

PROGRAM 4527-S CONTRACT PERIOD: April 1, 2018 through March 31, 2019 plus four option years

TITLE: Number 10 Stuffer Envelopes and Reply Security Envelopes

ITEM	DESCRIPTION	BASIS OF AWARD	Bowers Envelope Co Indianapolis, IN		Husky Envelope Walled Lake, MI		J.J. Collins Printers Woodridge, IL		Mac Paper Converters Jacksonville, FL		North American Envelope Co. Salt Lake City, UT		The Print House		Printing Resources Cleveland, OH		St Louis Print Group St Louis, MO		GPO Estimate	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	COMPLETE PRODUCT:																			
1.	Number 10 Stuffer Envelopes, printing in black on 24lb white writing or wove																			
(a)	White Window (1-1/8 x 4-1/2")																			
(1)	1,000 up to 25,000 per 1000	75	\$41.94	\$3,145.50	\$41.80	\$3,135.00	\$19.86	\$1,489.50	\$35.00	\$2,625.00	\$32.00	\$2,400.00	\$42.25	\$3,168.75	\$27.50	\$2,062.50	\$26.26	\$1,969.50	\$24.15	\$1,810.88
(2)	25,001 up to 100,000 per 1000	30	\$21.46	\$643.80	\$24.58	\$737.40	\$18.34	\$550.20	\$18.73	\$561.90	\$28.00	\$840.00	\$35.25	\$1,057.50	\$25.00	\$750.00	\$19.77	\$593.10	\$19.20	\$575.85
(3)	100,001 up to 250,000 per 1000	X	\$16.64	\$0.00	\$20.71	\$0.00	\$16.67	\$0.00	\$17.69	\$0.00	\$22.00	\$0.00	\$22.75	\$0.00	\$17.50	\$0.00	\$18.13	\$0.00	\$16.04	\$0.00
(4)	250,001 up to 500,000 per 1000	X	\$15.78	\$0.00	\$18.61	\$0.00	\$16.29	\$0.00	\$16.90	\$0.00	\$19.00	\$0.00	\$21.25	\$0.00	\$16.90	\$0.00	\$17.80	\$0.00	\$15.24	\$0.00
(5)	Over 500,000 per 1000	X	\$14.90	\$0.00	\$18.35	\$0.00	\$15.47	\$0.00	\$16.05	\$0.00	\$18.00	\$0.00	\$21.00	\$0.00	\$16.00	\$0.00	\$16.32	\$0.00	\$14.93	\$0.00
(b)	White No Window																			
(1)	1,000 up to 25,000 per 1000	163	\$38.42	\$6,262.46	\$31.85	\$5,191.55	\$18.15	\$2,958.45	\$32.00	\$5,216.00	\$28.00	\$4,564.00	\$38.25	\$6,234.75	\$25.00	\$4,075.00	\$24.80	\$4,042.40	\$25.04	\$4,081.52
(2)	25,001 up to 100,000 per 1000	200	\$19.41	\$3,882.00	\$20.99	\$4,198.00	\$16.62	\$3,324.00	\$16.54	\$3,308.00	\$25.00	\$5,000.00	\$31.25	\$6,250.00	\$20.00	\$4,000.00	\$18.95	\$3,790.00	\$18.89	\$3,778.00
(3)	100,001 up to 250,000 per 1000	1160	\$15.15	\$17,574.00	\$18.39	\$21,332.40	\$15.00	\$17,400.00	\$15.77	\$18,293.20	\$20.50	\$23,780.00	\$18.75	\$21,750.00	\$15.50	\$17,980.00	\$15.05	\$17,458.00	\$14.83	\$17,202.80
(4)	250,001 up to 500,000 per 1000	1500	\$14.32	\$21,480.00	\$16.79	\$25,185.00	\$14.67	\$22,005.00	\$14.35	\$21,525.00	\$18.00	\$27,000.00	\$17.25	\$25,875.00	\$14.90	\$22,350.00	\$14.55	\$21,825.00	\$13.85	\$20,775.00
(5)	Over 500,000 per 1000	5460	\$13.51	\$73,764.60	\$16.67	\$91,018.20	\$13.98	\$76,330.80	\$13.75	\$75,075.00	\$16.00	\$87,360.00	\$17.00	\$92,820.00	\$14.50	\$79,170.00	\$14.08	\$76,876.80	\$13.29	\$72,563.40
2	Reply Security Envelopes, printing in black on 24lb white writing or wove																			
(a)	White Window																			
(1)	1,000 up to 25,000 per 1000	X	\$61.79	\$0.00	\$71.46	\$0.00	\$17.68	\$0.00	\$19.97	\$0.00	\$38.00	\$0.00	\$49.00	\$0.00	\$49.00	\$0.00	\$51.94	\$0.00	\$89.90	\$0.00
(2)	25,001 up to 100,000 per 1000	X	\$30.69	\$0.00	\$28.75	\$0.00	\$15.50	\$0.00	\$17.26	\$0.00	\$31.00	\$0.00	\$44.00	\$0.00	\$27.90	\$0.00	\$49.10	\$0.00	\$15.16	\$0.00
(3)	100,001 up to 250,000 per 1000	X	\$18.59	\$0.00	\$20.04	\$0.00	\$14.57	\$0.00	\$16.21	\$0.00	\$25.00	\$0.00	\$29.00	\$0.00	\$17.90	\$0.00	\$18.87	\$0.00	\$13.90	\$0.00
(4)	250,001 up to 500,000 per 1000	X	\$16.54	\$0.00	\$16.48	\$0.00	\$13.97	\$0.00	\$14.78	\$0.00	\$19.50	\$0.00	\$22.00	\$0.00	\$16.90	\$0.00	\$17.80	\$0.00	\$15.16	\$0.00
(5)	Over 500,000 per 1000	X	\$15.59	\$0.00	\$15.50	\$0.00	\$13.49	\$0.00	\$13.50	\$0.00	\$18.00	\$0.00	\$21.00	\$0.00	\$14.90	\$0.00	\$16.26	\$0.00	\$13.90	\$0.00
(b)	White No Window																			
(1)	1,000 up to 25,000 per 1000	5	\$59.67	\$298.35	\$61.76	\$308.80	\$14.97	\$74.85	\$18.33	\$91.65	\$38.00	\$190.00	\$45.00	\$225.00	\$45.00	\$225.00	\$43.26	\$216.30	\$88.80	\$444.00
(2)	25,001 up to 100,000 per 1000	25	\$28.57	\$714.25	\$25.41	\$635.25	\$13.40	\$335.00	\$15.82	\$395.50	\$28.00	\$700.00	\$40.00	\$1,000.00	\$25.90	\$647.50	\$32.00	\$800.00	\$14.06	\$351.50
(3)	100,001 up to 250,000 per 1000	100	\$17.05	\$1,705.00	\$17.96	\$1,796.00	\$12.70	\$1,270.00	\$14.86	\$1,486.00	\$22.25	\$2,225.00	\$25.00	\$2,500.00	\$15.90	\$1,590.00	\$16.86	\$1,686.00	\$12.90	\$1,290.00
(4)	250,001 up to 500,000 per 1000	250	\$15.07	\$3,767.50	\$14.91	\$3,727.50	\$12.27	\$3,067.50	\$13.54	\$3,385.00	\$18.50	\$4,625.00	\$18.00	\$4,500.00	\$14.90	\$3,725.00	\$15.50	\$3,875.00	\$15.16	\$3,790.00
(5)	Over 500,000 per 1000	1120	\$14.20	\$15,904.00	\$14.05	\$15,736.00	\$11.97	\$13,406.40	\$12.45	\$13,944.00	\$16.00	\$17,920.00	\$17.00	\$19,040.00	\$13.90	\$15,568.00	\$13.30	\$14,896.00	\$13.90	\$15,568.00
II	ADDITIONAL COSTS:																			
(a)	Additional charges (over white envelopes cost) for printing on colored stock.....per 1000 colored envelopes.....	700	\$2.00	\$1,400.00	\$2.30	\$1,610.00	\$7.50	\$5,250.00	\$2.59	\$1,813.00	\$6.00	\$4,200.00	\$7.00	\$4,900.00	\$3.00	\$2,100.00	\$3.15	\$2,205.00	0.00	\$0.00
(b)	Print with one additional color (2-color)....per 1000 envelopes...	1500	0.75	\$1,125.00	\$1.00	\$1,500.00	\$0.40	\$600.00	0.20	\$300.00	0.50	\$750.00	2.50	\$3,750.00	\$1.00	\$1,500.00	\$0.50	\$750.00	\$0.40	\$600.00
(c)	Print security design/tintper 1000 envelopes...	2935	\$1.50	\$4,402.50	\$1.00	\$2,935.00	\$1.15	\$3,375.25	\$0.60	\$1,761.00	\$3.00	\$8,805.00	\$1.50	\$4,402.50	\$1.50	\$4,402.50	\$0.95	\$2,788.25	\$1.25	\$3,668.75
	TOTAL:			\$156,068.96		\$179,046.10		\$151,436.95		\$149,780.25		\$190,359.00		\$197,473.50		\$160,145.50		\$153,771.35		\$146,499.70
	DISCOUNT:		0.00%	\$0.00	0.00%	\$0.00	2.00%	\$3,028.74	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.25%	\$400.36	3.00%	\$4,613.14	2.00%	\$2,929.99
	NET TOTAL:			\$156,068.96		\$179,046.10		\$148,408.21		\$149,780.25		\$190,359.00		\$197,473.50		\$159,745.14		\$149,158.21		\$143,569.70
							AWARDED													

