

Program No 5395-S. Date of Award through September 30, 2024. 2 Option Years						
Title: Fiscal Service Check Envelopes						
		BASIS OF	Cenveo Worldwide Limited		JJ Collings	
		AWARD	420-18613		120-21005	
ITEM#	DESCRIPTION		UNIT RATE	COST	UNIT RATE	COST
<b>I. PRINTING (Printing one color on the face plus printing on the back):</b>						
1.	Window, Poly, White Writing (or Wove) Envelopes, 24#, with security tint					
(a)	Printing 1/color on face and 2/colors on back .. per envelope .....					
(1)	Makeready and Setup.....	2	788.63	1,577.26	400.00	800.00
(2)	Running per 1,000.....	2,122	6.54	13,877.88	9.40	19,946.80
(b)	Printing 1/color on face and 3/colors on the back per envelope					
(1)	Makeready and Setup.....	2	844.88	1,689.76	500.00	1,000.00
(2)	Running per 1,000.....	2,122	6.98	14,811.56	9.50	20,159.00
(c)	Printing 1/color on face and 4/colors on back ....					
(1)	Makeready and Setup.....	15	901.13	13,516.95	600.00	9,000.00
(2)	Running per 1,000.....	15,915	7.23	115,065.45	16.75	266,576.25
(d)	Printing black ink on face only					
(1)	Makeready and Setup.....	25	732.38	18,309.50	400.00	10,000.00
(2)	Running per 1,000.....	26,525	6.26	166,046.50	6.50	172,412.50
2.	Window, Poly, Blue Writing (or Wove) Envelopes, 24#, with security tint					
(a)	Printing 1/color on face and 2/colors on the backper envelope .....					
(1)	Makeready and Setup.....	1	788.63	788.63	400.00	400.00
(2)	Running per 1,000.....	572	6.54	3,740.88	13.80	7,893.60
(b)	Printing 1/color on face and 3/colors on the backper envelope .....					
(1)	Makeready and Setup.....	1	844.88	844.88	500.00	500.00
(2)	Running per 1,000.....	572	6.98	3,992.56	13.90	7,950.80
(c)	Printing 1/color on face and 4/colors on back per envelope .....					
(1)	Makeready and Setup.....	7	901.13	6,307.91	600.00	4,200.00
(2)	Running per 1,000.....	4,000	7.23	28,920.00	22.71	90,840.00
(d)	Printing black ink on face only					
(1)	Makeready and Setup.....	2	732.38	1,464.76	400.00	800.00
(2)	Running per 1,000.....	1,144	6.26	7,161.44	9.21	10,536.24
<b>II. PAPER (Per 1000 Envelopes)</b>						
1.	White Writing or Wove	46,684	7.40	345,461.60	7.30	340,793.20
2.	Blue Writing or Wove	5,724	8.43	48,253.32	11.00	62,964.00
<b>III. ADDITIONAL OPERATIONS</b>						
1.	Blank White Wove Envelopes (per 1,000)	1,500	5.91	8,865.00	16.00	24,000.00
2.	Blank Blue Wove Envelopes (per 1,000)	1,500	5.91	8,865.00	24.00	36,000.00
<b>IV. PACKING, SEALING, PALLETIZING, AND DELIVERY FOR DISTRIBUTION:</b>						
(a)	Kansas City, MO	27	93.88	2,534.76	780.00	21,060.00
(b)	Philadelphia, PA	27	49.65	1,340.55	1,600.00	43,200.00
<b>V. PREMIUM PAYMENTS</b>						
			2.50%		5.00%	
<b>SUBTOTAL</b>				<b>\$813,436.15</b>		<b>\$1,151,032.39</b>
<b>STOCK/PAPER</b>				<b>\$411,444.92</b>		<b>\$463,757.20</b>
<b>SUBTOTAL MINUS STOCK/PAPER</b>				<b>\$401,991.23</b>		<b>\$687,275.19</b>
<b>CONTRACTOR DISCOUNT</b>			0.00%	<b>\$0.00</b>	0.00%	<b>\$0.00</b>
<b>DISCOUNTED TOTAL</b>				<b>\$813,436.15</b>		<b>\$1,151,032.39</b>
				<b>AWARDED</b>		
Abstracted By: L. Ulerio						
Reviewed by: R Gilbert						

U.S. GOVERNMENT PUBLISHING OFFICE  
MidAtlantic Regional Office

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Fiscal Service Check Envelopes*

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

Department of the Treasury  
Washington, DC

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award** and ending **September 30, 2024**, plus up to two (2) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Eastern Time, on September 20, 2023 at the U.S. Government Publishing Office, MidAtlantic Regional Office.

