

PROGRAM 2704-S DATE OF AWARD TO 9/30/18														
TITLE: Envelopes: White, Kraft, Custom														
AWARDED														
ITEM NO.	DESCRIPTION	* BASIS OF AWARD *	HUSKY ENVELOPE	THE PRINT HOUSE	PRINTING RESOURCES	WBC INC dba LITHEXCEL	GPO ESTIMATE							
			Walled Lake, MI	Brooklyn, NY	Cleveland, OH	Albuquerque, NM								
			210-43866	310-71022	340-71367	300-52436								
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
I. COMPLETE PRODUCT:														
1	#9 Envelopes (3-7/8 x 8-7/8"): White Writing Envelopes (24-lb)	* 6075 *	2.325	\$14,124.38	* 1.75	\$10,631.25	* 1.49	\$9,051.75	* 3.50	\$21,262.50	* 1.52	\$9,234.00	*	
2	#10 Envelopes (4-1/8 x 9-1/2"): White Writing Envelopes (24-lb)	* 17500 *	1.613	\$28,227.50	* 1.75	\$30,625.00	* 1.55	\$27,125.00	* 3.90	\$68,250.00	* 1.55	\$27,125.00	*	
3	#10 Envelopes w/ window (4-1/8 x 9-1/2"): White Writing Envelopes (24-lb)													
	(a) Window (left side)	* 28000 *	2.079	\$58,212.00	* 1.85	\$51,800.00	* 1.70	\$47,600.00	* 4.90	\$137,200.00	* 1.73	\$48,300.00	*	
	(b) Window (right side)	* 4050 *	3.506	\$14,199.30	* 2.00	\$8,100.00	* 1.95	\$7,897.50	* 6.10	\$24,705.00	* 1.88	\$7,593.75	*	
4	Custom Envelope (10-1/4 x 4-1/2", finished): White Smooth and Fancy Finish Cover (80-lb)													
	(a) Quantities of 10 to 100	* 1 *	132.904	\$132.90	* 1,700.00	\$1,700.00	* 500.00	\$500.00	* 500.00	\$500.00	* 1,500.00	\$1,500.00	*	
	(b) Quantities of 101 to 500	* 5 *	132.904	\$664.52	* 750.00	\$3,750.00	* 200.00	\$1,000.00	* 290.00	\$1,450.00	* 600.00	\$3,000.00	*	
	(c) Quantities of 501 to 3,000	* 175 *	132.904	\$23,258.20	* 150.00	\$26,250.00	* 50.00	\$8,750.00	* 59.80	\$10,465.00	* 25.00	\$4,375.00	*	
	(d) Quantities greater than 3,000	* 400 *	100.300	\$40,120.00	* 50.00	\$20,000.00	* 25.00	\$10,000.00	* 32.50	\$13,000.00	* 19.50	\$7,800.00	*	
5	Light Brown (Kraft Shade) Envelope (32-lb):													
	(a) 6 x 9-1/2"	* 100 *	13.302	\$1,330.20	* 7.00	\$700.00	* 4.75	\$475.00	* 8.90	\$890.00	* 4.75	\$475.00	*	
	(b) 6-1/16 x 10-1/2"	* 15 *	60.658	\$909.87	* 10.00	\$150.00	* 4.95	\$74.25	* 8.90	\$133.50	* 4.95	\$74.25	*	
	(c) 8-3/4 x 11-1/2" with window	* 12000 *	4.598	\$55,176.00	* 7.50	\$90,000.00	* 5.43	\$65,160.00	* 15.80	\$189,600.00	* 8.33	\$99,960.00	*	
	(d) 9 x 11-1/2" with window	* 700 *	10.608	\$7,425.60	* 20.00	\$14,000.00	* 12.95	\$9,065.00	* 14.90	\$10,430.00	* 14.61	\$10,227.00	*	
	(e) 9-1/2 x 12"	* 1950 *	11.436	\$22,300.20	* 6.00	\$11,700.00	* 5.95	\$11,602.50	* 11.50	\$22,425.00	* 5.69	\$11,095.50	*	
	(f) 9-1/2 x 12" with window	* 1950 *	16.356	\$31,894.20	* 7.50	\$14,625.00	* 9.59	\$18,700.50	* 16.50	\$32,175.00	* 7.00	\$13,650.00	*	
	(g) 11 x 13"	* 30 *	57.546	\$1,726.38	* 15.00	\$450.00	* 21.50	\$645.00	* 21.50	\$645.00	* 12.95	\$388.50	*	
I. ADDITIONAL OPERATIONS:														
1	Security Tinting.....per 100 envelopes.....	* 9910 *	0.010	\$99.10	* 0.10	\$991.00	* 0.15	\$1,486.50	* 2.50	\$24,775.00	* 0.71	\$7,036.10	*	
2	Typesetting/Composition/PDF Proof.....per envelope.....	* 130 *	0.000	\$0.00	* 0.00	\$0.00	* 0.00	\$0.00	* 20.00	\$2,600.00	* 20.00	\$2,600.00	*	
CONTRACTOR TOTALS				\$299,800.35		\$285,472.25		\$219,133.00		\$560,506.00		\$254,434.10	*	
DISCOUNT				0.00%	\$0.00	0.25%	\$713.68	0.00%	\$0.00	1.00%	\$5,605.06	0.00%	\$0.00	*
DISCOUNTED TOTALS				\$299,800.35		\$284,758.57		\$219,133.00		\$554,900.94		\$254,434.10	*	