Prepared by: KD

Reviewed by: MS

U.S. GOVERNMENT PUBLISHING OFFICE
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GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Number 10 Stuffer Envelopes
and
Reply Security Envelopes

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

USDA Rural Development

Single Award

BID OPENING: Bids shall be publicly opened at **2 p.m.**, prevailing Chicago, IL time, on
March 20, 2018.

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office (GPO), Chicago Regional Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Chicago Regional Office Fax No. (312) 886-2057. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

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.

CONTRACT TERM: The term of this contract is for the period beginning April 1, 2018 and ending March 31, 2019, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

Note: Minor changes from the previous contract are scattered throughout.

INFORMATION: For questions about these specifications call Mike Szopo at 312-353-3916 x 4.
NO COLLECT CALLS. For specifications or abstracts – this information is available on the GPO website at www.gpo.gov/how-to-work-with-us/vendors/contract-pricing.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

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 (revised August 2002).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf> and <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

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

Product Quality Level:

- (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>Standard</u>
P-7 Type Quality and Uniformity	OK'd Proofs
P-9. Solid and Screen Tint Color Match:	Pantone Matching System

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is presswork. The predominant production function may NOT be sub-contracted.

PREAWARD SURVEY: In order to determine the responsibility of the primary contractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION TO EXTEND THE CONTRACT TERM (OPTION YEARS): 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 5 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: 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 April 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. 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 April 1, 2018 through March 31, 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 agency 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.

PREAWARD TESTING: Upon notification by the Government, the apparent low bidder shall produce tests of 5,000 each of window and non-windowed envelopes for both the Number 10 Stuffer envelopes and the Reply Security envelopes. Envelopes to be in compliance with all of the requirements herein, which also include Pitney Bowes Series 8 and 9 machine specifications. Printing on envelopes is not required. Test envelopes must not be individually mailed; they must be bulk packaged and sent to the USDA-Rural Development, Michele Owens, FC 353, 1520 Market Street, Saint Louis, MO 63103, and must be received within 9 working days after notification.

