

TITLE: "ENVELOPES" / PROGRAM 3856-S

TERM: DECEMBER 16, 2016 to NOVEMBER 30, 2017 W/OPTIONS

| Item No.  | DESCRIPTION   | Basis of Award | Desert Paper and Envelope |            | Envelope Printery, The |            | Georgia Envelope & Converting |            | Print House, The |            | St. Louis Print Group |            |
|-----------|---|----------------|---------------------------|------------|------------------------|------------|-------------------------------|------------|------------------|------------|-----------------------|------------|
|           |   |                | State 300                 | Code 27134 | State 210              | Code 30941 | State 100                     | Code 36042 | State 310        | Code 71022 | State 240             | Code 84144 |
|           |   |                | UNIT RATE                 | COST       | UNIT RATE              | COST       | UNIT RATE                     | COST       | UNIT RATE        | COST       | UNIT RATE             | COST       |
| <b>I.</b> | <b>COMPLETE PRODUCT (Except Item II, III And IV)</b>                |                |                           |            |                        |            |                               |            |                  |            |                       |            |
|           | Cost by Category Per 1,000 Envelopes                                |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| (a)       | <b>Item 1 White Wove (3-7/8 x 8-7/8")</b>                           |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 10             | 29.95                     | 299.50     | 37.00                  | 370.00     | 33.33                         | 333.30     | 30.00            | 300.00     | 29.90                 | 299.00     |
| 2.        | Category #2   | 27             | 23.65                     | 638.55     | 31.60                  | 853.20     | 26.32                         | 710.64     | 22.50            | 607.50     | 23.50                 | 634.50     |
| 3.        | Category #3   | 205            | 21.50                     | 4,407.50   | 17.25                  | 3,536.25   | 23.93                         | 4,905.65   | 18.00            | 3,690.00   | 21.35                 | 4,376.75   |
| (b)       | <b>Item 1 Blue Wove (3-7/8 x 8-7/8")</b>                            |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 2              | 41.27                     | 82.54      | 41.27                  | 82.54      | 45.93                         | 91.86      | 50.00            | 100.00     | 41.20                 | 82.40      |
| 2.        | Category #2   | 5              | 33.08                     | 165.40     | 37.37                  | 186.85     | 36.82                         | 184.10     | 40.00            | 200.00     | 33.00                 | 165.00     |
| 3.        | Category #3   | 20             | 30.29                     | 605.80     | 31.50                  | 630.00     | 33.71                         | 674.20     | 30.00            | 600.00     | 30.30                 | 606.00     |
| (c)       | <b>Item 2 White Wove (4-1/8 x 9-1/2")</b>                           |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 227            | 27.40                     | 6,219.80   | 29.00                  | 6,583.00   | 31.61                         | 7,175.47   | 30.00            | 6,810.00   | 28.20                 | 6,401.40   |
| 2.        | Category #2   | 512            | 21.73                     | 11,125.76  | 23.47                  | 12,016.64  | 25.30                         | 12,953.60  | 22.50            | 11,520.00  | 22.45                 | 11,494.40  |
| 3.        | Category #3   | 2397           | 19.61                     | 47,005.17  | 21.70                  | 52,014.90  | 23.15                         | 55,490.55  | 18.00            | 43,146.00  | 19.90                 | 47,700.30  |
| 4.        | Category #4   | 250            | 18.98                     | 4,745.00   | 17.00                  | 4,250.00   | 15.33                         | 3,832.50   | 16.50            | 4,125.00   | 17.70                 | 4,425.00   |
| (d)       | <b>Item 2 Blue Wove (4-1/8 x 9-1/2")</b>                            |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 7              | 43.72                     | 306.04     | 41.27                  | 288.89     | 48.66                         | 340.62     | 50.00            | 350.00     | 42.70                 | 298.90     |
| 2.        | Category #2   | 5              | 35.53                     | 177.65     | 37.37                  | 186.85     | 39.54                         | 197.70     | 40.00            | 200.00     | 35.50                 | 177.50     |
| 3.        | Category #3   | 20             | 32.75                     | 655.00     | 31.50                  | 630.00     | 36.45                         | 729.00     | 30.00            | 600.00     | 32.70                 | 654.00     |
| (e)       | <b>Item 3 White Wove (4-1/8 x 10-3/8")</b>                          |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 5              | 165.13                    | 825.65     | 44.96                  | 224.80     | 183.79                        | 918.95     | 90.00            | 450.00     | 115.00                | 575.00     |
| 2.        | Category #2   | 6              | 158.20                    | 949.20     | 41.01                  | 246.06     | 176.08                        | 1,056.48   | 80.00            | 480.00     | 101.00                | 606.00     |
| 3.        | Category #3   | 20             | 94.71                     | 1,894.20   | 35.27                  | 705.40     | 105.41                        | 2,108.20   | 70.00            | 1,400.00   | 80.10                 | 1,602.00   |
| (f)       | <b>Item 4 Kraft (6-1/16 x 9-1/2")</b>                               |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 44             | 57.60                     | 2,534.40   | 57.25                  | 2,519.00   | 110.19                        | 4,848.36   | 75.00            | 3,300.00   | 62.00                 | 2,728.00   |
| 2.        | Category #2   | 56             | 49.20                     | 2,755.20   | 49.20                  | 2,755.20   | 69.26                         | 3,878.56   | 65.00            | 3,640.00   | 49.15                 | 2,752.40   |
| 3.        | Category #3   | 20             | 46.24                     | 924.80     | 46.25                  | 925.00     | 53.62                         | 1,072.40   | 65.00            | 1,300.00   | 46.05                 | 921.00     |
| (g)       | <b>Item 4 White Wove (6-1/16 x 9-1/2")</b>                          |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 1              | 50.69                     | 50.69      | 55.50                  | 55.50      | 94.44                         | 94.44      | 100.00           | 100.00     | 62.00                 | 62.00      |