U.S. GOVERNMENT PUBLISHING OFFICE

Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Envelopes: White, Kraft, Custom

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

Department of Veterans Affairs (VA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2018, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Dallas, TX, time on October 19, 2017.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242, Attn: Bids.

Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to: GPO Dallas, Fax No. (214) 767-0456. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

Hand delivered bids are to be taken to: GPO Dallas, 1100 Commerce Street, Suite 731, Dallas, TX 75242, between the hours of 8:00 a.m. and 4:00 p.m., Central Time, Monday through Friday. The contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (214) 767-0451, Ext. 2.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, call Denise Przybylowicz at (214) 767-0451, Ext. 7, or email dprzybylowicz@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

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

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

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Agreement Specifications, No. 9, is waived.

SUBCONTRACTING: The predominant production function shall be either the construction of the envelopes or the printing of the envelopes. The predominant production function for envelope contractors shall be the construction of the envelopes and the predominant function for printing contractors shall be printing the envelopes. Bidders who must subcontract both the printing and the construction operations will be declared nonresponsible.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/ Average Type Dimension/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through September 30, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

PREAWARD PAPER SAMPLES: The contractor being considered for award may be required submit to the Government not less than 25 samples of each specified paper to be used in the production of the contract requirements (see “STOCK/PAPER”). Each sample shall be approximately 8-1/2 x 11” and must be of the kind and quality required by the specifications. The container and accompanying documentation shall be marked “PAPER SAMPLES,” and shall include the GPO program number.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials.

Submit samples to: U.S. Department of Veterans Affairs, Office of Acquisitions and Logistics Publication Services Division, Brian Mano (202-461-5002), Acting Chief & Production Manager, Room 736, 810 Vermont Ave NW, Washington DC 20420.

The samples must be submitted within two (2) workdays of request.

The Government will approve, conditionally approve, or disapprove the samples. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications for paper, which may be reason for a determination of non-responsibility.

No charges will be allowed for costs incurred in submitting preaward paper samples.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through September 30, 2018, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:

<https://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/finance/index.htm>.

Contractor's billing invoice must be itemized in accordance with the line item pricing in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of envelopes requiring such operations as composition, electronic prepress, proofing, printing, construction, packing, and distribution.

TITLE: Envelopes: White, Kraft, Custom

FREQUENCY OF ORDERS: It is anticipated that there will be approximately 162 orders per year.

Up to 10 orders may be placed in one day. Multiple items may be requested on a single print order.

QUANTITY/TRIM SIZES: Listed below are anticipated approximate quantities to be ordered on this contract based on departmental estimates. Exact quantities to be ordered are unknown, therefore, the quantities specified may vary significantly.

NOTE: Pre-printing or stockpiling of any of the envelopes is at the contractor's own risk. The Government shall not purchase nor reimburse the contractor for costs incurred for any excess or surplus envelopes left over at the end of the contract term.