Noncompliance with the specifications may be reason for the vendor being declared non-responsible.

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>.

**CONTRACTOR MUST ITEMIZE INVOICES FOR PAYMENT TO MATCH
THE SCHEDULE OF PRICES FORMAT.**

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of Number 10 envelopes and Reply Security Envelopes requiring such operations as proofs, printing, converting to envelopes, packing, and delivery.

TITLE: Number 10 Stuffer Envelopes and Reply Security Envelopes.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

FREQUENCY OF ORDERS: Approximately 34 orders per year for Number 10 Stuffer Envelopes
Approximately 5 orders per year for Reply Security Envelopes.

The minimum quantity shall be approximately 1,000 and the maximum quantity shall be approximately 5,500,000 for any one order for Number 10 Stuffer Envelopes; and approximately 3,000,000 for Reply Security Envelopes.

TRIM SIZES:

Number 10 Stuffer Envelopes: 4-1/8 x 9-1/2" Number 10 envelope with and without a window.

Reply Security Envelopes: 3-7/8 x 8-3/4" (critical trim size) with and without a window. **NOTE: NUMBER 9 ENVELOPES ARE NOT ACCEPTABLE.**

GOVERNMENT TO FURNISH: Emailed copy of scanned material will be sent to contractor.

Print Order (GPO Form 2511).

Email/Facsimile for shipping container labels.

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 copy or film, 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 product(s) in accordance with these specifications.

Contractor must produce all dies needed in the production of all envelopes. No additional charge will be allowed for the making of dies.

PROOFS: PDF proofs will be required at no cost to the Government.

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

The contractor must not print prior to receipt of an "OK to print."

STOCK: The specifications of all stock furnished must be in accordance with those listed herein. No mixing of stocks or weights are permitted, and paper furnished for each item shall be or a uniform shade. For specific requirements, see each individual item.

NOTICE: Copies of the “Government Paper Specifications Standards No. 12,” dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20401; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

White or Colored Writing or Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22”.

PRINTING:

It is anticipated that most orders will print black ink only. An occasional order may require black plus an additional color. Envelopes print type and line matter on the face and on the flap (not on the back/seam side). Contractor must match the Pantone Matching System or color swatch on the print order. No GPO imprint required.

Security Envelopes: For orders requiring security printing, print design or tint envelope on the inside (back – before manufacture) in black ink (lining not acceptable). Contractor may use his own design but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein. It is anticipated that orders requiring security tint will be mostly for the number 10 stuffer envelope.

MARGINS: Margins will be as indicated on copy.

CONSTRUCTION:

Number 10 Stuffer Envelope: Open side, diagonal seam, split gummed flap.

Envelopes must comply with Pitney Bowes specifications for series 8 and 9 inserter machines. See pages 10 through 19.

Covered Windows (poly, glassine or equal) when ordered: Requires: 1-1/8 x 4-1/2” window. Window positioned 7/8” from left and 1/2” from bottom. Window to be covered with a suitable clear poly or glassine material securely glued to the inside of the envelope.

Reply Security Envelopes: Open side, contractor's option whether diagonal or side seam, fully gummed flap.

Envelopes must comply with Pitney Bowes specifications for series 8 and 9 inserter machines. See pages 10 through 19.

Covered Windows (poly, glassine or equal) when order: An occasional order may require a 1-1/8 x 3-1/2” window. Window positioned 7/8” from left and 1/2” from bottom. Window to be covered with a suitable clear poly or glassine material securely glued to the inside of the envelope.

PACKING: Inner box 500 envelopes. Pack with flaps folded down. Pack 2,500 envelopes in shipping containers.

All reproduction copy for any one order shall be wrapped in one package or inserted in a kraft envelope and must be protected by cardboard or other means to guarantee safe delivery.

Palletizing: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 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 48 x W 40”, Full entry must be on the 40” width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 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) 47". Pack flush to corners, no overhang permitted at any edge. 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.

Delivery Truck: No refrigerated trucks are allowed to make delivery.

PACKAGING, LABELING, AND MARKING: Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

DEPARTMENT RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 – 3,200	50
3,201 – 10,000	80
10,001 – 35,000	125
35,001 and over	200

GPO SAMPLES: Deliver 2 sample copies of each order and a copy of the printing order (marked Term Contract Production Sample - MS) to: U.S. Government Publishing Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601. These samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. No additional charge will be allowed for these samples. No selection certificate is required.

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.

Delivery and/or Shipping information must be emailed to: VerifyChicago@gpo.gov. Simply enter the Program and Print Order numbers in the subject line of the email and indicate the method of shipping. If this contract is **f.o.b. destination**, enter the date of delivery.

DISTRIBUTION (F.o.b. DESTINATION – At contractor's expense): All expenses incidental to picking up and returning materials must be borne by the contractor.

Deliver envelopes to USDA-Rural Development Warehouse, River's Edge Industrial Park, Route 3 & Niedringhaus Avenue, 1300 Third Street, Suite A, Granite City, IL 62040.

Inside delivery is required. Receiving hours: Monday through Friday 7:30 a.m. to 3:15 p.m. local time excluding Federal holidays.

2 samples marked Inspection Copies and with GPO Program and print order number to U.S. Government Publishing Office, Chicago Regional Office, 200 North LaSalle St., Suite 810, Chicago, IL 60601, Attn: Compliance - ms.

Upon completion of each order all furnished materials must be returned to the same address it was picked up from.

All expenses incidental to the pickup and delivery of all furnished materials and proofs must be borne by the contractor.

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) at contractor's expense.