| 2.        | Category #2   | 5              | 43.30                     | 216.50     | 47.25                  | 236.25     | 52.46                         | 262.30     | 90.00            | 450.00     | 49.00                 | 245.00     |
| 3.        | Category #3   | 20             | 40.69                     | 813.80     | 44.25                  | 885.00     | 36.82                         | 736.40     | 80.00            | 1,600.00   | 45.10                 | 902.00     |
| (h)       | <b>Item 5 Kraft (9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2")</b>      |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 129            | 101.82                    | 13,134.78  | 115.23                 | 14,864.67  | 113.33                        | 14,619.57  | 85.00            | 10,965.00  | 89.00                 | 11,481.00  |
| 2.        | Category #2   | 107            | 91.17                     | 9,755.19   | 88.75                  | 9,496.25   | 101.47                        | 10,857.29  | 75.00            | 8,025.00   | 77.00                 | 8,239.00   |
| 3.        | Category #3   | 11             | 65.95                     | 725.45     | 77.65                  | 854.15     | 73.40                         | 807.40     | 72.50            | 797.50     | 75.00                 | 825.00     |
| (i)       | <b>Item 5 White Wove (9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2")</b> |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 11             | 89.86                     | 988.46     | 118.20                 | 1,300.20   | 100.01                        | 1,100.11   | 85.00            | 935.00     | 89.00                 | 979.00     |
| 2.        | Category #2   | 5              | 78.65                     | 393.25     | 91.67                  | 458.35     | 87.54                         | 437.70     | 75.00            | 375.00     | 82.00                 | 410.00     |
| 3.        | Category #3   | 20             | 74.63                     | 1,492.60   | 80.30                  | 1,606.00   | 83.06                         | 1,661.20   | 72.50            | 1,450.00   | 74.00                 | 1,480.00   |
| (j)       | <b>Item 5 Blue Wove (9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2")</b>  |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 15             | 96.65                     | 1,449.75   | 125.40                 | 1,881.00   | 107.57                        | 1,613.55   | 95.00            | 1,425.00   | 92.00                 | 1,380.00   |
| 2.        | Category #2   | 10             | 85.65                     | 856.50     | 98.85                  | 988.50     | 95.33                         | 953.30     | 85.00            | 850.00     | 85.00                 | 850.00     |
| 3.        | Category #3   | 20             | 74.29                     | 1,485.80   | 85.85                  | 1,717.00   | 80.46                         | 1,609.20   | 82.50            | 1,650.00   | 78.00                 | 1,560.00   |
| (k)       | <b>Item 6 Kraft (10 x 15")</b>                                      |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 3              | 237.00                    | 711.00     | 275.00                 | 825.00     | NB                            |            | 420.00           | 1,260.00   | 240.00                | 720.00     |
| 2.        | Category #2   | 21             | 147.67                    | 3,101.07   | 175.00                 | 3,675.00   | NB                            |            | 400.00           | 8,400.00   | 145.00                | 3,045.00   |
| 3.        | Category #3   | 20             | 137.00                    | 2,740.00   | 167.00                 | 3,340.00   | NB                            |            | 400.00           | 8,000.00   | 135.00                | 2,700.00   |
| (l)       | <b>Item 7 Kraft (4-1/8 x 9-1/2")</b>                                |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 1              | 32.98                     | 32.98      | 36.27                  | 36.27      | 36.71                         | 36.71      | 50.00            | 50.00      | 59.00                 | 59.00      |
| 2.        | Category #2   | 5              | 26.68                     | 133.40     | 32.32                  | 161.60     | 29.69                         | 148.45     | 45.00            | 225.00     | 42.00                 | 210.00     |
| 3.        | Category #3   | 20             | 24.54                     | 490.80     | 26.57                  | 531.40     | 27.31                         | 546.20     | 42.50            | 850.00     | 24.50                 | 490.00     |
| (m)       | <b>Item 8 Kraft (7-1/2 x 10")</b>                                   |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 4              | 182.51                    | 730.04     | 182.00                 | 728.00     | 203.13                        | 812.52     | 220.00           | 880.00     | 120.00                | 480.00     |
| 2.        | Category #2   | 6              | 96.03                     | 576.18     | 96.00                  | 576.00     | 106.88                        | 641.28     | 200.00           | 1,200.00   | 95.00                 | 570.00     |
| 3.        | Category #3   | 20             | 86.37                     | 1,727.40   | 74.29                  | 1,485.80   | 96.13                         | 1,922.60   | 180.00           | 3,600.00   | 84.00                 | 1,680.00   |
| (n)       | <b>Item 9 Kraft (4-1/2 x 10-3/8")</b>                               |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 1              | 39.03                     | 39.03      | 69.70                  | 69.70      | 43.44                         | 43.44      | 75.00            | 75.00      | 42.00                 | 42.00      |
| 2.        | Category #2   | 5              | 32.73                     | 163.65     | 48.15                  | 240.75     | 36.43                         | 182.15     | 70.00            | 350.00     | 32.50                 | 162.50     |
| 3.        | Category #3   | 20             | 30.59                     | 611.80     | 33.00                  | 660.00     | 34.05                         | 681.00     | 62.50            | 1,250.00   | 30.50                 | 610.00     |
| (o)       | <b>Item 10 Kraft (10 x 13")</b>                                     |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.        | Category #1   | 18             | 112.37                    | 2,022.66   | 113.00                 | 2,034.00   | 125.07                        | 2,251.26   | 92.50            | 1,665.00   | 112.00                | 2,016.00   |
| 2.        | Category #2   | 20             | 97.71                     | 1,954.20   | 98.00                  | 1,960.00   | 108.75                        | 2,175.00   | 82.50            | 1,650.00   | 97.60                 | 1,952.00   |
| 3.        | Category #3   | 20             | 92.34                     | 1,846.80   | 92.35                  | 1,847.00   | 102.77                        | 2,055.40   | 80.00            | 1,600.00   | 92.25                 | 1,845.00   |