<u>Description</u>	<u>Finished Size</u>	<u>Approx. No. of Orders Per Year</u>	<u>Approx. Quantity Per Order</u>
White #9	3-7/8 x 8-7/8"	15	1,000 to 80,000
White #10	4-1/8 x 9-1/2"	25	1,000 to 300,000
White #10 with window on left	4-1/8 x 9-1/2"	40	1,000 to 300,000
White #10 with window on right	4-1/8 x 9-1/2"	10	1,000 to 80,000
White Custom	10-1/4 x 4-1/2" (With 4-1/4" flap)	25	10 to 3,000 (Up to 10,000 occasionally)
Kraft	6 x 9-1/2"	4	2,000 to 5,000
Kraft	6-1/16 x 10-1/2"	3	500
Kraft with window	8-3/4 x 11-1/2"	3	400,000
Kraft with window	9 x 11-1/2"	4	10,000 to 25,000
Kraft	9-1/2 x 12"	15	1,000 to 25,000
Kraft w/window	9-1/2 x 12"	15	1,000 to 25,000
Kraft	11 x 13"	3	500 to 1,500

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows -

Platform: PC

Storage Media: Digital File Transfer Protocol (FTP) or via email.

Software: Adobe InDesign, Adobe Acrobat, Microsoft Word, current versions.

All platform system and software upgrades (for specified applications) that may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded or supplied.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in native application and/or PDF format.
Pantone Matching System (PMS) will be used for color identification.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Identification markings such as register marks, commercial identification marks of any kind, carried in the furnished copy or electronic files, must not print on finished product.

VA Shipping Labels will be supplied for orders shipping to Hines, IL warehouse.

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.

All graphics and illustrations will be furnished in place within electronic files.

NOTE: Contractor to provide estimate of shipping costs for each print order upon receipt of each print order. The Government reserves the right to supply a Government UPS account number for shipping.

COMPOSITION: Occasionally, manuscript copy will be provided. Contractor is required to typeset and match VA Graphic Standards found at:

https://www.va.gov/opa/publications/graphicstandards/VA_GraphicStandardsGuide_508_0113.pdf

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: Production Manager, (202) 461-5002 or PublicationServicesDivision@va.gov.

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

When required by the Government, the contractor shall make minor revisions to the electronic files which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

Special Software Consideration: (a) Microsoft Office files (e.g., files from Presentations, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications. (b) The contractor will not receive additional compensation or time for common errors associated with the output of Office files. Common errors include, but are not limited to: (1) color issues and shift (RGB color data, no spot colors, loss of black plate), (2) page integrity (text reflow), (3) missing prepress features (e.g., bleeds, trim marks) or (4) loss of text characters from graphic elements. (c) If supplied by the Government, a visual will be considered the standard for output. The contractor must ensure that the page integrity (e.g., reflow) of final output matches the furnished visual.

PROOFS (When Ordered): One (1) Adobe Acrobat (version 7, or higher) PDF soft proof of each envelope ordered on a print order. PDF proof for envelopes must show flap and window position, if applicable. Proof must indicate margins. Proof will be transferred to the agency via email.

The PDF proof will be evaluated for text flow, image position and color breaks. Proofs will not be used for color match.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to the receipt of an "O.K. to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

White Envelopes: White Writing Envelope, basis weight: 24 lbs., per 500 sheets, 17 x 22", equal to JCP V20.

White Custom Envelopes: White Smooth and Fancy Finish Cover, basis weight: 80 lbs., per 500 sheets, 20 x 26", equal to JCP L21 - equal to Wausau Royal Fiber White

Kraft envelopes: Light-brown (Kraft Shade) Envelope, basis weight: 32 lbs. per 500 sheets, 17 x 22", equal to JCP V10.

PRINTING: All envelopes print face only (after construction) in black or Pantone 541.

Approximately 20% of the #10 envelope orders will require a security tint on the inside (back – before construction) of the envelope in blue or black ink. 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.

Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

GPO imprint is not to print on the final production.

MARGINS: Maintain margins as indicated on print order, furnished copy, or furnished electronic file/copy.

CONSTRUCTION: Envelopes will be open side, high cut, diagonal or side seams, at contractor's option, with gummed flap. Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents. The sealed seam shall not adhere to the inside of the envelope. Envelopes shall be free from cuts, folds, tears, machine marks, foreign matter, dirt, ink smears, and adhesive stains.