Materials will be emailed to contractor. On the rare occasion that materials are furnished, materials and proofs must be picked up from and delivered to USDA/Rural Development, Attn: Renita Bolden – RM. 2445 So. BLDG., 1400 Independence Ave SW, Washington, DC 20250-0742.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Orders will be scheduled according to the work involved and the time that can be allowed.

Orders up to 25,000 envelopes must be completed and delivered at destination within **10** workdays.

Orders over 25,000 up to 100,000 envelopes must be completed and delivered at destination within **12** workdays.

Orders over 100,000 up to 250,000 envelopes must be completed and delivered at destination within **15** workdays.

Orders over 250,000 up to 500,000 envelopes must be completed and delivered at destination within **18** workdays.

Orders over 500,000 envelopes must be completed and delivered at destination within **20** workdays.

When proofs are required the appropriate schedule above will be extended two workdays. Proof hold time is one workday.

ATTACHMENT 1

Console Inserter Specifications

Envelopes

General Material Handling Guidelines - 8 Series ^{AND 9}

Introduction.

Envelope and material handling problems in automatic mail inserting equipment are often due to envelope distortion (warping, curl, deformation, etc.). This can occur as a result of poor packaging, improper handling and storage as well as temperature and humidity extremes.

These problems can originate at the time of envelope manufacture, during finished goods transit, or develop as the result of poor environmental controls either at the manufacturing site or the storage facility, or both.

Fortunately, there are a number of very effective measures—many of them easy to implement—that envelope users and suppliers can take to minimize these problems and improve the production rate of mail inserting equipment. The recommendations below are aimed at a single goal: to help get the most from the inserter system.

The following pages provide detail on the more common envelopes used on inserters. In certain situations, other types of envelopes such as resealable, two-way, and long tail envelopes can be used. Please submit all such requests to Operations Sales Support for approval, when a purchase of new equipment is involved or use on existing equipment is considered.

Always refer to our published guidelines.

Pitney Bowes equipment is designed to handle a certain range of material. Envelopes which fall outside these specified ranges may run poorly or not at all. *We've often found that problems attributed to mechanical inserting equipment are actually due to out-of-spec material.*

When ordering envelopes, always specify "for mechanical inserting."

There are many things an envelope manufacturer can do to help a mailing operation maintain a high level of productivity. These include:

- Producing materials in a controlled environment.
- Packaging and shipping goods as soon as possible after manufacture.
- Packaging materials in boxes or cartons that won't buckle or collapse during transit and storage.
- Using boxes which match the size of the envelopes, eliminating the need for filler material.
- Neither over packing nor under packing boxes. Contents should be snug after filling.
- Using boxes that match the size of cartons, again to eliminate space fillers, and loading boxes into cartons so that all envelopes face the same direction.
- Using cartons that the machine operator can open quickly. Boxes should slide out easily onto the table in the inserter's staging area.

Console Inserter Specifications

Envelopes

General Material Handling Guidelines - 8 Series ^{AND 9}

- Shrink wrapping cartons or skids to protect envelope materials against the weather and absorption of moisture during high humidity conditions.

Handle with care.

Whenever material is in transit, handle it with reasonable care. This will pay rich dividends in terms of improved productivity. A few suggestions:

- Don't "crash" loaded skids on shipping/receiving docks, in transport vans or in the final storage area.
- Do block loaded skids in transport vans to prevent damaged cartons.
- Avoid exposing cartons to the elements; prolonged exposure to intense sunlight, high humidity and so on can compromise the "machinability" of materials.

Store material in a controlled environment away from moisture.

- Do store materials in a controlled environment if at all possible. We suggest a nominal temperature of 75 degrees (+/- 2°) F. at 50% (+/- 2%) relative humidity. Envelope formulations do vary, however, and it may be helpful to experiment with temperature and humidity limits above and below the nominal figure given here. This will help determine the values for achieving best productivity with material. It's best to accumulate data over a period of several weeks for each value of temperature and humidity.
- Do store cartons *at least one inch away* from masonry walls to prevent absorption of moisture. Store cartons on skids or shelves, but *never* directly on floors. Remember that a very dry environment promotes static accumulation which causes material to cling together. Humid conditions may make paper limp and difficult to handle.
- Avoid storing envelopes next to radiators or heated air vents.
- Don't stack cartons too high; this can deform the cartons on the bottom and damage the envelopes. Do stack cartons so that all envelopes stand on edge.

Rotate the stock; give material time to stabilize.

- Do control the inventory. Rotate the stock: use *oldest* stock first (first in, first out).
- Transfer cartons from the storage area to the work area no more than several hours before using them.
- Don't remove envelope boxes from their cartons until ready to load them on the work table.

Console Inserter Specifications

Envelopes Diagonal Seam Envelopes (8 Series)

A word about these guidelines...

Pitney Bowes console inserters are designed to handle a wide range of envelope materials, including Diagonal Seam types. To ensure the highest level of productivity from the inserter, Diagonal Seam envelopes should conform to the guidelines outlined below. The notes are keyed to the illustrations on the following page. **IMPORTANT:** These guidelines **do not** apply to bank statement applications.

It may be very helpful to discuss these guidelines with the envelope supplier. Should there be any questions about a particular application, please contact your Region Service Specialist who will be glad to help you.

To get the most from the inserter system...

± 1/16

1. Envelope dimensions should not vary more than $\pm 1/16$ " (1.6 mm).
2. All side flaps should be securely bonded to the back flap without exhibiting any curl or ripple between the ~~back~~ flap and side flaps.
back
3. The maximum seal flap length on the minimum length envelope is 2-3/4" (70mm).
4. All window patches should be flat, ripple free and bonded within 1/16" (1.6 mm) of the top edge of the patch material and top edge of the window cut out(s). If the window patch area is 1/3 or more of the total area of the envelope's front panel, then the envelope must be tested.
5. In those cases where any part of the side of the patch material is within 1" (25 mm) from any envelope side edge, the following shall apply:

If the top of the patch material falls within 3/8" (9.6 mm) of the crease score line, the patch material shall be raised to within 1/16" (3.1 mm) or closer to the crease line.