TITLE: "ENVELOPES" / PROGRAM 3856-S

TERM: DECEMBER 16, 2016 to NOVEMBER 30, 2017 W/OPTIONS

| Item No. | DESCRIPTION  | Basis of Award | Desert Paper and Envelope |            | Envelope Printery, The |            | Georgia Envelope & Converting |            | Print House, The |            | St. Louis Print Group |            |
|----------|--|----------------|---------------------------|------------|------------------------|------------|-------------------------------|------------|------------------|------------|-----------------------|------------|
|          |  |                | State 300                 | Code 27134 | State 210              | Code 30941 | State 100                     | Code 36042 | State 310        | Code 71022 | State 240             | Code 84144 |
|          |  |                | UNIT RATE                 | COST       | UNIT RATE              | COST       | UNIT RATE                     | COST       | UNIT RATE        | COST       | UNIT RATE             | COST       |
| (p)      | Item 11 Kraft (6 x 9")   |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Category #1  | 3              | 47.15                     | 141.45     | 47.15                  | 141.45     | 52.48                         | 157.44     | 75.00            | 225.00     | 56.00                 | 168.00     |
| 2.       | Category #2  | 6              | 38.73                     | 232.38     | 37.54                  | 225.24     | 43.11                         | 258.66     | 70.00            | 420.00     | 46.00                 | 276.00     |
| 3.       | Category #3  | 20             | 35.77                     | 715.40     | 30.70                  | 614.00     | 39.81                         | 796.20     | 65.00            | 1,300.00   | 42.00                 | 840.00     |
| II.      | ADDITIONAL REQUIREMENTS PER 1,000 ENVELOPES                      |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| (a)      | Inside Tint (Items 1 through 4)                                  |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Category #1  | 36             | 15.75                     | 567.00     | 15.75                  | 567.00     | 17.53                         | 631.08     | 15.00            | 540.00     | 12.50                 | 450.00     |
| 2.       | Category #2  | 74             | 3.68                      | 272.32     | 3.50                   | 259.00     | 4.10                          | 303.40     | 10.00            | 740.00     | 3.25                  | 240.50     |
| 3.       | Category #3  | 305            | 2.00                      | 610.00     | 3.15                   | 960.75     | 3.51                          | 1,070.55   | 7.50             | 2,287.50   | 2.50                  | 762.50     |
| (b)      | Window (1 1/8" x 4 1/2")   |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Category #1  | 64             | 10.50                     | 672.00     | 10.50                  | 672.00     | 11.69                         | 748.16     | 15.00            | 960.00     | 10.25                 | 656.00     |
| 2.       | Category #2  | 260            | 5.25                      | 1,365.00   | 5.25                   | 1,365.00   | 5.84                          | 1,518.40   | 10.00            | 2,600.00   | 5.00                  | 1,300.00   |
| 3.       | Category #3  | 1892           | 1.50                      | 2,838.00   | 2.50                   | 4,730.00   | 2.93                          | 5,543.56   | 7.50             | 14,190.00  | 2.50                  | 4,730.00   |
| 4.       | Category #4  | 250            | 1.00                      | 250.00     | 2.00                   | 500.00     | 2.50                          | 625.00     | 2.50             | 625.00     | 2.00                  | 500.00     |
| (c)      | Window (window size other than (b) above 1 1/8" x 4 1/2")        |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Category #1  | 4              | 26.25                     | 105.00     | 26.25                  | 105.00     | 29.22                         | 116.88     | 50.00            | 200.00     | 35.00                 | 140.00     |
| 2.       | Category #2  | 10             | 7.88                      | 78.80      | 7.88                   | 78.80      | 8.77                          | 87.70      | 40.00            | 400.00     | 15.00                 | 150.00     |
| 3.       | Category #3  | 20             | 5.25                      | 105.00     | 5.25                   | 105.00     | 5.84                          | 116.80     | 35.00            | 700.00     | 5.10                  | 102.00     |
| (d)      | Self seal flap   |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Category #1  | 17             | 16.54                     | 281.18     | 22.00                  | 374.00     | 26.25                         | 446.25     | 75.00            | 1,275.00   | 22.00                 | 374.00     |
| 2.       | Category #2  | 29             | 16.54                     | 479.66     | 22.00                  | 638.00     | 26.25                         | 761.25     | 70.00            | 2,030.00   | 20.00                 | 580.00     |
| 3.       | Category #3  | 60             | 16.54                     | 992.40     | 22.00                  | 1,320.00   | 26.25                         | 1,575.00   | 60.00            | 3,600.00   | 18.00                 | 1,080.00   |
|          | ALL CATEGORIES   |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| (e)      | Digital content (hard) proofs, per each                          | 2              | N/C                       |            | N/C                    |            | N/C                           |            | 75.00            | 150.00     | 20.00                 | 40.00      |
| III.     | SHIPPING CHARGES:  |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| (a)      | Cost per cwt, Del./Shipped to Zone 1 (CO)                        |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Shipments over 120 lbs.  | 38             | 39.31                     | 1,493.78   | 33.00                  | 1,254.00   | 35.00                         | 1,330.00   | 70.00            | 2,660.00   | 25.76                 | 978.88     |
| 2.       | Shipments over 1,000 lbs.  | 39             | 14.61                     | 569.79     | 23.64                  | 921.96     | 17.00                         | 663.00     | 25.00            | 975.00     | 22.00                 | 858.00     |
| (b)      | Cost per cwt, Del./Shipped to Zone 2 (NM)                        |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Shipments over 120 lbs.  | 46             | 13.48                     | 620.08     | 42.85                  | 1,971.10   | 35.00                         | 1,610.00   | 90.00            | 4,140.00   | 32.50                 | 1,495.00   |
| 2.       | Shipments over 1,000 lbs.  | 15             | 6.74                      | 101.10     | 29.38                  | 440.70     | 17.00                         | 255.00     | 35.00            | 525.00     | 31.10                 | 466.50     |
| (c)      | Cost per cwt, Del./Shipped to Zone 3 (UT)                        |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Shipments over 120 lbs.  | 6              | 39.31                     | 235.86     | 36.54                  | 219.24     | 35.00                         | 210.00     | 90.00            | 540.00     | 29.40                 | 176.40     |
| 2.       | Shipments over 1,000 lbs.  | 10             | 14.61                     | 146.10     | 26.72                  | 267.20     | 17.00                         | 170.00     | 35.00            | 350.00     | 24.85                 | 248.50     |
| (d)      | Cost per cwt, Del./Shipped to Zone 4 (WY)                        |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Shipments over 120 lbs.  | 9              | 39.31                     | 353.79     | 32.47                  | 292.23     | 35.00                         | 315.00     | 90.00            | 810.00     | 35.50                 | 319.50     |
| 2.       | Shipments over 1,000 lbs.  | 10             | 14.61                     | 146.10     | 20.97                  | 209.70     | 17.00                         | 170.00     | 35.00            | 350.00     | 27.15                 | 271.50     |
| (e)      | Cost per cwt, Del./Shipped to Zone 5 (MT)                        |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Shipments over 120 lbs.  | 44             | 42.69                     | 1,878.36   | 40.70                  | 1,790.80   | 35.00                         | 1,540.00   | 90.00            | 3,960.00   | 33.63                 | 1,479.72   |
| 2.       | Shipments over 1,000 lbs.  | 56             | 20.22                     | 1,132.32   | 26.50                  | 1,484.00   | 17.00                         | 952.00     | 35.00            | 1,960.00   | 32.00                 | 1,792.00   |
| (f)      | Cost per cwt, Del./Shipped to Zone 6 (MD, VA, DC)                |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Shipments over 120 lbs.  | 1              | 101.12                    | 101.12     | 29.47                  | 29.47      | 50.00                         | 50.00      | 45.00            | 45.00      | 22.23                 | 22.23      |
| 2.       | Shipments over 1,000 lbs.  | 10             | 43.82                     | 438.20     | 18.58                  | 185.80     | 19.00                         | 190.00     | 20.00            | 200.00     | 19.45                 | 194.50     |
| (g)      | Cost per cwt, Del./Shipped to Zone 7 (US E of MS excl Zone 6)    |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Shipments over 120 lbs.  | 11             | 89.88                     | 988.68     | 29.47                  | 324.17     | 58.00                         | 638.00     | 45.00            | 495.00     | 14.50                 | 159.50     |
| 2.       | Shipments over 1,000 lbs.  | 43             | 22.47                     | 966.21     | 18.58                  | 798.94     | 23.00                         | 989.00     | 20.00            | 860.00     | 11.75                 | 505.25     |
| (h)      | Cost per cwt, Del./Shipped to Zone 8 (US W of MS excl Zones 1-5) |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| 1.       | Shipments over 120 lbs.  | 23             | 42.69                     | 981.87     | 42.85                  | 985.55     | 42.00                         | 966.00     | 90.00            | 2,070.00   | 22.10                 | 508.30     |
| 2.       | Shipments over 1,000 lbs.  | 68             | 20.22                     | 1,374.96   | 29.38                  | 1,997.84   | 22.00                         | 1,496.00   | 35.00            | 2,380.00   | 18.90                 | 1,285.20   |
| IV.      | PREMIUM PAYMENTS:  |                |                           |            |                        |            |                               |            |                  |            |                       |            |
| (a)      | Percentage Increase  | 35.00%         |                           |            | 25.00%                 | 14,642.77  | 20.00%                        | 12,183.57  | 15.00%           | 10,345.57  | 5.00%                 | 2,706.27   |