#10 White Windows (when ordered): Windows shall be 1-1/8 x 4-1/2", located 7/8" from left or right edge, as ordered, and 1/2" from bottom edge.

Kraft Windows (9-1/2 x 12") (when ordered): Windows shall be 1-3/4 x 4-1/2" in size, located 2" from right edge and 1-1/4" from bottom OR located 2-1/2" from flap and 7/8" from left.

Kraft Windows (8-3/4 x 11-1/2"), (when ordered): Windows shall be 1-5/8 x 5-1/4" in size, located 5-3/4" from left and 2-1/8" from bottom. See Exhibit A.

Kraft Windows (9 x 11-1/2"), (when ordered): Windows shall be 4-1/2 x 1-3/4" in size, located 2-1/2" from left and 7/8" from bottom. See Exhibit B. Note: Type and illustrations print head to left.

Window Material: All envelope windows shall have rounded corners. The glassine or poly-type covering window material will be semitransparent covering. The glassine or poly-type material must be securely glued on all sides so as not to interfere with insertion of contents. The transparent glassine or poly-type window material shall be free of any condition which would prevent the address from being distinctly legible.

Flap Adhesive: All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

The adhesive on the sealing flaps of the envelopes shall have a minimum thickness of 0.0006 inch uniformly applied. The flaps shall not stick to the body of the envelope, cut shall be capable of being quickly and securely sealed using finger tips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.

Size of Flap: Unless specified on the print order, the minimum flap size must exceed the throat by at least 3/4".

For Kraft envelopes – The sealing flap must exceed the throat by at least 1-1/2" or per industry standard, whichever is larger.

White Custom: 11-3/4 x 12-5/8", Finished size, 10-1/4 x 4-1/2": Open side, side seams, full square, ungummed wallet-style flap (measuring 10-1/4 x 4-1/4", gradual transition to 10 x 4-1/4", rounded outer corners, type/illustrations print head to right 4-1/4" dimension, face only before construction. See Exhibit C.

PACKING: Box in suitable units.

Envelopes shall be packed as described below except when otherwise noted in the print order specifications.

Envelopes shall be packed suitably in cartons not to exceed 40 pounds when fully packed; they must not be packed in oversized cartons.

When more than one envelope type is ordered on the same print order, each envelope type must be packed separately.

Envelopes shall be securely packed in containers so as to prevent curling or warping due to excessive space. Print orders may specify envelopes be separated into lots of 50 or 100 with separation slips, fillers, or by turning up the flap.

Chipboard or equal must be placed on top and bottom to prevent bowing.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability, and in such a manner which will guarantee that the product will not be damaged and the package will not open or split when processed.

LABELING AND MARKING: Reproduce shipping container label from furnished repro; fill in appropriate blanks and attach to shipping containers. Contractor will be required to produce address labels from furnished distribution list.

When more than one container is necessary for a single destination, containers must be marked 1 of 3; 2 of 3; and 3 of 3. The exact quantity in the container must also be noted on container.

Each container should be marked with arrows and the word “UP” indicating the top of the container.

The container and its contents shall be recorded separately on all shipping documents and sent to the address indicated on the print order.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address indicated on the print order.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

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 U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. contractor's city by reimbursable small package carrier to approximately 300 nationwide addresses, including Alaska, Hawaii, and the American Territories including, but not limited to, Guam, America Samoa, Puerto Rico and the U.S. Virgin Islands.

(NOTE: Majority of orders will ship to a single address; however, there may be an occasional order that requires shipments to several addresses.)

Contractor must ship via traceable means. Contractor will be reimbursed for all shipping costs by submitting all shipping receipts with billing invoice for payment. Contractor to submit an estimate cost for shipping for each print order, upon receipt of the order.

NOTE: VA reserves the right to provide a small package carrier account number on an individual print order which would preclude the contractor from being reimbursed for distribution.

Complete addresses and quantities will be furnished with each print order.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 2704-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

Upon completion of each order, contractor must furnish two (2) samples of each envelope ordered to: Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420. Mark for "Inspection Samples/Program 2704-S, Print Order XXXXX."

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

Print order will be emailed to the contractor. Furnished materials will be sent via FTP or emailed.

No definite schedule for placement of orders can be predetermined.

