

PROGRAM 1404S
Category 1
1,000 thru 5,000

Term: 3/1/2018 thru 2/28/19 (4 option yrs.)

ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	The Print House Brooklyn, NY		Nocona Envelope Nocona, TX		GPO Estimate	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT **Per 1,000 envelopes**							
1.	Regular, White Writing, 20# to 24#							
(a)	3-5/8 x 6-1/2, #6-3/4	1	42.50	42.50	36.00	36.00	30.00	30.00
(b)	3-7/8 x 8-7/8, #9	10	37.50	375.00	36.00	360.00	30.00	300.00
(c)	4-1/8 x 9-1/2, #10	424	36.00	15,264.00	36.00	15,264.00	29.00	12,296.00
(d)	4-1/2 x10-3/8, #11	25	55.00	1,375.00	45.00	1,125.00	50.00	1,250.00
2.	Window, Glassine, White Writing, 20# to 24#							
(a)	3-7/8 x 8-7/8, #9	2	45.00	90.00	40.00	80.00	45.00	90.00
(b)	4-1/8 x 9-1/2, #10	237	38.50	9,124.50	36.00	8,532.00	30.00	7,110.00
(c)	4-1/2 x10-3/8, #11	6	65.00	390.00	50.00	300.00	52.00	312.00
3.	Regular, White Writing, 20# to 24#, Security Tint							
(a)	3-7/8 x 8-7/8, #9	1	45.00	45.00	40.00	40.00	40.00	40.00
(b)	4-1/8 x 9-1/2, #10	10	40.00	400.00	40.00	400.00	40.00	400.00
(c)	4-1/2 x10-3/8, #11	1	65.00	65.00	55.00	55.00	55.00	55.00
4.	Window, Glassine, White Writing, 20# to 24#, Security Tint							
(a)	3-7/8 x 8-7/8, #9	1	50.00	50.00	45.00	45.00	45.00	45.00
(b)	4-1/8 x 9-1/2, #10	53	40.00	2,120.00	36.00	1,908.00	31.00	1,643.00
(c)	4-1/2 x10-3/8, #11	1	80.00	80.00	60.00	60.00	60.00	60.00
5.	Regular, White Kraft, 24# to 28#, open side							
(a)	6-1/2 x 9-1/2	1	80.00	80.00	50.00	50.00	50.00	50.00
(b)	9 x 12	10	90.00	900.00	75.00	750.00	75.00	750.00
(c)	9-1/2 x 12	1	110.00	110.00	80.00	80.00	80.00	80.00
(d)	9-1/2 x 12-1/2	1	100.00	100.00	80.00	80.00	90.00	90.00
(e)	10 x 13	1	110.00	110.00	95.00	95.00	95.00	95.00
6.	Regular, White Kraft, 24# to 28#, open end							
(a)	6-1/2 x 9-1/2	1	100.00	100.00	50.00	50.00	50.00	50.00
(b)	9 x 12	5	100.00	500.00	75.00	375.00	75.00	375.00
(c)	9-1/2 x 12	1	120.00	120.00	80.00	80.00	80.00	80.00
(d)	9-1/2 x 12-1/2	1	110.00	110.00	85.00	85.00	80.00	80.00
(e)	10 x 13	1	120.00	120.00	95.00	95.00	95.00	95.00
7.	Light Brown Kraft, 24# to 28#, open side							
(a)	3-9/16 x 7-7/8, (check)	1	125.00	125.00	60.00	60.00	50.00	50.00
(b)	3-7/8 x 8-7/8, #9	2	50.00	100.00	55.00	110.00	50.00	100.00
(c)	4-1/8 x 9-1/2, #10	8	45.00	360.00	60.00	480.00	55.00	440.00
(d)	4-1/2 x10-3/8, #11	1	100.00	100.00	60.00	60.00	58.00	58.00
(e)	6 x 9-1/2	8	100.00	800.00	75.00	600.00	60.00	480.00
(f)	6-1/2 x 9-1/2	30	100.00	3,000.00	80.00	2,400.00	55.00	1,650.00
(g)	7-1/2 x 10-1/2	7	120.00	840.00	85.00	595.00	80.00	560.00
(h)	9 x 12	44	110.00	4,840.00	90.00	3,960.00	85.00	3,740.00
(i)	9-1/2 x 12	33	110.00	3,630.00	95.00	3,135.00	80.00	2,640.00
(j)	9-1/2 x12-1/2	54	110.00	5,940.00	95.00	5,130.00	80.00	4,320.00
8.	Light Brown Kraft, 32# to 40#, open side							
(a)	7-1/2 x 10-1/2	1	150.00	150.00	87.00	87.00	85.00	85.00
(b)	9 x 12	45	125.00	5,625.00	92.00	4,140.00	90.00	4,050.00
(c)	9-1/2 x 12	42	125.00	5,250.00	97.00	4,074.00	85.00	3,570.00
(d)	9-1/2 x12-1/2	12	125.00	1,500.00	97.00	1,164.00	85.00	1,020.00
(e)	10 x 13	18	140.00	2,520.00	100.00	1,800.00	90.00	1,620.00
(f)	10 x 15	14	150.00	2,100.00	120.00	1,680.00	115.00	1,610.00
(g)	11 x 13	21	150.00	3,150.00	120.00	2,520.00	109.00	2,289.00
(h)	12 x 16	15	180.00	2,700.00	210.00	3,150.00	198.00	2,970.00
9.	Light Brown Kraft, 32# to 40#, open end							
(a)	7-1/2 x 10-1/2	1	150.00	150.00	85.00	85.00	70.00	70.00
(b)	9 x 12	1	150.00	150.00	90.00	90.00	75.00	75.00
(c)	9-1/2 x 12	1	175.00	175.00	95.00	95.00	75.00	75.00
(d)	9-1/2 x12-1/2	1	150.00	150.00	95.00	95.00	75.00	75.00
(e)	10 x 13	1	175.00	175.00	100.00	100.00	80.00	80.00
(f)	10 x 15	1	200.00	200.00	115.00	115.00	90.00	90.00
(g)	11 x 13	1	200.00	200.00	112.00	112.00	95.00	95.00
(h)	12 x 16	1	225.00	225.00	200.00	200.00	160.00	160.00
II.	COMPOSITION:							
(a)	Each order	458	0.00	0.00	0.00	0.00	0.00	0.00
(b)	Each faxed/emailed proof	458	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL			75,826.00		65,982.00		57,348.00
	DISCOUNT		0.25%	189.57	1.00%	659.82	0.00%	0.00
	NET TOTAL			75,636.43		65,322.18		57,348.00