|                   |  |         |              |        |  |              |            |              |        |              |        |              |
|-------------------|--|---------|--------------|--------|--|--------------|------------|--------------|--------|--------------|--------|--------------|
| CONTRACTOR TOTALS |  |         | \$155,794.85 |        |  | \$181,988.68 |            | \$186,234.51 |        | \$207,404.07 |        | \$157,350.30 |
| DISCOUNT if any   |  | 5.000%  | 7,789.74     | 5.000% |  | 9,099.43     | 2%-15 days |              | 0.250% | 518.51       | 3.000% | 4,720.51     |
| DISCOUNTED TOTALS |  | AWARDED | \$148,005.11 |        |  | \$172,889.24 |            | \$186,234.51 |        | \$206,885.56 |        | \$152,629.79 |

U.S. GOVERNMENT PUBLISHING OFFICE  
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**ENVELOPES**

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

U.S. Department of Energy  
Western Area Power Administration (WAPA)  
and various other agencies

Single Award

**NOTICE TO BIDDERS:** The term of this contract is for approximately one year and up to four option years beginning December 16, 2016. Special attention should be directed to the following clauses in Section 1 of this contract: "**ECONOMIC PRICE ADJUSTMENT**" and "**NOTIFICATION**".

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

**BID OPENING:** Please review the attached specifications and SUBMIT BIDS BY FAXING BIDS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 2:00p.m. prevailing Denver, Colorado time, on November 28, 2016.

Facsimile Telephone Number: **(303) 236-5332**  
Mail To: **U.S. Government Publishing Office**  
**Denver Regional Office**  
**Suite 208**  
**12345 W. Alameda Parkway**  
**Lakewood, CO 80228-2842**

For information of a technical nature call the Denver Regional Office (303) 236-5292 (no collect calls) or email to [infodenver@gpo.gov](mailto:infodenver@gpo.gov) .

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES:** Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

The links for viewing of the most current versions of the mentioned documents are as follows:  
<http://www.gpo.gov/pdfs/vendors/terms.pdf>, & <http://www.gpo.gov/pdfs/vendors/qatap.pdf>

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

The specified standards for the attributes requiring them shall be:

| <b><u>Attribute</u></b>                | <b><u>Specified Standard *</u></b>                       |
|--|--|
| P-7. Type Quality and Uniformity       | Camera Copy and/or Average type dimension of publication |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System                                  |

\* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

**SUBCONTRACTING:** **The predominant production function is envelope manufacturing.**  
Exception: When a self-seal feature is ordered, that operation under Item II (d) may be subcontracted.

**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 December 16, 2016 November 30, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending September 1, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**NOTIFICATION:** The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from December 16, 2016 through November 30, 2017 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page one of these specifications.

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 that 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.

**METHOD OF SHIPMENT:** The contractors shall ship by any reasonable method to insure prompt delivery at destinations. Shipments must be made direct to the destination stated in the specifications and must be **shipped** to that point **on or before** the ship/deliver date on the print order provided.

**SHIPPING CHARGES:** Bidders are to bid a price for shipping to destinations within each of the eight zones. The prices bid, as applicable, will be applied to the weight of the ordered quantity. No adjustment in the amount of shipping charges will be allowed because of gratuitous over deliveries. However, when deliveries are subject to a special charge (i.e. "**INSIDE DELIVERY**" etc.) pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier, such separate charges shall be listed on the contractor's voucher/invoice and will be paid for at actual cost.

**PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT):** Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Publishing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Publishing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available to be downloaded from the GPO Internet site at <http://www.gpo.gov/vendors/sfas.htm> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

Although not a requirement at this time, the contractor is encouraged to submit the "Bar Code Cover Sheet" with the request for payment. The use of this document will greatly facilitate prompt payment to

the contractor. The following website address will allow you to create the GPO payment barcode cover page <http://winapps.access.gpo.gov/fms/vouchers/barcode/>.