When ordered, a PDF "soft" proof of the product shall be provided within two (2) workdays of the availability of the print order at the email address indicated on the print order.

Proof will be withheld no more than one (1) workday from its receipt at the ordering agency until the contractor is notified (via email) of corrections, changes or "O.K. to Print."

NOTE: Along with the proof, the contractor is to supply the estimated shipping costs associated with that order to the print specialist listed on the GPO 2511 print order.

Complete production and shipping must be made within seven (7) to 10 workdays of the final proof approval.

The ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact Evelyn Whitehead via email at efaxdallas@gpo.gov; or at (800) 865-5193. Personnel receiving email or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- | | | |
|-----|--------|--------|
| I. | 1. | 6,075 |
| | 2. | 17,500 |
| | 3. (a) | 28,000 |
| | (b) | 4,050 |
| | 4. (a) | 1 |
| | (b) | 5 |
| | (c) | 175 |
| | (d) | 400 |
| | 5. (a) | 100 |
| | (b) | 15 |
| | (c) | 12,000 |
| | (d) | 700 |
| | (e) | 1,950 |
| | (f) | 1,950 |
| | (g) | 30 |
| II. | 1. | 9,910 |
| | 2. | 130 |

SECTION 4. - SCHEDULE. OF PRICES

Bids offered are f.o.b. contractor's city.

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

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

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

Bids submitted with NB (No Bid) 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.

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

Fractional parts of 100 will be prorated at the per-100 rate.

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

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including stock) necessary for the complete production of the product listed in accordance with these specifications.

Per 100 Envelopes

- 1. #9 Envelopes (3-7/8 x 8-7/8"): White Writing Envelopes (24-lb.)\$ _____
- 2. #10 Envelopes (4-1/8 x 9-1/2"): White Writing Envelopes (24-lb.).....\$ _____
- 3. #10 Envelopes with Window (4-1/8 x 9-1/2") White Writing Envelopes (24-lb.):
 - (a) Window (left side).....\$ _____
 - (b) Window (right side).....\$ _____

(Initials)

Per 100 Envelopes

- 4. Custom Envelope (10-1/4 x 4-1/2", finished size):
White Smooth and Fancy Finish Cover (80-lb.):
 - (a) Quantities of 10 to 100\$ _____
 - (b) Quantities of 101 to 500\$ _____
 - (c) Quantities of 501 to 3,000\$ _____
 - (d) Quantities Greater than 3,000.....\$ _____

- 5. Light-brown (Kraft Shade) Envelope (32-lb.):
 - (a) 6 x 9-1/2"\$ _____
 - (b) 6-1/16 x 10-1/2"\$ _____
 - (c) 8-3/4 x 11-1/2" with window.....\$ _____
 - (d) 9 x 11-1/2" with window\$ _____
 - (e) 9-1/2 x 12"\$ _____
 - (f) 9-1/2 x 12" with window\$ _____
 - (g) 11 x 13".....\$ _____

II. ADDITIONAL OPERATIONS: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the product listed in accordance with these specifications.

- 1. Security Tinting..... per 100 envelopes.....\$ _____
- 2. Typesetting/Composition/PDF Proofper envelope.....\$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City – State)

By _____

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

(Person to be contacted)

(Telephone Number)