AWARDED

PROGRAM 1404S
Category 2
5,001 thru 10,000

ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	The Print House Brooklyn, NY		Nocona Envelope Nocona, TX		GPO Estimate	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT **Per 1,000 envelopes**							
1.	Regular, White Writing, 20# to 24#							
(a)	3-5/8 x 6-1/2, #6-3/4	1	42.50	42.50	34.00	34.00	29.00	29.00
(b)	3-7/8 x 8-7/8, #9	18	32.50	585.00	34.00	612.00	29.00	522.00
(c)	4-1/8 x 9-1/2, #10	235	32.50	7,637.50	34.00	7,990.00	28.00	6,580.00
(d)	4-1/2 x10-3/8, #11	1	55.00	55.00	43.00	43.00	48.00	48.00
2.	Window, Glassine, White Writing, 20# to 24#							
(a)	3-7/8 x 8-7/8, #9	1	45.00	45.00	38.00	38.00	43.00	43.00
(b)	4-1/8 x 9-1/2, #10	194	35.00	6,790.00	32.00	6,208.00	29.00	5,626.00
(c)	4-1/2 x10-3/8, #11	35	55.00	1,925.00	48.00	1,680.00	50.00	1,750.00
3.	Regular, White Writing, 20# to 24#, Security Tint							
(a)	3-7/8 x 8-7/8, #9	1	45.00	45.00	38.00	38.00	39.00	39.00
(b)	4-1/8 x 9-1/2, #10	21	35.00	735.00	32.00	672.00	30.00	630.00
(c)	4-1/2 x10-3/8, #11	1	65.00	65.00	48.00	48.00	54.00	54.00
4.	Window, Glassine, White Writing, 20# to 24#, Security Tint							
(a)	3-7/8 x 8-7/8, #9	1	50.00	50.00	43.00	43.00	44.00	44.00
(b)	4-1/8 x 9-1/2, #10	44	37.50	1,650.00	34.00	1,496.00	30.00	1,320.00
(c)	4-1/2 x10-3/8, #11	1	80.00	80.00	58.00	58.00	58.00	58.00
5.	Regular, White Kraft, 24# to 28#, open side							
(a)	6-1/2 x 9-1/2	1	80.00	80.00	48.00	48.00	48.00	48.00
(b)	9 x 12	1	90.00	90.00	73.00	73.00	74.00	74.00
(c)	9-1/2 x 12	1	110.00	110.00	78.00	78.00	78.00	78.00
(d)	9-1/2 x 12-1/2	1	100.00	100.00	78.00	78.00	89.00	89.00
(e)	10 x 13	1	110.00	110.00	93.00	93.00	94.00	94.00
6.	Regular, White Kraft, 24# to 28#, open end							
(a)	6-1/2 x 9-1/2	1	100.00	100.00	48.00	48.00	48.00	48.00
(b)	9 x 12	1	100.00	100.00	73.00	73.00	74.00	74.00
(c)	9-1/2 x 12	1	120.00	120.00	78.00	78.00	79.00	79.00
(d)	9-1/2 x 12-1/2	1	110.00	110.00	83.00	83.00	79.00	79.00
(e)	10 x 13	1	120.00	120.00	93.00	93.00	94.00	94.00
7.	Light Brown Kraft, 24# to 28#, open side							
(a)	3-9/16 x 7-7/8, (check)	1	100.00	100.00	58.00	58.00	48.00	48.00
(b)	3-7/8 x 8-7/8, #9	1	50.00	50.00	53.00	53.00	48.00	48.00
(c)	4-1/8 x 9-1/2, #10	1	45.00	45.00	58.00	58.00	54.00	54.00
(d)	4-1/2 x10-3/8, #11	1	75.00	75.00	58.00	58.00	56.00	56.00
(e)	6 x 9-1/2	1	100.00	100.00	73.00	73.00	54.00	54.00
(f)	6-1/2 x 9-1/2	1	100.00	100.00	78.00	78.00	54.00	54.00
(g)	7-1/2 x 10-1/2	1	120.00	120.00	83.00	83.00	80.00	80.00
(h)	9 x 12	6	95.00	570.00	90.00	540.00	82.00	492.00
(i)	9-1/2 x 12	85	95.00	8,075.00	90.00	7,650.00	78.00	6,630.00
(j)	9-1/2 x12-1/2	19	95.00	1,805.00	92.00	1,748.00	78.00	1,482.00
8.	Light Brown Kraft, 32# to 40#, open side							
(a)	7-1/2 x 10-1/2	1	150.00	150.00	85.00	85.00	84.00	84.00
(b)	9 x 12	19	105.00	1,995.00	90.00	1,710.00	88.00	1,672.00
(c)	9-1/2 x 12	15	105.00	1,575.00	90.00	1,350.00	84.00	1,260.00
(d)	9-1/2 x12-1/2	1	125.00	125.00	91.00	91.00	80.00	80.00
(e)	10 x 13	1	140.00	140.00	95.00	95.00	88.00	88.00
(f)	10 x 15	1	150.00	150.00	115.00	115.00	112.00	112.00
(g)	11 x 13	1	150.00	150.00	115.00	115.00	94.00	94.00
(h)	12 x 16	6	170.00	1,020.00	198.00	1,188.00	190.00	1,140.00
9.	Light Brown Kraft, 32# to 40#, open end							
(a)	7-1/2 x 10-1/2	1	150.00	150.00	83.00	83.00	68.00	68.00
(b)	9 x 12	1	150.00	150.00	88.00	88.00	70.00	70.00
(c)	9-1/2 x 12	1	175.00	175.00	93.00	93.00	72.00	72.00
(d)	9-1/2 x12-1/2	1	150.00	150.00	93.00	93.00	72.00	72.00
(e)	10 x 13	1	175.00	175.00	97.00	97.00	79.00	79.00
(f)	10 x 15	1	200.00	200.00	110.00	110.00	88.00	88.00
(g)	11 x 13	10	180.00	1,800.00	108.00	1,080.00	94.00	940.00
(h)	12 x 16	1	225.00	225.00	185.00	185.00	150.00	150.00
II.	COMPOSITION:							
(a)	Each order	81	0.00	0.00	0.00	0.00	0.00	0.00
(b)	Each faxed/emailed proof	81	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL			40,115.00		36,682.00		32,567.00
	DISCOUNT		0.25%	100.29	1.00%	366.82	0.00%	0.00
	NET TOTAL			40,014.71		36,315.18		32,567.00