**PAYMENT:** The Government Publishing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Publishing Office, North Capitol and H Streets, NW, Washington, D.C. 20401.** **In addition the contractor is instructed to fax a duplicate set of these documents to the Denver GPO office. The fax number is 303-236-5332 ATTN: Procurement Technician or emailed to InfoDenver@gpo.gov.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

**Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.**

**SUBMISSION OF BIDS: Facsimile bids are permitted.**

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.
- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to FAX No. **(303) 236-5332 or (303) 236-5304**, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
  - (1) Receipt of garbled or incomplete bid.
  - (2) Availability or condition of the receiving facsimile equipment.
  - (3) Incompatibility between the sending and receiving equipment.
  - (4) Delay in transmission or receipt of bid.
  - (5) Failure of the bidder to properly identify the bid.
  - (6) Illegibility of bid.
  - (7) Security of bid data.

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of envelopes requiring such operations as composition, printing, envelope construction, packing and delivery.

**TITLE:** Envelopes.

**FREQUENCY OF ORDERS:** Up to three or more orders per week may be issued which may include one or more of the following items:

| Item No. | ENGLISH EQUIVALENTS                        | CONSTRUCTION  |
|----------|--|---|
| 1.       | 3-7/8 x 8-7/8"                             | Open-side, diagonal seam, and gummed flap.            |
| 2.       | 4-1/8 x 9-1/2"                             | Same as Item 1. **                                    |
| 3.       | 4-1/8 x 10-3/8"                            | Same as Item 1. **                                    |
| 4.       | 6-1/16 x 9-1/2"                            | Open-side, diagonal or side seam, and gummed flap. ** |
| 5.       | 9 x 12", 9-1/2 x 12", or 9-1/2 x 12-1/2" * | Same as Item 4.**                                     |
| 6.       | 10 x 15"                                   | Same as Item 4 <b>except minimum 4" depth flap.</b>   |
| 7.       | 4-1/8 x 9-1/2"                             | Same as Item 4.                                       |
| 8.       | 7-1/2 x 10"                                | Same as Item 4.                                       |
| 9.       | 4-1/2 x 10-3/8"                            | Same as Item 4.                                       |
| 10.      | 10 x 13"                                   | Same as Item 4.                                       |
| 11.      | 6 x 9"                                     | Same as Item 1.                                       |

\* Size choice is at the Government's option.

\*\* When ordered, these envelopes may require a self seal feature in lieu of a gummed flap.

**QUANTITY:** Quantities for each item above may range from 500 copies up to 200,000 copies or more per order, plus/minus none, with payment based upon category as follows:

- Category 1 – 500 to 4,999 copies.
- Category 2 – 5,000 to 19,999 copies.
- Category 3 – 20,000 to 199,999 copies.
- Category 4 – 200,000 or more copies.

**GOVERNMENT TO FURNISH:** Print Orders (GPO Form 2511). A previous printed sample, camera copy, manuscript copy, electronic media along with hard copy visuals output from furnished files and/or electronic PDF files with the print order identifying if these files are suitable for production purposes or if only to be used as visual aid. CD-ROM, DVD or similar will be provided, or at the Government's option, the data will be transmitted direct to the contractor's facility via e-mail or to contractor's FTP site. The electronic media furnished by the Government will be generated on a MAC System or PC/Windows 2000, Windows XP, Windows 7 or Windows 8 platform or Windows 10 platform in a variety of software formats including, but not limited to: Adobe InDesign, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat PDF, QuarkXPress, Aldus Freehand, Corel Draw, Adobe PageMaker, Microsoft Publisher, Microsoft Word, Microsoft Office, and WordPerfect. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. No additional time or compensation will be given to the contractor for common errors associated with file output from a different platform. See "Inspection of Files" for brief description of common errors. The contractor will be responsible for



proofreading converted formats to ensure that all fonts have transferred platforms completely. Contractor will be responsible for final output that is in conformance with the visuals as provided.

Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software.

INSPECTION OF FILES: Contractor to perform a basic check, preflight of the furnished files. Check for damaged disks, missing or damaged files, missing or damaged fonts, missing bleeds, improper trim size, improper color definition, and so on. The Contractor will not receive additional compensation or time for common errors associated with the output of files. Common errors include, but are not limited to: 1) color issues and shifts (RGB color data, no spot colors, loss of black plate), 2) page integrity (text reflow or type substitution), 3) errors associated with embedded graphics, 4) missing prepress features (e.g. bleeds, trim marks), 5) loss of text characters from graphic elements, 6) defining proper file output selection for the imaging device being used. The contractor is responsible for creating/extending bleeds, creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, defining proper file output selection for the imaging device being used, and ensuring that the black type is a solid black NOT a process build. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the Contracting Officer IMMEDIATELY upon discovery.

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.

COMPOSITION: Composition may be required on many orders and will involve the typesetting of up to approximately 16 typelines in a suitable typeface; creating up to 6 horizontal and 3 vertical rule lines; adding an occasional checkbox; and picking up a mailing indicia or other minor line art such as agency seals.

FILMS/REPRODUCIBLES: The contractor must make all reproducibles required.

PROOFS: When ordered, submit via e-mail, one set of electronic (soft) PDF proofs. No charges will be allowed for these "soft" proofs. On occasion, at the Government's option, one set of (hard) digital content proofs may be ordered. It is anticipated that less than 25% of the orders will require proofs, and less than 1% of those proofs will be hard proofs.

The contractor must not print prior to receipt of an "**OK to print**", when proofs are ordered.

When (hard) digital content proofs are ordered, submit proofs together **with all of the furnished material** to the address(es) as specified on the print order.

**STOCK:** All stock/paper must be of a uniform shade. Stock to be used will be indicated on print order. Contractor to furnish:

- Items 1 through 4, and 5: White Wove, basis weight 17 x 22", 24 lbs. per 500 sheets.
- Items 4, 7, and 11: Kraft (light brown shade), basis weight 17 x 22", 24 lbs. per 500 sheets.
- Items 5, 6, and 8: Kraft (light brown shade), basis weight 17 x 22", 28 or 32 lbs. per 500 sheets).
- Items 1, 2, and 5: Blue Wove, basis weight 17 x 22", 24 lbs. per 500 sheets.
- Item 9 and 10: Kraft (light brown shade), basis weight 17 x 22", 28 lbs. per 500 sheets.