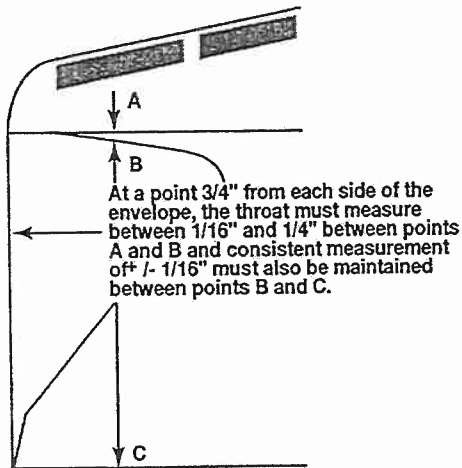
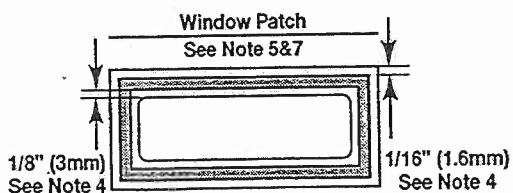
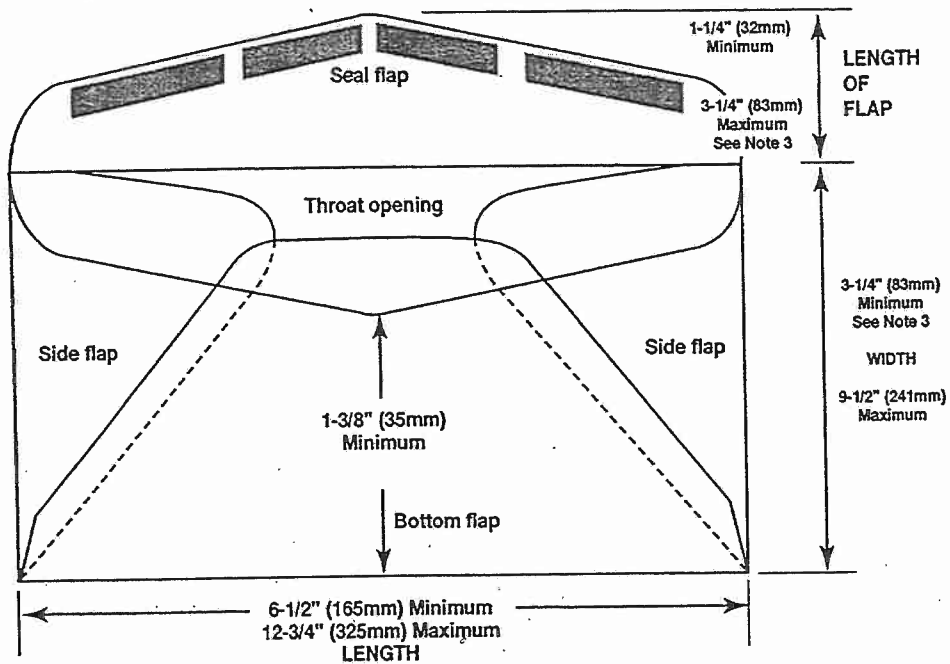
In addition, the throat shall be at least 1/4" (6.4 mm) below the crease line at 3/4" (19 mm) from the side edges. This is required to prevent the throat openers from tearing the patch.
6. Envelope curl or twist should not exceed 1/4" (6.4 mm) when the envelope is placed on a flat surface.
7. In open window envelopes (no patch), the window should be located 3/4" (19 mm) minimum from either side, top and bottom of the envelope.
8. Paper stock may range from 20 lbs. (75g/m²) minimum to 28 lbs. (105g/m²) maximum, but 24 lbs. (90g/m²) is suggested.
9. Envelopes whose characteristics fall outside of these construction guidelines must be evaluated by testing of customer samples. To obtain approval to sell an inserter for such envelopes, 2500 samples should be sent to:

Pitney Bowes, Inc.
 Manager - Operations Sales Support
 Commerce Park
 37 Executive Drive
 Danbury, CT 06810

Console Inserter Specifications

Envelopes

Diagonal Seam Envelopes (8 Series)



Console Inserter Specifications

Envelopes

Side Seam Envelopes (8 Series)

A word about these guidelines...

Pitney Bowes console inserters are designed to handle a wide range of envelope materials, including side seam types. To ensure the highest level of productivity from the inserter, Side Seam envelopes should conform to the guidelines outlined below. The notes are keyed to the illustrations on the following page. **IMPORTANT:** These guidelines do not apply to bank statement applications.

It may be very helpful to discuss these guidelines with an envelope supplier. Should there be any questions about a particular application, please contact your Region Service Specialist who will be glad to help you.