AWARDED

PROGRAM 1404S
Category 3
10,001 thru 150,000

ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	The Print House Brooklyn, NY		Nocona Envelope Nocona, TX		GPO Estimate	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT **Per 1,000 envelopes**							
1.	Regular, White Writing, 20# to 24#							
(a)	3-5/8 x 6-1/2, #6-3/4	1	40.00	40.00	30.00	30.00	28.00	28.00
(b)	3-7/8 x 8-7/8, #9	55	24.00	1,320.00	29.00	1,595.00	26.00	1,430.00
(c)	4-1/8 x 9-1/2, #10	386	25.00	9,650.00	28.00	10,808.00	26.00	10,036.00
(d)	4-1/2 x10-3/8, #11	1	50.00	50.00	45.00	45.00	45.00	45.00
2.	Window, Glassine, White Writing, 20# to 24#							
(a)	3-7/8 x 8-7/8, #9	25	30.00	750.00	28.00	700.00	27.00	675.00
(b)	4-1/8 x 9-1/2, #10	4,910	27.00	132,570.00	28.00	137,480.00	25.50	125,205.00
(c)	4-1/2 x10-3/8, #11	1	55.00	55.00	52.00	52.00	38.00	38.00
3.	Regular, White Writing, 20# to 24#, Security Tint							
(a)	3-7/8 x 8-7/8, #9	1	45.00	45.00	31.00	31.00	26.00	26.00
(b)	4-1/8 x 9-1/2, #10	75	27.50	2,062.50	31.00	2,325.00	32.00	2,400.00
(c)	4-1/2 x10-3/8, #11	1	65.00	65.00	47.00	47.00	44.00	44.00
4.	Window, Glassine, White Writing, 20# to 24#, Security Tint							
(a)	3-7/8 x 8-7/8, #9	1	50.00	50.00	32.00	32.00	35.00	35.00
(b)	4-1/8 x 9-1/2, #10	700	30.00	21,000.00	31.00	21,700.00	26.50	18,550.00
(c)	4-1/2 x10-3/8, #11	1	80.00	80.00	55.00	55.00	60.00	60.00
5.	Regular, White Kraft, 24# to 28#, open side							
(a)	6-1/2 x 9-1/2	1	75.00	75.00	40.00	40.00	42.00	42.00
(b)	9 x 12	21	85.00	1,785.00	65.00	1,365.00	70.00	1,470.00
(c)	9-1/2 x 12	1	95.00	95.00	70.00	70.00	70.00	70.00
(d)	9-1/2 x 12-1/2	25	85.00	2,125.00	70.00	1,750.00	72.00	1,800.00
(e)	10 x 13	1	95.00	95.00	75.00	75.00	78.00	78.00
6.	Regular, White Kraft, 24# to 28#, open end							
(a)	6-1/2 x 9-1/2	1	95.00	95.00	40.00	40.00	45.00	45.00
(b)	9 x 12	1	95.00	95.00	64.00	64.00	70.00	70.00
(c)	9-1/2 x 12	1	115.00	115.00	64.00	64.00	75.00	75.00
(d)	9-1/2 x 12-1/2	1	105.00	105.00	65.00	65.00	75.00	75.00
(e)	10 x 13	1	115.00	115.00	72.00	72.00	85.00	85.00
7.	Light Brown Kraft, 24# to 28#, open side							
(a)	3-9/16 x 7-7/8, (check)	1	75.00	75.00	55.00	55.00	35.00	35.00
(b)	3-7/8 x 8-7/8, #9	143	45.00	6,435.00	50.00	7,150.00	33.00	4,719.00
(c)	4-1/8 x 9-1/2, #10	1	45.00	45.00	48.00	48.00	33.00	33.00
(d)	4-1/2 x10-3/8, #11	1	75.00	75.00	55.00	55.00	36.00	36.00
(e)	6 x 9-1/2	15	75.00	1,125.00	70.00	1,050.00	45.00	675.00
(f)	6-1/2 x 9-1/2	40	70.00	2,800.00	72.00	2,880.00	44.00	1,760.00
(g)	7-1/2 x 10-1/2	1	85.00	85.00	80.00	80.00	62.00	62.00
(h)	9 x 12	25	85.00	2,125.00	85.00	2,125.00	71.00	1,775.00
(i)	9-1/2 x 12	100	85.00	8,500.00	85.00	8,500.00	72.00	7,200.00
(j)	9-1/2 x12-1/2	1	85.00	85.00	86.00	86.00	72.00	72.00
8.	Light Brown Kraft, 32# to 40#, open side							
(a)	7-1/2 x 10-1/2	1	125.00	125.00	80.00	80.00	78.00	78.00
(b)	9 x 12	1	100.00	100.00	82.00	82.00	70.00	70.00
(c)	9-1/2 x 12	35	100.00	3,500.00	84.00	2,940.00	72.00	2,520.00
(d)	9-1/2 x12-1/2	1	105.00	105.00	84.00	84.00	72.00	72.00
(e)	10 x 13	1	125.00	125.00	88.00	88.00	75.00	75.00
(f)	10 x 15	1	150.00	150.00	117.00	117.00	95.00	95.00
(g)	11 x 13	1	150.00	150.00	117.00	117.00	120.00	120.00
(h)	12 x 16	1	170.00	170.00	175.00	175.00	160.00	160.00
9.	Light Brown Kraft, 32# to 40#, open end							
(a)	7-1/2 x 10-1/2	1	125.00	125.00	80.00	80.00	65.00	65.00
(b)	9 x 12	15	100.00	1,500.00	81.00	1,215.00	68.00	1,020.00
(c)	9-1/2 x 12	1	130.00	130.00	82.00	82.00	70.00	70.00
(d)	9-1/2 x12-1/2	1	130.00	130.00	82.00	82.00	70.00	70.00
(e)	10 x 13	1	155.00	155.00	85.00	85.00	72.00	72.00
(f)	10 x 15	1	175.00	175.00	115.00	115.00	80.00	80.00
(g)	11 x 13	1	175.00	175.00	115.00	115.00	95.00	95.00