**PRINTING:** Print one side in Black, Pantone Reflex Blue, or other ink color as indicated on the print order or furnished copy. Approximately 60% of the orders will be in Black, 35% in Pantone Reflex Blue, and the balance in another ink color.

Note: Approximately 6 orders per year will also require printing on the back flap.

Items 1 through 4 may occasionally require that an inside opaque tint pattern be printed. The pattern may be either Black or dark Blue (manufacturers standard graphic pattern acceptable) and must insure complete confidentiality of the contents contained therein.

**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 significantly increases production costs.

**MARGINS:** Margins will be as indicated on the print order, electronic files, or furnished copy. No bleeds required.

**SELF SEAL FLAP:** When ordered, contractor to apply a "peel and seal" adhesive strip with release liner on the flap or, at the contractor's option, a self seal latex adhesive strip to be applied on both the corresponding flap and envelope body.

**WINDOW CONSTRUCTION:** Die-cut windows will be required as follows: Items 1 thru 5 and 7 may occasionally require a die-cut window measuring 1-1/8" x 4-1/2", die-cut with rounded corners, located on face of envelope with a suitable clear covering permanently affixed to the inside of the envelope. The size and location of window will be as indicated on the print order or furnished copy.

In addition to the 1-1/8" x 4-1/2" window size indicated above, it is anticipated that during the course of the contract Item 5 and Item 11 will require the following alternate window sizes: Item 5: 2-5/8 x 5", 1-3/4"x 3-5/8, 1-3/4 x 4" and Item 11: 1-1/4 x 3-1/2". Window size will be specified on the print order.

**PACKING:** Box Items 1 through 3 and 7, in suitable units and carton pack; the balance of the Items carton pack in suitable and uniform quantities with filled weight not to exceed 45 pounds. The test strength of the containers must not be less than 200 p.s.i.

Note: When ordered, the print order will specify that the contractor is required to lift the envelope flap or insert tab markers as indicated.

When self seal envelopes are ordered and the latex option is used, the envelopes must be packed with flaps extended in a manner to avoid envelopes adhering to themselves or each other.

Place a sample on outside of each shipping container (and mark with stock number when requested).

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order, or otherwise requested, the first two copies of each order must be sent for inspection to the **U.S. Government Publishing Office, Denver Regional Office, 12345 West Alameda Pkwy, Suite 208, Lakewood, CO 80228 Attn.: Inspection Samples.**

**Program 3856-S (11/21)**

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate bid in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

**DISTRIBUTION:** Ship f.o.b. contractor's city for all small parcel carrier shipments (120 pounds or less) and f.o.b. destination for all other shipments.

A single shipment or several shipments totaling 120 lbs. or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable traceable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed. The contractor will be reimbursed for these additional charges by submitting receipts with their voucher/invoice/billing.

Reimbursement for transportation costs for shipments exceeding 120 pounds will be made in accordance with the contractor's quoted shipping charges under Item III\*.

\* An exception to the above is any shipment picked up or delivered from or to Alaska. In these cases the agency will specify the method of shipment and furnish a Government Bill of Lading (GBL) or an account number to facilitate shipment. **No charges will be allowed under "III. SHIPPING CHARGES" for shipments using furnished GBL.**

The contractor(s) must return via f.o.b. destination all camera copy, electronic media, and/or films furnished by the Government along with any films made by the contractor, to the address on the print order. These materials must be packaged and returned separate from the entire job via any traceable means\*. The contractor(s) must be able to produce a separate signed receipt for these materials at any time during the contract.

**All expenses incidental to returning materials and submitting proofs must be borne by the contractor.**

**RECEIPT FOR DELIVERY:** The 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; 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 voucher for payment.

**SCHEDULE:** Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the following:

**US Department of Energy  
WAPA  
12155 West Alameda Parkway  
Lakewood CO 80228-2802**

**US Department of the Interior  
Bureau of Land Management  
Farmington District Office  
1235 La Plata Highway  
Farmington NM 87401**

**US Department of Energy  
National Renewable Energy Laboratory  
15013 Denver West Parkway  
Golden CO 80401-3393**

**US Department of the Interior  
Bureau of Land Management  
OC-652, Bldg. 50, Ent S-2, Mailroom  
Denver Federal Center  
Denver CO 80225**

**US Department of the Interior  
Bureau of Land Management  
One North Central Avenue  
Phoenix AZ 85004**

**US Department of the Interior  
Bureau of Land Management  
2850 Youngfield Street  
Lakewood CO 80215**

**US Department of the Interior  
Bureau of Land Management  
Wyoming State Office  
5353 Yellowstone Road  
Cheyenne WY 82009**

**VA Health Administration Center  
Attn: William Bechtel  
3773 Cherry Creek North Dr  
Suite 450  
Denver CO 80209-3812**

**US Department of the Interior  
Bureau of Indian Affairs  
Southwest Indian Polytechnic Institute  
PO Box 10146  
Albuquerque NM 87184**

**US Department of the Interior  
Bureau of Land Management  
301 Dinosaur Trail  
Santa Fe NM 87502**

**US Department of the Interior  
Bureau of Land Management  
Roswell District Office  
2909 W 2nd Street  
Roswell NM 88201**

**US Department of the Interior  
Bureau of Reclamation  
Bldg. 67, Room 170, 84-21131  
Denver Federal Center  
Denver CO 80225**

**U.S. Department of the Interior  
Bureau of Land Management  
Suite 500  
440 West 200 South  
Salt Lake City UT 84101**

**US Department of the Interior  
Bureau of Land Management  
5001 Southgate Drive  
Billings MT 59101-6800**

**US Department of the Interior  
Bureau of Land Management  
101 Sun Avenue NE, Suite 330  
Albuquerque NM 87109**

**US Department of the Interior  
Bureau of Land Management  
Las Cruces District Office  
1800 Marquess  
Las Cruces NM 88055**

**US Department of the Interior  
Bureau of Land Management  
1340 Financial Boulevard  
Reno NV 89502-7147**

**Office of the Special Trustee  
4400 Masthead Street NE  
Albuquerque NM 87109**

**US Department of Energy  
Sandia National Laboratory  
PO Box 5800, MS-0619  
Albuquerque NM 87185**

**US Department of Energy  
Los Alamos National Laboratory  
Receiving Dept. SM-30 Bikini Atoll Road  
Los Alamos NM 87545**

**US Dept of Housing & Urban Development  
OHCFS Field Office Operations  
1670 Broadway, 23rd Floor  
Denver CO 80202**

**USDA Forest Service  
Public Affairs Office  
333 Broadway Blvd SE  
Albuquerque NM 87102**

**USDA Forest Service  
740 Simms Street  
Golden CO 80401**

**USDA Forest Service  
Intermountain Region  
324 25th Street, Room 5104  
Ogden UT 84401**

and various other agencies indicated on the print order (GPO Form 2511).

