office.

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

**SECTION 3. - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one 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 under this contract for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

		(1)	(2)
I.	1.	(a) 3	35
		(b) 4	35
		(c) 2	35
		(d) 3	35
	2.	(a) 2	35
		(b) 1	35
		(c) 6	35
		(d) 2	30
		(e) 1	30
		(f) 2	30
	3.	(a) 1	30
		(b) 1	30
II.	(a)	3	30
	(b)	2	30
	(c)	<u>X</u>	50
	(d)	<u>X</u>	30
	(e)	<u>X</u>	30
	(f)	<u>X</u>	30
	(g)	<u>X</u>	30

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination all shipments to St. Louis, MO and f.o.b. contractor's city for all other mailing/shipments.

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

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

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

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

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

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

All vouchers 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 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)
1. Invitations and Envelopes.		
(a) Thermographic Printed Invitation in one ink color (5-3/8 x 4-1/4")..... per invitation.....	\$ _____	\$ _____
(b) Additional Colors: Thermographic Printing Invitations in a color in addition to the color charged for under item 1. (a)..... per invitation.....	\$ _____	\$ _____
(c) Flat Printed Invitation in one ink color (5-3/8 x 4-1/4")..... per invitation.....	\$ _____	\$ _____

Note: Printings of envelopes, if required, are to be charged under II. (a) and (b), as applicable.

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(d) Additional Colors: Flat Printing Invitations in a color in addition to the color charged for under item 1. (c)..... per invitation.....	\$ _____	\$ _____
 2. Note Paper or Stationary		
(a) Thermographic Printed Note Paper in one ink color (7 x 8-1/2")..... per sheet.....	\$ _____	\$ _____
(b) Thermographic Printed Stationary in one ink color (8-1/2 x 11")..... per sheet.....	\$ _____	\$ _____
(c) Additional Colors: Thermographic Printing Note Paper or Stationary in a color in addition to the color charged for under item 2. (a) and (b).....per sheet.....	\$ _____	\$ _____
(d) Flat Printed Note Paper in one ink color (7 x 8-1/2").....per sheet.....	\$ _____	\$ _____
(e) Flat Printed Stationary in one ink color (8-1/2 x 11").....per sheet.....	\$ _____	\$ _____
(f) Additional Colors: Flat Note Paper Or Flat Stationary in a color in addition to the color charged for under item 2. (d) and (e).....per sheet.....	\$ _____	\$ _____
 3. Place Cards		
(a) Thermographic Printed Place Card in one ink color.....per card.....	\$ _____	\$ _____
(b) Additional Colors: Thermographic Printing Place Card in a color in addition to the color charged for under item 3. (a).....per card.....	\$ _____	\$ _____

Note: Printings of envelopes, if required, are to be charged under II. (a) and (b), as applicable.

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

**II. ADDITIONAL OPERATIONS:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Thermographic Printing Envelopes in a single ink color.....per envelope.....	\$ _____	\$ _____
(b) Flat Printing Envelopes in a single ink color.....per envelope.....	\$ _____	\$ _____
(c) Unprinted Envelopes (4-3/8 x 5-3/4").....	\$ <u>XXXXXX</u>	\$ _____
(d) Unprinted Note Paper (7 x 8-1/2") .....	\$ <u>XXXXXX</u>	\$ _____
(e) Unprinted Stationary (8-1/2 x 11") .....	\$ <u>XXXXXX</u>	\$ _____
(f) Unprinted Envelopes (4-3/4 x 7-3/8") .....	\$ <u>XXXXXX</u>	\$ _____
(g) Unprinted Envelopes (4-1/8 x 9-1/2") .....	\$ <u>XXXXXX</u>	\$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two parts (1 and 2) or copies of the GPO Form 910 "Bid" form. Do not enter bid prices on GPO form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

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

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

**BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET MUST ACCESS THE GPO FORM 910 "BID" FROM THE GPO WEBSITE ADDRESS [www.access.gpo.gov/procurement/bids910.pdf](http://www.access.gpo.gov/procurement/bids910.pdf) AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED BY THESE SPECIFICATIONS.**

**LABELING AND MARKING SPECIFICATIONS**

**INNER PACKAGES:** Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

**SHIPPING CONTAINERS:** Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least 1/4" high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

**SHIPPING BUNDLES:** The information required in the facsimile below must appear in a convenient location on each shipping bundle.

**MAILED SHIPMENTS:** The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

**CAUTION:** Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

<b>FROM</b>		<b>FOR USPS DELIVERY APPLY POSTAGE</b>	
<b>DEPT.</b>	<b>STOCK NO.</b>		
<b>DEPT. REQUISITION NO.</b>	<b>CONTROL NO.</b>		
<b>GPO JACKET NO.</b>	<b>SUB. ID NO.</b>		
<b>GPO ORDER NO.</b>	<b>TITLE</b>		
<b>PROGRAM/PRINT ORDER NO.</b>	<b>TO</b>		
<b>FORM OR PUBLICATION NO./DATE</b>			
<b>QUANTITY PER CONTAINER</b>			
<b>PACKAGES PER CONTAINER</b>			
<b>_____ PKGS. OF _____</b>			

## Sample Bid Envelope

In order to ensure proper processing of all bids, the Following information is required on all bid envelopes.

Program: 1239-S

From: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Apply  
Postage

Check Appropriate:

Bid Enclosed

No Bid

U. S GOVERNMENT PRINTING OFFICE  
928 JAYMORE ROAD, SUITE A-190  
SOUTHAMPTON, PA 18966-3820

Bids will be received

Until June 28, 2016

At 2:00 p.m., EST.