**BID SUBMISSION:** Bidders must submit email bids to [bidsmidatlantic@gpo.gov](mailto:bidsmidatlantic@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 11:00 a.m. on the bid opening date specified above will not be considered for award. This will not be a public bid opening.

**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 at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Ledo Ulerio at [Lulerio@gpo.gov](mailto:Lulerio@gpo.gov) or (757) 490-7943.

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

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic media/camera copy/sample
P-8. Halftone Match	Electronic media/camera copy/sample
P-9 Solid and screen tint color match	Pantone Matching System
P-10. Process Color Match	Electronic media/camera copy/sample

**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 Three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first

period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend Date of Award to September 30, 2024, 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 June 31, 2023, 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.

**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 Paper* will apply to all paper required under this contract.
2. The applicable index figures for the month of August 2023 will establish the base index.
3. There shall be no price adjustment for the first three (3) production 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 two months prior to the month is 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 (2) 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 II. "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 contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

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

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

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through September 30, 2024, 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.

**PREAWARD PHONE CONFERENCE:** At the option of the Government, a preaward phone conference between the contractor and representatives from Treasury and GPO will be conducted to discuss the various requirements of this contract.

**PREAWARD SAMPLES:** In addition to the Preaward Survey, the Government will require the contractor to furnish samples to the ordering agency for testing (See Preaward Test). Samples must conform in all respects to these specifications. Samples will only be required of the contractor in line for award and must be furnished at

the contractor's expense. The Government may waive the requirement for a preaward test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

**PREAWARD TEST:** The prospective contractor will be supplied with materials, such as PDF Files and printed samples, and is required to produce 25,010 white wove sample check envelopes and 25,010 blue wove sample check envelopes in accordance with these specifications printing in black on face and color on back to Kansas City Financial Center (KFC). Contractor must ensure that the product meets the parameters established by the Government. **The Preaward Test must be produced at no cost to the Government.**

The test samples must be delivered f.o.b. destination to the following locations:

Deliver 25,000 white wove sample check envelopes and 25,000 blue wove sample check envelopes to: Kansas City Financial Center (KFC), Attn: Dirk Dean (816-414-2222), Administrative Office, 4241 NE 34<sup>th</sup> Street, Kansas City, MO 64117. The container and accompanying documentation shall be marked "SAMPLES FOR DIRK DEAN" and shall include the GPO Program Number, and Program Title.

Deliver 10 samples of white wove check envelopes and 10 samples blue wove check envelopes to: Department of the Treasury, Attn: Contract Administrator, Annex Building, 6<sup>th</sup> floor, Room 6400J, 1500 Pennsylvania Avenue, NW, Washington, DC 20220. (Telephone: (202) 622-2150)

Contractor to deliver samples within 14 calendar days of notification of the availability of furnished materials.

These samples will be inspected and tested for compliance with the specifications. The Government will approve, conditionally approve, or disapprove the samples within ten (10) workdays of the receipt thereof. Approval or conditional approval shall not relieve the prospective contractor from complying with the specifications. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reason therefore.

NOTE: The approved samples will be the standard for all products produced for the term of this contract. Any changes made during the term of the contract will require new samples to be produced and tested prior to manufacture of any orders. These changes will include, but not limited to, the stock used, the adhesive used on the gum line, the material used for the windows, or any construction method.

If the samples are disapproved by the Government, the Government at its option may require the Contractor to submit additional samples for inspection and testing, 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 cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event the prospective contractor cannot demonstrate compliance with the specifications, the Contractor shall be declared nonresponsible. Contractors found to be nonresponsible will be required, under Government supervision, to destroy all plates, negatives, or other media produced by the contractor that might be used to produce envelopes described in these specifications. Further, nonresponsible contractors will be required to return any Government furnished materials upon the request of and as directed by the Contracting Officer.

All costs such as, but not limited to, making press plates, stock/paper, makeready and setup, and shipment incurred by the contractor in order to satisfactorily meet the requirements of the preaward test and furnish an acceptable product in accordance with these specifications shall be borne by the contractor. All printed test samples shall be manufactured at the facility and on the equipment in which the contract production quantities are to be manufactured.

**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:** Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

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

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

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

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

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

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 window envelopes requiring such operations as printing in multiple inks, including 4/c process, construction, and distribution. Envelopes must run on insertion and mail presorting equipment, free of jams.