(h)	12 x 16	1	210.00	210.00	170.00	170.00	150.00	150.00
II.	COMPOSITION:							
(a)	Each order	157	0.00	0.00	0.00	0.00	0.00	0.00
(b)	Each faxed/emailed proof	157	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL			200,812.50		206,161.00		183,561.00
	DISCOUNT		0.25%	502.03	1.00%	2,061.61	0.00%	0.00
	NET TOTAL			200,310.47		204,099.39		183,561.00

AWARDED



BID INVITATION

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, Georgia

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Envelopes

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

Various Departments and Agencies

Single Award in each of Three Categories

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2018 and ending February 28, 2019, plus up to four 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 this contract.

NOTE: DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO THE CONTRACT ADMINISTRATOR, RANDY HALLFORD AT (404) 605-9160, EXT. 32709, OR E-MAIL rhallford@gpo.gov.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>)
or bidders may email request to infoatlanta@gpo.gov.

BID OPENING: Bids shall be publicly opened at **2:00 p.m.**, prevailing Atlanta, GA time on **February 22, 2018**.

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office (GPO), Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Atlanta Regional Office Fax No. (404) 605-9185 or (404) 605-9186. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitations Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

SECTION 1: GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Request for Quotes will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov/>.

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

Product Quality Levels:

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

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>	<u>Alternate Standard*</u>
P-7. Type Quality and Uniformity	Approved Proof (s)	Camera Copy/Average Type Dimension / Manuscript Copy / File Setup
P-9. Solid and Screen Tint Color Match	Pantone Matching System	

*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

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 March 1, 2018 through February 28, 2019, 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 (insert the date that is 3 months prior to the beginning of the contract), 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.

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.

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.

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 invoicing. Instruction for using this method can be found at the following web address:

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

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

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

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 16 THROUGH 26.

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 March 1, 2018 through February 28, 2019, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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.

SECTION 2: SPECIFICATIONS

SCOPE: These specifications cover the production of envelopes requiring such operations as electronic pre-press, composition, proofs, printing, packing and distribution.

TITLE: Various Envelopes.

All percentages/approximations in these specifications are based upon past performance and/or projected needs, and are not to be construed as a guarantee of work.

Although this is an option year contract, all estimates, averages, etc. will be based upon one year’s production.