Furnished material to be picked up from and, on rare occasions, delivered to:

**U.S. Government Publishing Office  
Denver Regional Office  
12345 W Alameda Pkwy  
Suite 208  
Lakewood, CO 80228**

When ordered, the contractor may be required to provide electronically transmitted PDF proofs.

Proofs will be held no more than 2 working days by the Government. When hard proofs are ordered, the furnished copy **must** be returned with the proofs. The proof hold period by the Government begins when proofs are **received** by the designated party and ends when the contractor is notified that the proofs are **available for pick-up** by the contractor or their designated service.

Proofs, along with the Government furnished material, a copy of the specifications, the contractor's usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor's plant will be sent directly to the ordering agency by the contractor. The contractor is directed to use the furnished "**Proof**" label (or contractor's standard "**Proof**" label provided it contains a full identification of the order) and to include a filled-out return bill of lading or similar document to be used by the agency for the return of the proofs. **The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor.** The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

No definite schedule can be predetermined. Most orders must be completed and delivered within 20 to 30 workdays; however, there will be orders that must be completed and delivered within 5 to 10 workdays (approximately 35% of the total orders). The price of any order required in 10 workdays or less will be adjusted as per the premium rate for accelerated schedule (see "Determination of Award").

The ship/deliver date is the date that products must be shipped, however, the orders **must arrive** at the destination within 5 workdays of shipment.

For each print order placed, contractor must notify the ordering agency of shipment on the same day that the product ships via email to the address indicated on the print order. **In addition, the Denver RPO must be notified of the in-hand delivery date via email to: [infodenver@gpo.gov](mailto:infodenver@gpo.gov).** The subject line of these messages shall be "Distribution Notice for Program 3856-S, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide

**Program 3856-S (11/21)**

copies of all delivery/shipping receipts upon agency request. Failure to provide delivery information to the Denver RPO will directly impact contractor's compliance record.

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

**SECTION 3. - DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices quoted in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's work** under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

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

|    |         |     |      |      |      |        |     |      |      |
|----|---------|-----|------|------|------|--------|-----|------|------|
|    | (1)     | (2) | (3)  | (4)  |      | (1)    | (2) | (3)  | (4)  |
| I. | (a) 10  | 27  | 205  | xxxx | II.  | (a) 36 | 74  | 305  | xxxx |
|    | (b) 2   | 5   | 20   | xxxx |      | (b) 64 | 260 | 1892 | 250  |
|    | (c) 227 | 512 | 2397 | 250  |      | (c) 4  | 10  | 20   | xxxx |
|    | (d) 7   | 5   | 20   | xxxx |      | (d) 17 | 29  | 60   | xxxx |
|    | (e) 5   | 6   | 20   | xxxx |      | (e) 2  |     |      |      |
|    | (f) 44  | 56  | 20   | xxxx |      |        |     |      |      |
|    | (g) 1   | 5   | 20   | xxxx |      |        |     |      |      |
|    | (h) 129 | 107 | 11   | xxxx |      | (1)    | (2) |      |      |
|    | (i) 11  | 5   | 20   | xxxx | III. | (a) 38 | 39  |      |      |
|    | (j) 15  | 10  | 20   | xxxx |      | (b) 46 | 15  |      |      |
|    | (k) 3   | 21  | 20   | xxxx |      | (c) 6  | 10  |      |      |
|    | (l) 1   | 5   | 20   | xxxx |      | (d) 9  | 10  |      |      |
|    | (m) 4   | 6   | 20   | xxxx |      | (e) 44 | 56  |      |      |
|    | (n) 1   | 5   | 20   | xxxx |      | (f) 1  | 10  |      |      |
|    | (o) 18  | 20  | 20   | xxxx |      | (g) 11 | 43  |      |      |
|    | (p) 3   | 6   | 20   | xxxx |      | (h) 23 | 68  |      |      |

**PREMIUM PAYMENTS:** Orders requiring a production schedule of 10 workdays or less will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all item in the "Schedule of Prices".

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

It is estimated that 35% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item IV), to 35% of the prices offered for all items.

**The term of this contract is for one year and up to four option years.**

**The predominant production function is envelope manufacturing.**

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**SECTION 4. - SCHEDULE OF PRICES**

Bids are f.o.b. contractor's city for all small parcel carrier shipments (120 pounds or less) and f.o.b. destination for all other shipments to be reimbursed in accordance with the contractor's quoted shipping charges under item III. (a)(1) through (h)(2) in the **"SCHEDULE OF PRICES"**.

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. Bids submitted with **"NB"** (No Quote), **"NA"** (Not Applicable), or blank spaces for a category/item may be declared nonresponsive.

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

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

The Contracting Officer reserves the right to reject any bid 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 bid or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers/invoices submitted to the GPO shall be based on the most economical method of production.

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

- I. COMPLETE PRODUCT (Except Items II, III, and IV): Prices bid 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.

| <b>COST BY CATEGORY / PER 1,000 ENVELOPES</b> |                   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|-------------------|
|   | <u>CATEGORY 1</u> | <u>CATEGORY 2</u> | <u>CATEGORY 3</u> | <u>CATEGORY 4</u> |
| (a) Item 1 (White Wove)                       | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (b) Item 1 (Blue Wove)                        | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (c) Item 2 (White Wove)                       | \$ _____          | \$ _____          | \$ _____          | \$ _____          |
| (d) Item 2 (Blue Wove)                        | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (e) Item 3 (White Wove)                       | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (f) Item 4 (Kraft)                            | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (g) Item 4 (White Wove)                       | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (h) Item 5 (Kraft)                            | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |

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

**COST BY CATEGORY / PER 1,000 ENVELOPES**

|                         | <u>CATEGORY 1</u> | <u>CATEGORY 2</u> | <u>CATEGORY 3</u> | <u>CATEGORY 4</u> |
|-------------------------|-------------------|-------------------|-------------------|-------------------|
| (i) Item 5 (White Wove) | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (j) Item 5 (Blue Wove)  | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (k) Item 6 (Kraft)      | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (l) Item 7 (Kraft)      | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (m) Item 8 (Kraft)      | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (n) Item 9 (Kraft)      | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (o) Item 10 (Kraft)     | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (p) Item 11 (Kraft)     | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |

II. ADDITIONAL REQUIREMENTS: The following items (a), (b), (c), and (d) are up-charges added to the initial cost under Item I.