**TITLE:** Fiscal Service Check Envelopes.

**FREQUENCY OF ORDERS:** Approximately 4 orders per month for Item 1, and 1 order per month for Item 2.

**QUANTITY:** Approximately 150,000 or 700,000 copies per order for Item 1; and approximately 540,000 copies per order for Item 2.

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

**NUMBER OF PAGES:** Face and back.

**TRIM SIZES:** Size and construction are critical.

Item 1: 3.625 x 7.992" (+ 0.0312 minus none) White Wove

Item 2: 3.625 x 7.992" (+ 0.03125 minus none) Blue Wove

### **GOVERNMENT TO FURNISH:**

PDF, Camera copy or previously printed sample to be used as camera copy for type/rules printing on outside face and back of envelope.

Print orders.

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

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on camera copy or electronic file, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

The contractor must provide print media for security tint for inside of envelope and must ensure no show-through after construction. Contractor's design must also not bleed through envelope to impede the reading of the return and forwarding address by the Postal Service.

**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 as specified on the print order.

The contractor shall create/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.

When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**PROOFS:** All orders will require one Press Quality PDF Proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Send to [ronald.blackwell@treasury.gov](mailto:ronald.blackwell@treasury.gov); and [dirk.dean@fiscal.treas.gov](mailto:dirk.dean@fiscal.treas.gov). Contractor to call Ronald Blackwell, at (202) 622-2150 to confirm receipt of email. Proof must show the position of the window and flap, and contain all crop marks. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Agency may hold proofs no longer than two days. The contractor must not print prior to receipt of an "OK to print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the Government Paper Specification Standards No. 13 – [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).

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

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

Item 1: JCP Code V20, Writing Envelope; White, Basis Size 17 X 22", 24 lbs.

Item 2: JCP Code V20, Writing Envelope; Blue, Basis Size 17 X 22", 24 lbs.

**PRINTING:** After construction, face (side opposite the seams) prints text and line matter in the return address area in black only; one ½" x ¼" bar which prints on the face and back (after construction – printing of bar will be on the side seam or crossing over onto the outside of the flap); and a Mailing Permit in the upper right corner (margins 1/4" left, 1/8" head, flap score), which also might contain a 5/16" wide solid bar which prints onto the right side seam. After construction, back including the flap (seam side), will print in two (2) to four (4) inks, including four-color process with images (consisting of line matter, illustrations, duotones and halftones) printing on the flap which must align with the image on the body of the envelope and crossing over the seams.

Match ink color as indicated on the print order.

All printing must be clear and legible, not plugged or smudged. Contractor is NOT to retype any furnished material without prior consent from the customer. NOTE: Some orders may only require the Mailing Permit (no return address). Print orders will reflect what is required to be printed.

**Security Design:** Print/tint envelopes on the inside (back before construction) of all White and blue Writing Envelopes in black or blue ink (lining not acceptable). Contractor must use his own design and must guarantee that the product will ensure complete opacity and prevent show-through of any material contained therein. Security tint must not be so dark that the security design will hamper any barcode readings, which may be printed on the envelopes by the Post Office.

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than 20% of vegetable oil.

**MARGINS:** Margins 3/32" head and 1/8" left for the text matter in the return address area. Margins 1/4" left, 1/8" head, flap score for mailing permit.

**CONSTRUCTION:** Open side, side seam with water-soluble gummed flap, which must be curl-free for up to four months to prevent jams in inserter. The length of the glue strip on the envelope flaps must be extended to within approximately 3/8" of each end of the flap and no more than 5/8" from each end of the flap. The top flap gum line needs to extend the full length of the top flap or within 1/4" of the outer edge. Glue strip on flap must be a minimum of 1/2" wide and not exceed 5/8" side.

The throat depth of the envelope must be 1" (minus none/+ 1/16") and must be a tapered "V" type configuration with smooth transition points at side seams, glued to within 1/16" of top of seams. The flap must be 1-7/8" deep; 7/8" wide flap edges which have a 1/4" radius and 20 degrees from top and bottom fold. Die cut a round cornered 4 x 1-1/2" window. Left edge of the window is located 1-3/4" from left edge of envelope and bottom edge of window is located 1-1/8" from bottom edge of envelope.

Cover all windows on the inside securely with clear, transparent cellophane. Window material must be securely glued to inside of envelope with no unglued or loose edges, which would cause jams on inserter (maximum allowance of 3/32" from glue to outer edge of cellophane). Contractor must ensure that after construction that envelopes are not sealed shut due to flap glue and that the inside of the envelope is not closed due to excess glue on cellophane or construction glue.

Score all folds.

Envelopes must process on insertion and mail presorting equipment, free of jams for up to 120 days after delivery.