Exhibit A
8-3/4 x 11-1/2" Kraft Window Envelope

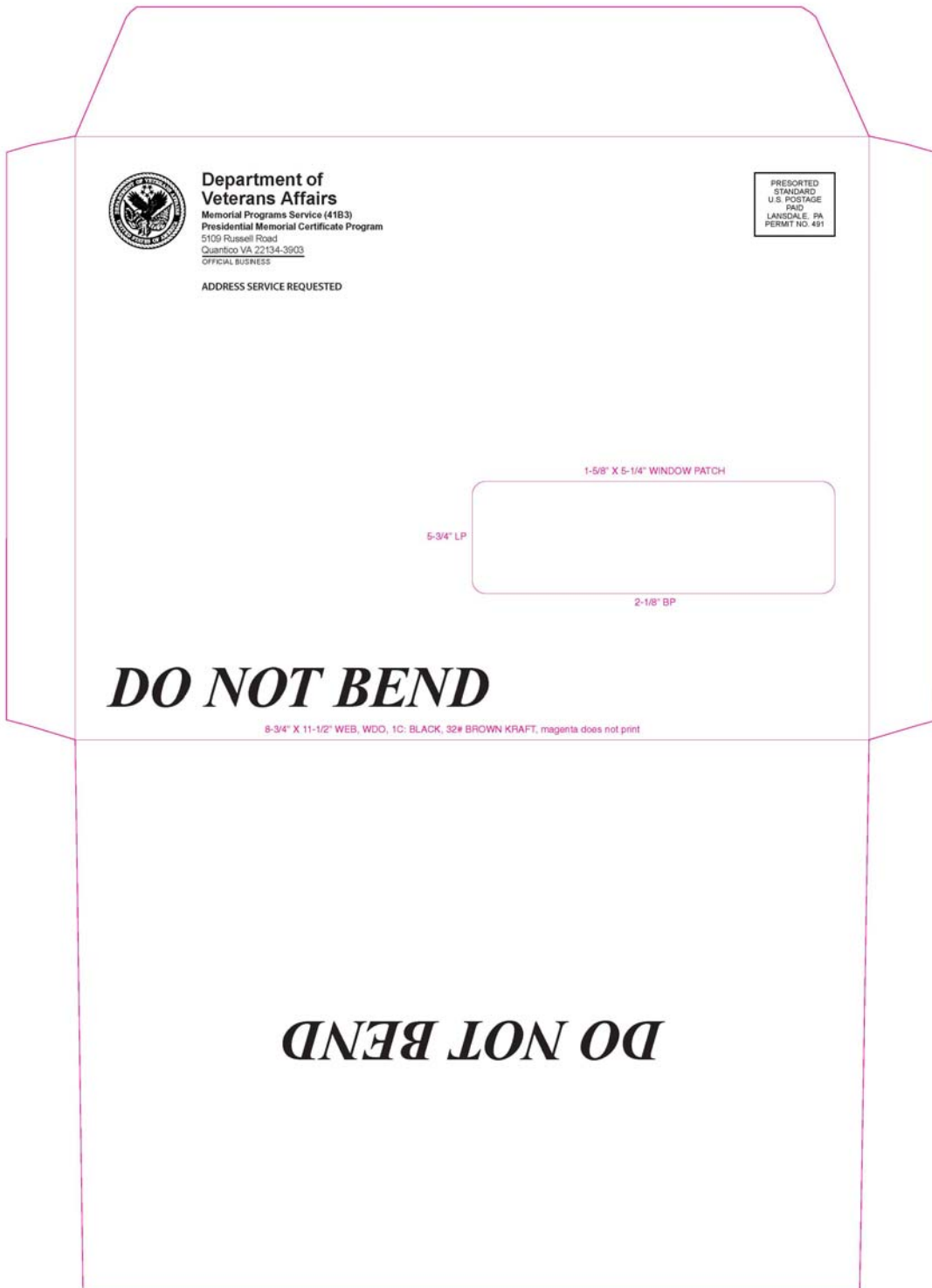


Exhibit B

9 x 11-1/2" Kraft Window Envelope



Exhibit C
(Custom White Envelope—reduced from actual finished size)

Flaps
L FOLD



Great Lakes National Cemetery

GREAT LAKES NATIONAL CEMETERY
4299 Belford Road
EGLY, MICHIGAN 48442
1-866-348-8603

GPO Form 910
(R 8-01) P.57021-4
Part 1
ORIGINAL

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department
BID

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. _____

BID _____

Additional _____ Rate _____

Discounts are offered for prompt payment as follows: _____ percent, _____ calendar days.
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, 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 point(s), in exact accordance with specifications.

Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

PERSON AUTHORIZED TO BID

Company _____ Name _____

Address _____ Title _____

City _____ State _____ Zip _____ Signature _____

GPO Contractor Code (if known) _____ Date _____

Telephone Number _____ Facsimile Number _____

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small Business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business Concern. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Women-Owned Small Business Concern. By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

CERTIFICATIONS.

C-1. Covenant Against Contingent Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-2. Buy American Certification. Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-3. Clean Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certificate of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that:

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Jan. 1999). By submission of a bid—

(a)(1) The offeror certifies, to the best of its knowledge and belief, that—

(i) The offeror and/or any of its principals—

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will—

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.