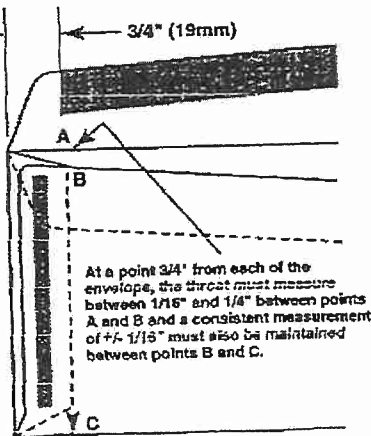
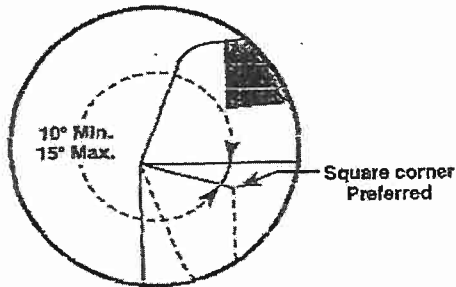
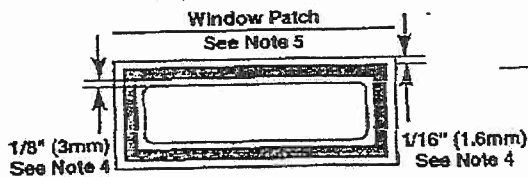
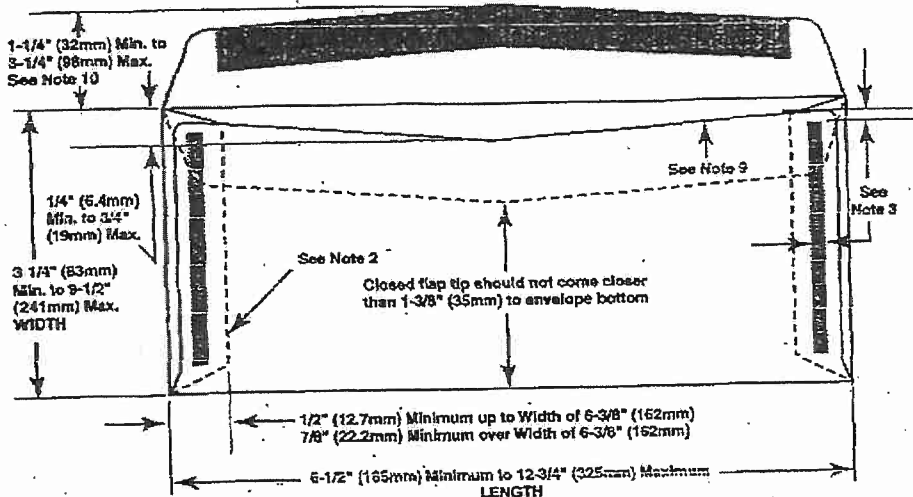
1. Envelope dimensions should not vary more than $\pm 1/16"$ (1.6 mm).
2. Side seams should be securely bonded to the back flap without exhibiting any curl or ripple between back flap and side seams.
3. The side seams should have the adhesive line within $1/16"$ ($\pm 1/16"$) (1.6 mm \pm 1.6 mm) of the top edge of the back and within $1/4"$ (6.4 mm) of the inner edge of the side seam.
4. All window patches should be flat, ripple free and bonded within $1/16"$ (1.6 mm) of the top edge of the patch material and top edge of the window cut out(s). If the window patch area is $1/3$ or more of the total area of the envelope's front panel, then the envelope must be tested.
5. In those cases where any part of the side of the patch material is within 1" (25 mm) from any envelope side edge, the following shall apply:
If the top of the patch material falls within $3/8"$ (9.6 mm) of the crease score line, the patch material shall be raised to within $1/16"$ (3.1 mm) or closer to the crease line.
In addition, the throat shall be at least $1/4"$ (6.4 mm) below the crease line at $3/4"$ from the side edges. This is required to prevent the throat openers from tearing the patch.
6. Envelope curl or twist should not exceed $1/4"$ (6.4 mm) when the envelope is placed on a flat surface.
7. In open window envelopes (no patch), the window should be located $3/4"$ (19 mm) minimum from either side, top and bottom of the envelope.
8. Paper stock may range from 20 lbs. (75g/m²) minimum to 28 lbs. (105g/m²) maximum, but 24 lbs. (90g/m²) is suggested.
9. The top edge of the side seam should be even with or up to $1/16"$ above the top edge of the back panel.
10. The maximum flap depth on minimum length envelopes is $2-3/4"$ (69.8 mm).
11. The length of the enclosure should not be equal to the distance between the side seam edges. When possible, the enclosure length should be greater than this dimension, with consideration that the correct end clearance is maintained.
12. Envelopes whose characteristics fall outside of these construction guidelines must be evaluated by testing of customer samples. To obtain approval to sell an inserter for such envelopes, 2500 samples should be sent to:

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Manager - Operations Sales Support
Commerce Park
37 Executive Drive
Danbury, CT 06810

Console Inserter Specifications

Envelopes

Side Seam Envelopes (8 Series)



ATTACHMENT 7

Console Inserter Specifications

Envelopes Diagonal Seam Envelopes (9 Series)

A word about these guidelines...

Pitney Bowes console inserters are designed to handle a wide range of envelope materials, including Diagonal Seam types. To ensure the highest level of productivity from the inserter, Diagonal Seam envelopes should conform to the guidelines outlined below. The notes are keyed to the illustrations on the following page.

It may be very helpful to discuss these guidelines with the envelope supplier. Should there be any questions about a particular application, please contact your Region Service Specialist who will be glad to help you.

To get the most from the inserter system...

1. Envelope dimensions should not vary more than $\pm 1/16"$ (1.6 mm).
2. All side ~~seams~~^{flaps} should be securely bonded to the bottom flap without exhibiting any curl or ripple between the bottom flap and side ~~seams~~^{flaps}.
3. The maximum depth flap on the minimum length envelope is 2-3/4" (70mm).
4. All window patches should be flat, ripple free and bonded within 1/16" (1.6 mm) of the top edge of the patch material and top edge of the window cut out(s). If the window patch area is 1/3 or more of the total area of the envelope's front panel, then the envelope must be tested.
5. In those cases where any part of the side of the patch material is within 1" (25 mm) from any envelope side edge, the following shall apply:

If the top of the patch material falls within 3/8" (9.6 mm) of the crease score line, the patch material shall be raised to within 1/16" (3.1 mm) of the crease line.