**Note: Occasionally, envelopes with windows that deviate slightly in size and/or placement (as indicated on the print order) from the above specifications may be ordered.**

**PACKING:** Pack in units of 2,000 envelopes per carton (two rows of 1,000 envelopes) with the face all in the same direction and facing the front of the box and a zig zag separator within the box to prevent damage of envelopes. Cartons must measure 23" L x 16-3/8" W x 4" D, with a minimum Edge Crush Test (ECT) of 32 lbs/in.

Affix labels to the front of the cartons. Also affix one sample of the contents to the side of the GPO label with the face of the envelope showing. All carton labels must face the outside of the pallet. Pack no more than 64,000 envelopes (32 cartons) per pallet. All cartons must be packed solid with a maximum weight of 45 pounds per carton.

If more than one product is ordered on a single print order, the different printed products must be packed separately and shall not be intermixed within shipping containers.

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

**LABELING AND MARKING:** Contractor must reproduce shipping carton labels at 100% on white paper from furnished file, fill in appropriate fields and securely attach ONE LABEL TO THE END OF EACH CARTON. ALL shipping cartons must contain a copy of the envelope affixed to the outside end along side of the GPO label and the image on the envelope must be right reading when viewed on the pallets.

**PALLETS: \*\*PALLETS MUST NOT UNDER ANY CIRCUMSTANCES BE STACKED\*\***

All motor freight shipments require pallets. Contractor will be required to furnish pallets for shipments when the containers fill two (2) layers or more on the pallet. Except for size, pallets must conform with Federal Specifications

NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 40 x W 48", full entry must be on the 48" width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the cartons fill more than one (1) layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) is 42". Pack flush to corners, no overhang permitted at any edge. Corner protectors must not exceed the 42" height restriction, which includes the pallet height. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area. No more than 64,000 envelopes (32 cartons) per pallet. Contractor must NOT double stack pallets to ensure that no damaged is done during transit. All carton labels must face outside of pallet.

When multiple pallets are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

Contractor to create and place a bar code on all skids and GPO labels. Bar codes will contain contract number, print order number, quantity, and title.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL/YELLOW LABEL):** EACH ORDER WILL REQUIRE TWO SETS OF DEPARTMENTAL RANDOM COPIES. ONE SET MUST BE LABELED WITH THE GOVERNMENT FURNISHED BLUE LABEL AND ONE SET MUST BE LABELED WITH A CONTRACTOR FURNISHED YELLOW LABEL (blue label information copied onto yellow paper). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These sets are to be selected as follows:

- (a) Orders must be divided into equal sublots as indicated on the individual print order. A random copy must be selected from each subplot. Copies must not be chosen 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.**
- (b) These randomly selected sample sets must be packed separately and one set must be identified by a special Government-furnished blue label and one set must be identified by a contractor furnished yellow label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government- furnished certificate of selection, shall be included with each set.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

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 in accordance with the distribution list to Tina Decker, see DISTRIBUTION.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue and Yellow 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.

The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Mail f.o.b. destination to one of two locations specified below. Each print order will give the specific delivery address.

Kansas City Financial Center	Philadelphia Financial Center
Attn: Administrative Officer	Attn: Administrative Officer
4241 NE 34th Street	13000 Townsend Road
Kansas City, MO 64117	Philadelphia, PA 19154

Deliver five (5) sample envelopes, of each type ordered, from each print order to: Department of Treasury, 1500 Pennsylvania Avenue NW, Annex Building., Room B-39, Washington DC 20220, Attn: Tina Decker 202-622-2150 via Fed Ex or UPS (not USPS). These samples must deliver on or before the delivery date on the print order and must be identified by the print order number and contract number.

The contractor will also be required to call Treasury’s Financial Centers no less than 2 workdays prior to shipment. Treasury will furnish names of contact persons and phone numbers after award.

Upon completion of each order, all Government furnished materials must be returned to Department of Treasury, 1500 Pennsylvania Avenue NW, Annex Building., Room B-39, Washington DC 20220, Attn: Tina Decker 202-622-2150 via Fed Ex or UPS (not USPS).

Upon completion of each order, contractor must notify the ordering agency on the same day the order ships via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 5395-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/shipping receipts upon agency request.

All expenses incidental to the pickup and return of furnished materials, submitting proofs, and furnishing samples must be borne by the contractor.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor’s billing for payment.

**SCHEDULE:** No definite schedule can be established at this time. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Orders will be scheduled according to the work involved (including hold time for proofs) and the time that can be allowed; however, no job will be required in less than ten workdays. (NOTE: When proofs are required, the schedule will be indicated on the print order.)