FREQUENCY OF ORDERS: It is anticipated that there will be approximately 696 (**Regular Schedule** 638, **Accelerated Schedule** 58) orders per year. Approximately 3% of the orders will require more than one unique envelope to be produced. All “multiple envelope” orders will be within the same category; however, the envelopes requested may NOT be the same size. Additionally, deliveries on these orders may be required to various locations (see DISTRIBUTION and SCHEDULE starting on page 9).

QUANTITY:

Regular Schedule: Based upon the requirements of the past year, it is anticipated that the requirements will be as follows:

	Percentage of Orders (approximate)	Average Quantity (approximate)
Category 1 - 1,000 through 5,000 Copies	97%	2,500
Category 2 - 5,001 through 10,000 Copies	95%	9,100
Category 3 - 10,001 through 150,000 Copies	74%	42,000

Accelerated Schedule: Based upon the requirements of the past year, it is anticipated that the requirements will be as follows:

	Percentage of Orders (approximate)	Average Quantity (approximate)
Category 1 - 1,000 through 5,000 Copies	3%	4,700
Category 2 - 5,001 through 10,000 Copies	5%	9,700
Category 3 - 10,001 through 50,000 Copies	26%	41,000

Note: 1,000 copies shall be the minimum quantity placed.

TRIM SIZES:

White Writing (Non-window) Envelopes 20# to 24#

- 3-5/8 x 6-1/2” (#6-3/4)..... regular
- 3-7/8 x 8-7/8” (#9)..... regular, with and without security tint
- 4-1/8 x 9-1/2” (#10)..... regular, with and without security tint
- 4-1/2 x 10-3/8” (#11)..... regular, with and without security tint

White Writing (Window) Envelopes 20# to 24#

3-7/8 x 8-7/8" (#9)..... window, with and without security tint
4-1/8 x 9-1/2" (#10)..... window, with and without security tint
4-1/2 x 10-3/8" (#11)..... window, with and without security tint

White Kraft (Non-Window) Envelopes 24 to 28#

6-1/2 x 9-1/2"24# to 28#
9 x 12"24# to 28#
9-1/2 x 12"24# to 28#
9-1/2 x 12-1/2"24# to 28#
10 x 13"24# to 28#

Light Brown Kraft 24 to 28#; 32 to 40#

3-9/16 x 7-7/8" (check)24# to 28#
3-7/8 x 8-7/8" (#9)24# to 28#
4-1/8 x 9-1/2" (#10)24# to 28#
4-1/2 x 10-3/8" (#11)24# to 28#
6 x 9-1/2"24# to 28#
6-1/2 x 9-1/2"24# to 28#
7-1/2 x 10-1/2"24# to 28#, 32# to 40#
9 x 12"24# to 28#, 32# to 40#
9-1/2 x 12"24# to 28#, 32# to 40#
9-1/2 x 12-1/2"24# to 28#, 32# to 40#
10 x 13"32# to 40#
10 x 15"32# to 40#
11 x 13"32# to 40#
12 x 16"32# to 40#

GOVERNMENT TO FURNISH:

- Based upon past performance, the contractor may be furnished: a press quality PDF, manuscript copy or previously printed samples containing revisions/changes (usually as PDF images). The contractor is required to typeset any envelope as required per the print order - see COMPOSITION on page 8.

- Occasionally, camera copy (including previously printed envelopes for use as camera copy) will be furnished for the balance of the orders, agency logos, postal permit logos and FIM marks when required.

- Print orders (GPO Form 2511).

- GPO Carton Labeling and Marking Specifications.

- Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

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.

Contractor must furnish an e-mail address for a point of contact, which will be used to inform contractor of uploaded files and print order.

PRINTING: Based upon past performance, envelopes print type, lines, agency seal and FIM* matter on side opposite seams in Black or PMS ink. Inside of envelope may require a Black or PMS ink opaque security tint design. Contractor may use his/her own design, but must guarantee complete opacity and prevent show through of the contents therein.

***NOTE: FIM – BARCODE: FIM is not required to bleed off the top edge of envelope; however, positioning the FIM must meet USPS requirements ("FIM Clear Zone") location as described in USPS Publication 25, "A Guide to Business Mail Preparation".**

NOTE: Forms (i.e. ink) MUST be compatible for usage with a high heat laser printer. No smearing, lifting or loss of images due to use with a laser printer will be accepted.

NOTE: High resolution digital printing (computer to plate) or digital printing with a minimum resolution of 150 line screen (HP Indigo or equal) is acceptable as long as Quality Level 4 is maintained. Digital printing/direct imaging (toner) and inkjet printing are not acceptable.

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

NOTE: Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Maintain margins as indicated on furnished copy or Print Order.

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 " in effect at the time of award.

NOTICE: Copies of the "Government Paper Specifications Standards" are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20402; or available as a PDF on the GPO web site: http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

- White Writing Envelopes (equal to JCP Code V20), Basis Weight 20 to 24 lbs per 500 sheets, 17 x 22".
- Kraft (white shade), Basis Weight 24 to 28 lbs per 500 sheets, 17 x 22".
- Kraft (light brown shade - equal to JCP Code V10), Basis Weight 24 to 28 lbs per 500 sheets, 17 x 22".
- Kraft (light brown shade - equal to JCP Code V10), Basis Weight 32 to 40 lbs per 500 sheets, 17 x 22".

ELECTRONIC PREPRESS/FILMS: 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 the proper file image processing must be reported to the Atlanta Regional Office, Randy Hallford 404-605-9160, ext. 32709.

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.