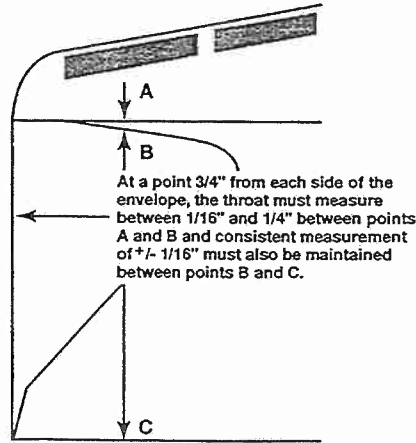
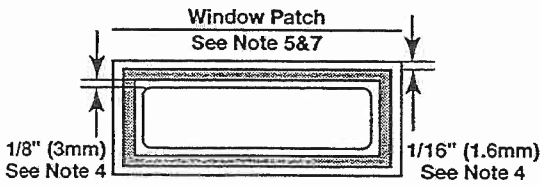
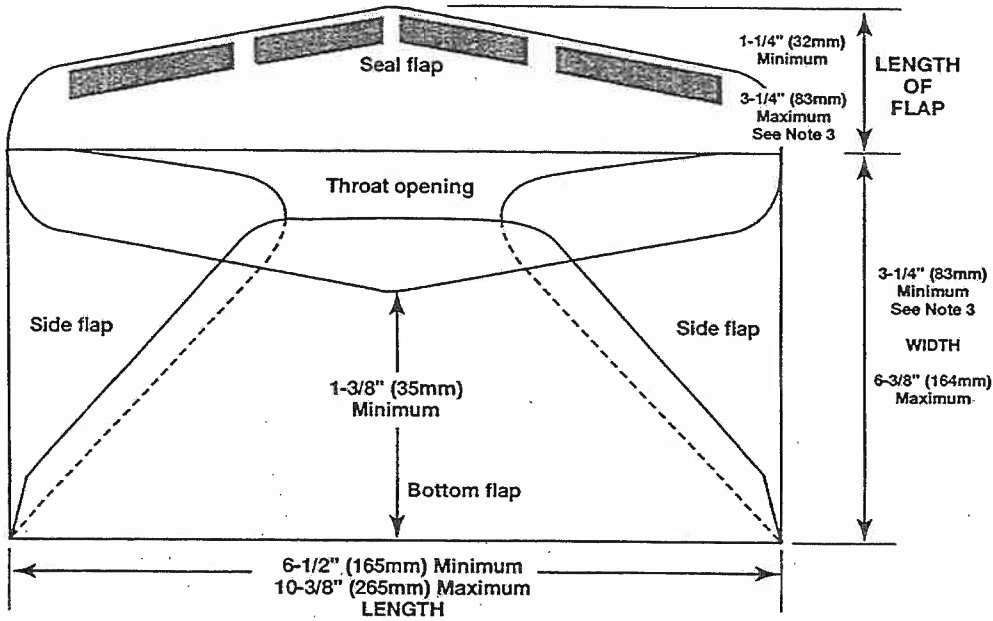
In addition, the throat shall be at least 1/4" (6.4 mm) below the crease line at 3/4" ^(19mm) from the side edges. This is required to prevent the throat openers from tearing the patch.
6. Envelope curl or twist should not exceed 1/4" (6.4 mm) when the envelope is placed on a flat surface.
7. In open window envelopes (no patch), the window should be located 3/4" (19 mm) minimum from either side, top and bottom of the envelope.
8. Paper stock may range from 20 lbs. (75g/m²) minimum to 28 lbs. (105g/m²) maximum, but 24 lbs. (90g/m²) is suggested.
9. Envelopes whose characteristics fall outside of these construction guidelines must be evaluated by testing of customer samples. To obtain approval to sell an inserter for such envelopes, 2500 samples should be sent to:

Pitney Bowes, Inc.
 Manager - Operations Sales Support
 Commerce Park
 37 Executive Drive
 Danbury, CT 06810

Console Inserter Specifications

Envelopes

Diagonal Seam Envelopes (9 Series)



Console Inserter Specifications

Envelopes

Side Seam Envelopes (9 Series)

A word about these guidelines...

Pitney Bowes console inserters are designed to handle a wide range of envelope materials, including side seam types. To ensure the highest level of productivity from the inserter, Side Seam envelopes should conform to the guidelines outlined below. The notes are keyed to the illustrations on the following page.

It may be very helpful to discuss these guidelines with an envelope supplier. Should there be any questions about a particular application, please contact your Region Service Specialist who will be glad to help you.