Contractor will be required to pickup print order, copy, and furnished material

The schedule will begin upon notification of the availability of print order and furnished material.

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(s) specified and products ordered for mailing f.o.b.

Complete production and delivery must be made within 30 workdays (for orders up to 2 million copies) after notification that Print Order and Government Furnished Materials are available for pickup.

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(s) specified.

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

Contractor will have a maximum of 30 calendar days to print up to 2,000,000 envelopes per print order after notification that print order and Government Furnished Materials are available for pickup.

### 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 during the term of this contract.

**Accelerated Schedule:** An occasional order may require shipment in 10 workdays. A premium payment will be applied on orders that require the Accelerated Schedule. While no guarantees can be made for future orders, it is anticipated that approximately 10% of the orders will require the Accelerated Schedule per contract year. Premium payments will enter into the determination by applying the percentage increase offered for the accelerated schedule in the "SCHEDULE OF PRICES" to 25% of the total price offered for all items except Item II. "PAPER". This additional cost will be included in the total bid and will be used to determine the lowest bid.

Failure of the contractor to deliver work at the time specified would result in disallowance of premium payments that were anticipated and the contractor will not list such items on his vouchers.

**Regular Schedule:** Orders will require shipment within 30 calendar days.

**NOTE:** An occasional order may require both the accelerated schedule and the regular schedule. **THE CONTRACTOR WILL BE ALLOWED THE PREMIUM PAYMENT ONLY FOR THE QUANTITY DUE WITHIN 10 WORKDAYS. No additional make-ready charge will be allowed for the balance.** No more than two orders per day will require both the accelerated schedule and the regular schedule.

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

I. 1. (a)	2	2,122
(b)	2	2,122
(c)	15	15,915
(d)	25	26,525
2. (a)	1	572
(b)	1	572
(c)	7	4,000
(d)	2	1,144
II. (a)	46,684	
(b)	5,724	
III. (a)	1,500	
(b)	1,500	
IV. (a)	27	
(b)	27	

**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 nonresponsive.

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.

The cost of all paper must be charged under II. "PAPER."

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

**I. PRINTING AND CONSTRUCTION:** Prices offered shall include the cost of all required materials and operations (including proofs) necessary for the printing and construction 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. Window, White Envelopes, with security tint:		
(a) Printing 1/color on face and 2/colors on back ..per envelope.....	\$ _____	\$ _____
(b) Printing 1/color on face and 3/colors on the back per envelope ....	\$ _____	\$ _____
(c) Printing 1/color on face and 4/colors on back ....per envelope.....	\$ _____	\$ _____
(d) Printing Black ink, face only .....per envelope.....	\$ _____	\$ _____

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



	<u>Makeready and/or Setup</u> (1)	<u>Running per 1,000 Copies</u> (2)
2. Window, Blue Envelopes, with security tint:		
(a) Printing 1/color on face and 2/colors on the backper envelope .....	\$ _____	\$ _____
(b) Printing 1/color on face and 3/colors on the backper envelope .....	\$ _____	\$ _____
(c) Printing 1/color on face and 4/colors on back .... per envelope.....	\$ _____	\$ _____
(d) Printing Black ink, face only ..... per envelope.....	\$ _____	\$ _____

**II. 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: One page-size leaf will be allowed for each envelope.

	<u>Per 1,000 Leaves</u>
(a) White Writing (or Wove) (24-lb.) .....	\$ _____
(b) Blue Writing (or Wove) (24-lb.) .....	\$ _____

**III. ADDITIONAL OPERATIONS:** Blank envelopes only, prices offered are all inclusive with the exception of the paper which must be included in Item II. "PAPER."

(a) Blank Envelopes (White Wove).....	per 1,000 envelopes .....	\$ _____
(b) Blank Envelopes (Blue Wove).....	per 1,000 envelopes .....	\$ _____

**IV. PACKING, PALLETIZING, AND DISTRIBUTION:** Prices offered must be all-inclusive, all cartons and necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications. All prices offered must be for the cost of one f.o.b. destination delivery from the contractor's facility to the destinations listed below as defined in these specifications.

(a) Kansas City, MO .....	per skid.....	\$ _____
(b) Philadelphia, PA .....	per skid.....	\$ _____

**V. PREMIUM PAYMENTS:** Premium payments will apply to all items except Item II. "PAPER" required to produce the product ordered. This is only authorized for orders placed on the "ACCELERATED SCHEDULE" as defined in these specifications.

Percentage increase..... %

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