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

At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

COMPOSITION: The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

Most orders in all categories will require typesetting of one to approximately 20 lines of type (average 7), and/or 1 to approximately 30 horizontal rules (usually only 1 or 2), and/or agency seal will be required, as indicated on the print order.

The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

PROOFS: Usually proofs will not be required; however, occasionally, the contractor is be required to e-mail 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. Proof must show color and contain all crop marks. NOTE: THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION.

Contractor is to send a "Press Quality" PDF proof to the e-mail address indicated on the print order.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Proofs will be withheld not more than number of days as indicated on the print order from receipt by the Government** to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK" to print.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

NOTE: Films are not required. If at the contractor's option films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films.

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.

CONSTRUCTION:

Non-Window Writing & Kraft Envelopes: Open side or end, side or diagonal seam, with a water-soluble gummed flap.

Window Writing Envelopes (Left Hand): Open side, diagonal or side seams, with a water soluble gummed flap. Die-cut face with one round cornered (horizontal) window, 4-1/2 (w) x 1-1/8" (h) at 7/8" from left, and 1/2" from bottom*. The 4-1/2" window dimension is parallel to the long dimension envelope side. Cover window with a clear transparent material securely glued to the inside of the envelope.

***Note: Occasionally #9, #10, and #11 envelopes may be ordered with windows. Die-cut window position will deviate slightly in size and/or placement (as indicated on the print order) from the above specifications.**

Kraft Envelopes: Open side or end, center or side seam, with a water-soluble gummed flap. (Note: Size of flap at contractor's option.)

PACKING: Box in suitable units. Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed.

LABELING AND MARKING: NOTE: All shipping containers require a container label. Complete a copy of the enclosed shipping label(s) (also available at www.gpo.gov/pdfs/vendors/sfas/terms.pdf) and affix one to each shipping container according to the instruction at the top of the carton label sheet (make additional copies as necessary). There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking

corrections that are made by the Government due to the contractor's failure to label/mark all containers per specifications and Contract Terms.

DISTRIBUTION-Regular Schedule: Deliver f.o.b. destination to various locations. The following percentages are based upon past performance, and are NOT to be construed as a guarantee for future orders.

Category 1: Approximately 40% of the total envelopes delivered to Zones 1 through 7; approximately 39% of the total envelopes delivered to Zones 8 and 9; and approximately 21% of the total envelopes delivered to Zones 10 through 12.

Category 2: Approximately 74% of the total envelopes delivered to Zones 1 through 7; approximately 16% of the total envelopes delivered to Zones 8 and 9; and approximately 10% of the total envelopes delivered to Zones 10 through 12.

Category 3: Approximately 80% of the total envelopes delivered to Zones 1 through 7; approximately 15% of the total envelopes delivered to Zones 8 and 9; and approximately 5% of the total envelopes delivered to Zones 10 through 12.

DISTRIBUTION-Accelerated Schedule: Deliver f.o.b. destination to various locations. The following percentages are based upon past performance, and are NOT to be construed as a guarantee for future orders.

Category 1: Approximately 84% of the total envelopes delivered to Zones 1 through 7; approximately 8% of the total envelopes delivered to Zones 8 and 9; and approximately 8% of the total envelopes delivered to Zones 10 through 12.

Category 2: Approximately 50% of the total envelopes delivered to Zones 1 through 7; approximately 25% of the total envelopes delivered to Zones 8 and 9; and approximately 25% of the total envelopes delivered to Zones 10 through 12.

Category 3: Approximately 92% of the total envelopes delivered to Zones 1 through 7; approximately 5% of the total envelopes delivered to Zones 8 and 9; and approximately 3% of the total envelopes delivered to Zones 10 through 12.

INSIDE DELIVERY REQUIRED.

Destinations will fall within one of twelve zones, as defined below:

Zone 1 (16%): That portion of Georgia served by Telephone Area Codes 404, 470, 678, 706, 762, and 770.

Zone 2 (1%): That portion of Georgia served by Telephone Area Code 229, 478, and 912.

Zone 3 (17%): That portion of Florida served by Telephone Area Codes 352, 386, 850, and 904.

Zone 4 (7%): That portion of Florida served by Telephone Area Codes 239, 305, 320, 321, 407, 561, 689, 727, 754, 772, 786, 813, 863, 941, and 954.

Zone 5 (1%): The state of South Carolina.

Zone 6 (5%): The state of Alabama.

Zone 7 (3%): The state of Mississippi.

Zone 8 (17%): That portion of the Continental United States in the Eastern Time Zone, except the states in Federal Printing Region 4.

Zone 9 (13%): That portion of the Continental United States in the Central Time Zone, except the states in Federal Printing Region 4.

Zone 10 (6%): That portion of the Continental United States in the Mountain Time Zone.

Zone 11 (9%): That portion of the Continental United States in the Pacific Time Zone.

Zone 12 (1%): All U.S. Territories located within the Atlantic Time Zone; and the Panama Canal Zone.

NOTE: Percentages indicate the number of total envelopes (overall) that were delivered to the zone indicated during the previous contract year.

Return of Government Furnished Material: The contractor must return all camera copy. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

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

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail as indicated on the Print Order. The subject line of this message shall be "Distribution Notice for Program 1404-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Upon completion of each order (when applicable), all Government furnished material must be returned to the address indicated on the print order.

All expenses incidental to the pickup and return of furnished materials and proofs 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). **NOTE:** When proofs are required, the schedule will be indicated on the print order.