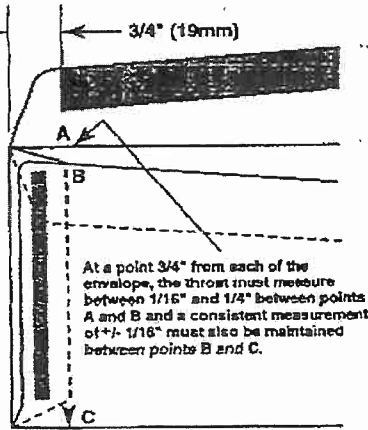
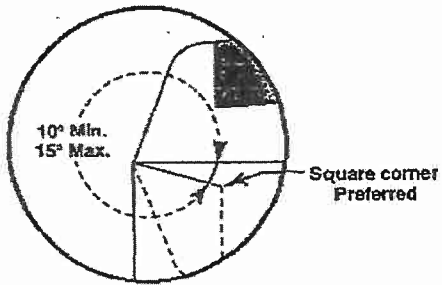
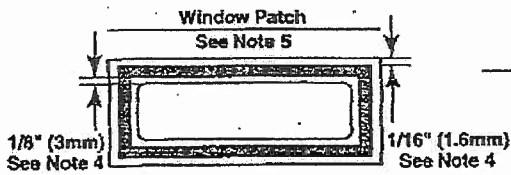
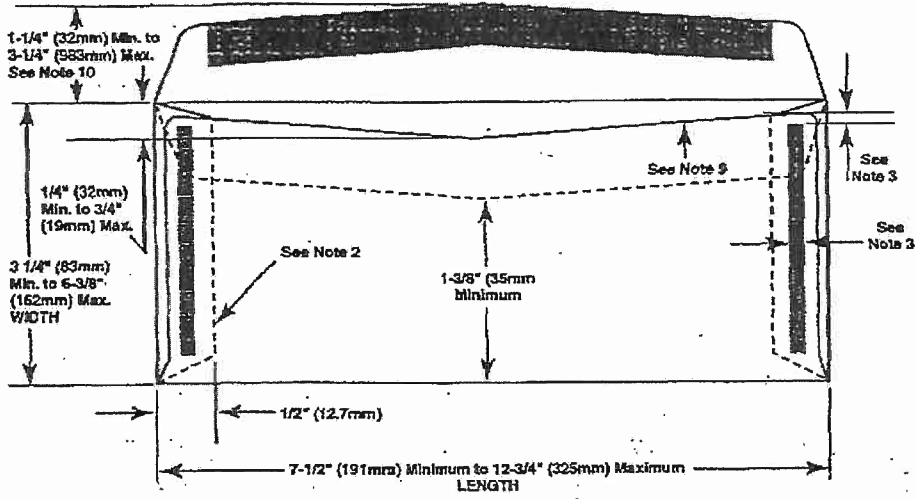
1. Envelope dimensions should not vary more than $\pm 1/16"$ (1.6 mm).
2. Side seams should be securely bonded to the bottom flap without exhibiting any curl or ripple between bottom flap and side seams.
3. The side seams should have the adhesive line within $1/16"$ ($+1/16"$) (1.6 mm + 1.6 mm) of the top edge of the back and within $1/4"$ (6.4 mm) of the inner edge of the side seam.
4. All window patches should be flat, ripple free and bonded within $1/16"$ (1.6 mm) of the top edge of the patch material and top edge of the window cut out(s). If the window patch area is $1/3$ or more of the total area of the envelope's front panel, then the envelope must be tested.
5. In those cases where any part of the side of the patch material is within 1" (25 mm) from any envelope side edge, the following shall apply:
 If the top of the patch material falls within $3/8"$ (9.6 mm) of the crease score line, the patch material shall be raised to within $1/16"$ (3.1 mm) or closer to the crease line.
 In addition, the throat shall be at least $1/4"$ (6.4 mm) below the crease line at $3/4"$ from the side edges. This is required to prevent the throat openers from tearing the patch.
6. Envelope curl or twist should not exceed $1/4"$ (6.4 mm) when the envelope is placed on a flat surface.
7. In open window envelopes (no patch), the window should be located $3/4"$ (19 mm) minimum from either side, top and bottom of the envelope.
8. Paper stock may range from 20 lbs. (75g/m²) minimum to 28 lbs. (105g/m²) maximum, but 24 lbs. (90g/m²) is suggested.
9. The top edge of the side seam should be even with or up to $1/16"$ above the top edge of the back panel.
10. The maximum flap depth on minimum length envelopes is $2-3/4"$ (69.8 mm).
11. The length of the enclosure should not be equal to the distance between the side seam edges. When possible, the enclosure should be greater than this dimension, with consideration that the correct end clearance is maintained.
12. Envelopes whose characteristics fall outside of these construction guidelines must be evaluated by testing of customer samples. To obtain approval to sell an inserter for such envelopes, 2500 samples should be sent to:

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 37 Executive Drive
 Danbury, CT 06810

Console Inserter Specifications

Envelopes

Side Seam Envelopes (9 Series)



SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I.

	(1)	(2)	(3)	(4)	(5)
1. (a)	75	30	XX	XX	XX
(b)	163	200	1160	1500	5460

	(1)	(2)	(3)	(4)	(5)
2. (a)	XX	XX	XX	XX	XX
(b)	5	25	100	250	1120

II.

- (a) 700
- (b) 1500
- (c) 2935

SECTION 4.- SCHEDULE OF PRICES

Bids offered are F.O.B. Destination.

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) 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, Chicago GPO. If such orders are placed by the agency, and no Modification is received from the Chicago GPO, the contractor is to notify GPO Chicago immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH 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.

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

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

Printing in Black ink on 24 lbs. White Writing or Wove:

1. Number 10 Stuffer Envelopes: All prices are per 1,000 envelopes

	1,000 up to <u>25,000</u> (1)	25,001 up to <u>100,000</u> (2)	100,001 up to <u>250,000</u> (3)	250,001 up to <u>500,000</u> (4)	Over <u>500,000</u> (5)
(a) White Window.....\$ _____ (1-1/8 x 4-1/2")	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) White No Window.....\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

SECTION 4.- SCHEDULE OF PRICES – con'd

2. Reply Security Envelopes All prices are per 1,000 envelopes:

	1,000 up to <u>25,000</u> (1)	25,001 up to <u>100,000</u> (2)	100,001 up to <u>250,000</u> (3)	250,001 up to <u>500,000</u> (4)	Over <u>500,000</u> (5)
(a) White Window.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) White No Window.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

II. ADDITIONAL COSTS:

- (a) Additional charge (over white envelopes cost) for printing on colored stock.....per 1,000 colored envelopes.....\$ _____
- (b) Prints with one additional color (2-color) per 1,000 envelopes.....\$ _____
- (c) Print security design/tintper 1,000 envelopes.....\$ _____

(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)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)