**COST BY CATEGORY / PER 1,000 ENVELOPES**

|  | <u>CATEGORY 1</u> | <u>CATEGORY 2</u> | <u>CATEGORY 3</u> | <u>CATEGORY 4</u> |
|--|-------------------|-------------------|-------------------|-------------------|
| (a) Inside Tint (Items 1 thru 4)...                                    | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (b) Window (1-1/8 x 4-1/2") .....                                      | \$ _____          | \$ _____          | \$ _____          | \$ _____          |
| (c) Window ( <i>window size other than (b) above 1-1/8 x 4-1/2"</i> ). | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |
| (d) Self seal flap .....   | \$ _____          | \$ _____          | \$ _____          | \$ <u>XXXX</u>    |

**ALL CATEGORIES**

(e) Digital content (hard) proofs ..... per each..... \$ \_\_\_\_\_

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

III. **SHIPPING CHARGES:** The following charges cover the cost of shipping, as provided in "**SECTION 1. -- GENERAL TERMS AND CONDITIONS**", hereof, to destinations within each of the eight zones (see below). Charges must be submitted in the order and manner requested; **minimum charges will NOT be accepted.**

Reimbursement for transportation costs for shipments exceeding 120 lbs. will be made in accordance with the contractor's bid for shipping charges. Bidder must bid a "per cwt." charge for each zone listed below with one "cwt." equal to 100 lbs. Fractional parts of 100 lb. shipments will be prorated at the "per cwt." rate.

| <b>Delivered/ Shipped to Zone</b> |                                      | <b>Shipments<br/>over 120 lbs. But<br/>Not Exceeding<br/>1,000 lbs.</b> |          | <b>Shipments<br/>Over 1,000 Lbs.</b> |          |
|-----------------------------------|--------------------------------------|---|----------|--------------------------------------|----------|
|                                   |                                      | <b>(1)</b>  |          | <b>(2)</b>                           |          |
| (a)                               | <b>1 (CO)</b>                        | Cost per cwt. ....  | \$ _____ |                                      | \$ _____ |
| (b)                               | <b>2 (NM)</b>                        | Cost per cwt. ....  | \$ _____ |                                      | \$ _____ |
| (c)                               | <b>3 (UT)</b>                        | Cost per cwt. ....  | \$ _____ |                                      | \$ _____ |
| (d)                               | <b>4 (WY)</b>                        | Cost per cwt. ....  | \$ _____ |                                      | \$ _____ |
| (e)                               | <b>5 (MT)</b>                        | Cost per cwt. ....  | \$ _____ |                                      | \$ _____ |
| (f)                               | <b>6 (MD, VA, DC)</b>                | Cost per cwt. ....  | \$ _____ |                                      | \$ _____ |
| (g)                               | <b>7 (US E of MS excl Zone 6)</b>    | Cost per cwt. ....  | \$ _____ |                                      | \$ _____ |
| (h)                               | <b>8 (US W of MS excl Zones 1-5)</b> | Cost per cwt. ....  | \$ _____ |                                      | \$ _____ |

Any shipments to or from Alaska are to utilize a Government furnished GBL or account number furnished by the ordering agency and charges will not be allowed under Item III.

NOTE: Failure to bid shipping charges to any zone may eliminate the bidder from consideration for award.

**EXPLANATION OF SHIPPING CHARGES:** Destinations which are located within the various states and the District of Columbia fall within one of eight zones, as defined hereinafter:

- Zone 1: Colorado.
- Zone 2: New Mexico.
- Zone 3: Utah.
- Zone 4: Wyoming.
- Zone 5: Montana
- Zone 6: Maryland, Virginia, and the District of Columbia.
- Zone 7: United States East of the Mississippi excluding those areas in Zone 6.
- Zone 8: The Continental United States West of the Mississippi excluding those areas in Zones 1 through 5 and Alaska.

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

**SHIPPING COSTS:** Deliver all shipments f.o.b. destination in accordance with "**SHIPPING CHARGES**" under Items III.(a)(1) through (h)(2) in the "**SCHEDULE OF PRICES**". For the purpose of compensating suppliers for shipping charges to destinations falling within the 8 zones, except as provided under "**SHIPPING COSTS**", bidders are to bid a price as indicated in "**III. SHIPPING CHARGES**". The prices bid, as applicable, will be applied to the weight of the ordered quantity.

IV. **PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all Items.

(a) Percentage increase..... \_\_\_\_\_%

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

**DISCOUNTS ARE BID FOR PAYMENT AS FOLLOWS:**

\_\_\_\_\_ **Percent**, \_\_\_\_\_ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number (es) \_\_\_\_\_

**BIDDER'S NAME AND SIGNATURE:** Fill out and return one copy of all pages in "**SECTION 4. - SCHEDULE OF PRICES**", including initialing where indicated, and submit with an original, signed copy of GPO Form 910, "**Bid.**" Do not enter bid prices on GPO Form 910. NOTE: The "**SCHEDULE OF PRICES**" will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_ Contractor's Code \_\_\_\_\_

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

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

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

\_\_\_\_\_  
e-mail address (Facsimile Number)

**BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.**

**SAMPLE OF THE BID ENVELOPE**

In order to ensure proper processing of all bids the following information is suggested on all bid envelopes.

|  |                |  |
|--|----------------|--|
| Program Number   | <b>3856-S</b>  | Postage<br>Stamp<br>Required<br>Here   |
| From:  | _____          |  |
| Address:   | _____<br>_____ |  |
| <b>BID ENCLOSED</b>  |                |  |
| Bids will be received until<br>November 28, 2016 at <b>2 P.M.</b><br>prevailing Denver time. |                | U.S. Government Publishing Office<br>Denver Regional Office<br>12345 W Alameda Blvd<br>Suite 208<br>Lakewood, CO 80228 |