Regular Schedule: Orders will be scheduled according to the work involved and the time that can be allowed; however, no job will be required in less than 10 workdays.

Accelerated Schedule: An occasional order may require complete delivery within 4-9 workdays. A premium payment of \$75.00 will be applied on orders, which require the Accelerated Schedule. Maximum quantity that can be ordered under the accelerated schedule is 50,000. While no guarantees can be made for future orders, approximately 8% of the total orders in the previous contract year required the Accelerated Schedule.

Contractor will be required to pickup print order, copy, and furnished material at: U.S. Government Publishing Office, Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

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

The ship/delivery date indicated on the print order must be accepted as the date delivery is made to the destination and not the date of delivery to a common or other carrier.

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 AND PLACEMENT OF WORK

Procurement under this solicitation will be divided into three categories as follows:

- Category 1: 1,000 through 5,000 Copies
- Category 2: 5,001 through 10,000 Copies
- Category 3: 10,001 through 150,000 Copies

The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements. The lowest quote will be determined 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 orders 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 the contract.

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

Category 1

- I. 1. (a) 1
(b) 10
(c) 424
(d) 25
- 2. (a) 2
(b) 237
(c) 6
- 3. (a) 1
(b) 10
(c) 1
- 4. (a) 1
(b) 53
(c) 1
- 5. (a) 1
(b) 10
(c) 1
(d) 1
(e) 1
- 6. (a) 1
(b) 5
(c) 1
(d) 1
(e) 1
- 7. (a) 1
(b) 2
(c) 8
(d) 1
(e) 8
(f) 30
(g) 7

- (h) 44
- (i) 33
- (j) 54

- 8. (a) 1
- (b) 45
- (c) 42
- (d) 12
- (e) 18
- (f) 14
- (g) 21
- (h) 15

- 9. (a) 1
- (b) 1
- (c) 1
- (d) 1
- (e) 1
- (f) 1
- (g) 1
- (h) 1

- II. (a) 458
- (b) 458

Category 2

- I. 1. (a) 1
- (b) 18
- (c) 235
- (d) 1

- 2. (a) 1
- (b) 194
- (c) 35

- 3. (a) 1
- (b) 21
- (c) 1

- 4. (a) 1
- (b) 44
- (c) 1

- 5. (a) 1
- (b) 1
- (c) 1
- (d) 1
- (e) 1

- 6. (a) 1
- (b) 1
- (c) 1
- (d) 1

- (e) 1
- 7. (a) 1
(b) 1
(c) 1
(d) 1
(e) 1
(f) 1
(g) 1
(h) 6
(i) 85
(j) 19
- 8. (a) 1
(b) 19
(c) 15
(d) 1
(e) 1
(f) 1
(g) 1
(h) 6
- 9. (a) 1
(b) 1
(c) 1
(d) 1
(e) 1
(f) 1
(g) 10
(h) 1
- II. (a) 81
(b) 81

Category 3

- I. 1. (a) 1
(b) 55
(c) 386
(d) 1
- 2. (a) 25
(b) 4910
(c) 1
- 3. (a) 1
(b) 75
(c) 1
- 4. (a) 1
(b) 700
(c) 1
- 5. (a) 1

- (b) 21
- (c) 1
- (d) 25
- (e) 1

- 6. (a) 1
- (b) 1
- (c) 1
- (d) 1
- (e) 1

- 7. (a) 1
- (b) 143
- (c) 1
- (d) 1
- (e) 15
- (f) 40
- (g) 1
- (h) 25
- (i) 100
- (j) 1

- 8. (a) 1
- (b) 1
- (c) 35
- (d) 1
- (e) 1
- (f) 1
- (g) 1
- (h) 1

- 9. (a) 1
- (b) 15
- (c) 1
- (d) 1
- (e) 1
- (f) 1
- (g) 1
- (h) 1

- II. (a) 157
- (b) 157

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 quotes, 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), N/A (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

(Initials)
(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

NOTE: All prices are per 1,000 envelopes

Category 1 (1,000 through 5,000 Copies)

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

1. Regular, White Writing Envelopes, 20# to 24#

- (a) 3-5/8 x 6-1/2", #6-3/4 \$ _____
- (b) 3-7/8 x 8-7/8", #9 \$ _____
- (c) 4-1/8 x 9-1/2", #10 \$ _____
- (d) 4-1/2 x 10-3/8", #11 \$ _____

2. Window, Glassine, White Writing Envelopes, 20# to 24#

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

3. Regular, White Writing Envelopes, 20# to 24#, Security Tint

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

4. Window, Glassine, White Writing Envelopes, 20# to 24#, Security Tint

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

5. Regular, White Kraft, 24# to 28#, open side

- (a) 6-1/2 x 9-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____

6. Regular, White Kraft, 24# to 28#, open end

- (a) 6-1/2 x 9-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____

7. Light Brown Kraft, 24# to 28#, open side

- (a) 3-9/16 x 7-7/8", (check) \$ _____
- (b) 3-7/8 x 8-7/8", #9 \$ _____
- (c) 4-1/8 x 9-1/2", #10 \$ _____
- (d) 4-1/2 x 10-3/8", #11 \$ _____
- (e) 6 x 9-1/2" \$ _____
- (f) 6-1/2 x 9-1/2" \$ _____
- (g) 7-1/2 x 10-1/2" \$ _____
- (h) 9 x 12" \$ _____
- (i) 9-1/2 x 12" \$ _____
- (j) 9-1/2 x 12-1/2" \$ _____

_____ (Initials)
(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

8. Light Brown Kraft, 32# to 40#, open side

- (a) 7-1/2 x 10-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____
- (f) 10 x 15" \$ _____
- (g) 11 x 13" \$ _____
- (h) 12 x 16" \$ _____

9. Light Brown Kraft, 32# to 40#, open end

- (a) 7-1/2 x 10-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____
- (f) 10 x 15" \$ _____
- (g) 11 x 13" \$ _____
- (h) 12 x 16" \$ _____

II. COMPOSITION:

Contractor will be allowed a charge under COMPOSITION when required by the print order.

- (a) Each order \$ _____
- (b) Each faxed/emailed proof \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

Category 2 (5,001 through 10,000 Copies)

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

1. Regular, White Writing Envelopes, 20# to 24#

- (a) 3-5/8 x 6-1/2", #6-3/4 \$ _____
- (b) 3-7/8 x 8-7/8", #9 \$ _____
- (c) 4-1/8 x 9-1/2", #10 \$ _____
- (d) 4-1/2 x 10-3/8", #11 \$ _____

2. Window, Glassine, White Writing Envelopes, 20# to 24#

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

3. Regular, White Writing Envelopes, 20# to 24#, Security Tint

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

4. Window, Glassine, White Writing Envelopes, 20# to 24#, Security Tint

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

5. Regular, White Kraft, 24# to 28#, open side

- (a) 6-1/2 x 9-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____

6. Regular, White Kraft, 24# to 28#, open end

- (a) 6-1/2 x 9-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____

7. Light Brown Kraft, 24# to 28#, open side

- (a) 3-9/16 x 7-7/8", (check) \$ _____
- (b) 3-7/8 x 8-7/8", #9 \$ _____
- (c) 4-1/8 x 9-1/2", #10 \$ _____
- (d) 4-1/2 x 10-3/8", #11 \$ _____
- (e) 6 x 9-1/2" \$ _____
- (f) 6-1/2 x 9-1/2" \$ _____
- (g) 7-1/2 x 10-1/2" \$ _____
- (h) 9 x 12" \$ _____
- (i) 9-1/2 x 12" \$ _____
- (j) 9-1/2 x 12-1/2" \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

8. Light Brown Kraft, 32# to 40#, open side

- (a) 7-1/2 x 10-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____
- (f) 10 x 15" \$ _____
- (g) 11 x 13" \$ _____
- (h) 12 x 16" \$ _____

9. Light Brown Kraft, 32# to 40#, open end

- (a) 7-1/2 x 10-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____
- (f) 10 x 15" \$ _____
- (g) 11 x 13" \$ _____
- (h) 12 x 16" \$ _____

II. COMPOSITION:

Contractor will be allowed a charge under COMPOSITION when required by the print order.

- (a) Each order \$ _____
- (b) Each faxed/emailed proof \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

Category 3 (10,001 through 150,000 Copies)

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

1. Regular, White Writing Envelopes, 20# to 24#

- (a) 3-5/8 x 6-1/2", #6-3/4..... \$ _____
- (b) 3-7/8 x 8-7/8", #9 \$ _____
- (c) 4-1/8 x 9-1/2", #10 \$ _____
- (d) 4-1/2 x 10-3/8", #11 \$ _____

2. Window, Glassine, White Writing Envelopes, 20# to 24#

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

3. Regular, White Writing Envelopes, 20# to 24#, Security Tint

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

4. Window, Glassine, White Writing Envelopes, 20# to 24#, Security Tint

- (a) 3-7/8 x 8-7/8", #9 \$ _____
- (b) 4-1/8 x 9-1/2", #10 \$ _____
- (c) 4-1/2 x 10-3/8", #11 \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

5. Regular, White Kraft, 24# to 28#, open side

- (a) 6-1/2 x 9-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____

6. Regular, White Kraft, 24# to 28#, open end

- (a) 6-1/2 x 9-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
- (d) 9-1/2 x 12-1/2" \$ _____
- (e) 10 x 13" \$ _____

7. Light Brown Kraft, 24# to 28#, open side

- (a) 3-9/16 x 7-7/8", (check) \$ _____
- (b) 3-7/8 x 8-7/8", #9 \$ _____
- (c) 4-1/8 x 9-1/2", #10 \$ _____
- (d) 4-1/2 x 10-3/8", #11 \$ _____
- (e) 6 x 9-1/2" \$ _____
- (f) 6-1/2 x 9-1/2" \$ _____
- (g) 7-1/2 x 10-1/2" \$ _____
- (h) 9 x 12" \$ _____
- (i) 9-1/2 x 12" \$ _____
- (j) 9-1/2 x 12-1/2" \$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

8. Light Brown Kraft, 32# to 40#, open side

- (a) 7-1/2 x 10-1/2" \$ _____
- (b) 9 x 12" \$ _____
- (c) 9-1/2 x 12" \$ _____
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- (h) 12 x 16" \$ _____

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- (e) 10 x 13" \$ _____
- (f) 10 x 15" \$ _____
- (g) 11 x 13" \$ _____
- (h) 12 x 16" \$ _____

II. COMPOSITION:

Contractor will be allowed a charge under COMPOSITION when required by the print order.

- (a) Each order \$ _____
- (b) Each faxed/emailed proof \$ _____

_____ (Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

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

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

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