

U.S. GOVERNMENT PRINTING OFFICE
Dallas, TX
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
National Direct Mail Program
as requisitioned from the U.S. Government Printing Office (GPO) by the
Department of Defense
HQ, U.S. Air Force Recruiting Service, Randolph Air Force Base, TX
Single Award

CONTRACT TERM: The term of this contract is for the period beginning July 1, 2010 and ending June 30, 2011, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Dallas, Texas time, on June 23, 2010.

BIDDERS, PLEASE NOTE: Minor changes are scattered throughout; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Questions concerning this contract should be directed to Glen D. Carlson at (214) 767-0451, ext. 17. (No collect calls.)

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. August 2002)).

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

Product Quality Levels:

(a) Printing (page related) Attributes -- Level II for items printed in process color and Level III for items printed in spot colors.

(b) Finishing (item related) Attributes -- Level II.

(c) Exceptions: Finishing Attributes for Envelopes -- None but envelopes must function as intended.

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	Approved Press Sheets
P-8. Halftone Match (Single and Double Impression)	Approved Press Sheets
P-9. Solid and Screen Tint Color Match	Approved Press Sheets
P-10. Process Color Match	Approved Press Sheets

Special Instructions: In the event the inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Approved proofs, average type dimension set by contractor, camera copy.

P-8. Approved proofs, camera copy.

P-9. Approved color proofs, Pantone Matching System color, color swatch, Government furnished sample.

P-10. Approved color proofs. Government furnished sample, four-color artwork.

FACSIMILE 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 reject 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. 214-767-4101, 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.

SUBCONTRACTING: Although all elements of this contract are critical to the production of the required items, for the purpose of this contract the following printing operations are defined to be the predominant production functions. The bidder to whom this contract is awarded must be able to produce at least one of these predominant printing production functions and must be able to control and coordinate all operations which are required under the contract. Only the bidder (prime contractor) may bill the Government for work performed.

The following are considered predominate production functions:

- Printing of specified multi-spot color items.
- Printing of specified four-color process items.
- Printing of specified four-color process plus additional spot color items.

Although operations such as production of spot color films; production of process color films; printing in single flat colors on uncoated and coated stocks; envelope manufacturing (with or without windows); collating, inserting, labeling or imaging addresses, and mailing including automated mail preparation (including barcoding) are extremely important parts of this contract, they are not included as the predominant production functions and therefore may be subcontracted.

SUBCONTRACTING (contd.):

However, as a matter of contractor responsibility, if any of these items are to be subcontracted, or if any of the predominant printing production functions are subcontracted as allowed, the prime contractor must provide the Government with names of the firms to whom they intend to subcontract, specifying the functions each will do, accompanied by a signed statement from each subcontractor that they understand, agree to comply with, and are capable of producing the requirements of this contract. A form that should be used follows the "Schedule of Prices." Additionally, the firm processing the magnetic tapes must affirm that they are CASS certified.

OPTION TO EXTEND THE CONTRACT TERM: 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 60 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 periodic pricing revision.

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

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

ECONOMIC PRICE ADJUSTMENT (contd.):

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

NOTE: The Economic Price Adjustment (EPA) is NOT cumulative. The EPA is applied to the original contract price not to the original contract price plus any other EPAs applied.

LIQUIDATED DAMAGES: Liquidated damages will apply and will be computed at the rate of one and one-tenth percent (1.1%) of the contract price of the quantity not shipped in accordance with specifications for each workday the contractor is in default of the shipping schedule(s): Provided, that the minimum amount of liquidated damages shall not be less than \$5.00 for the entire order and not more than \$2,500 per day on the entire order, except the total damages assessed against a contractor shall in no case exceed fifty percent (50%) of the total value of the entire order.

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

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

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Department, Randolph AFB, TX, immediately after award. All expenses incurred by the contractor to attend this conference are their responsibility.

PRIORITIES, ALLOCATIONS, AND ALLOTMENTS: This contract and any delivery order thereunder is rated and certified for national defense use (Priority Rating DO-C-9). The Contractor shall follow the provisions of DMS Reg. I or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this contract.

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 July 1, 2010 through June 30, 2011 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

REQUIREMENTS (contd.):

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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. Vouchers may be faxed to 202-512-0992 or 202-512-0993. To expedite payment from GPO, use the bar code cover sheet. Refer to the following web page for instructions: <http://winapps.access.gpo.gov/fms/vouchers/barcode> . If the bar code cover sheet is used, fax the voucher and the bar code cover sheet to 202-512-1851 in lieu of the fax numbers listed above.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of forms (letters), reply cards, self-mailers, fact folders and envelopes (with and without windows). These items may print in a single flat color, multiple spot colors, 4-color process, or a combination of spot colors and 4-color process. Operations required include electronic pre-press, proofs, printing, aqueous coating, envelope manufacturing, folding, perforating, collating into sets, printing of variable data (e.g., a unique code on each piece), cross-matching of variable data, inserting, packing, direct imaging of addresses, labeling, bar coding (including delivery point bar coding), sorting, mailing, and shipping.

An item may be ordered produced as an individual item (not ordered as part of the set; e.g., self-mailers).

TITLE: National Direct Mail Program.

FREQUENCY OF ORDERS: Approximately 11 orders per year.

QUANTITY: From approximately 7,500 to 3,400,000 copies per order. Ordered quantities are divided into two ranges.

- (1) Quantities from 7,500 to 300,000 copies inclusively; averaging 60,000 copies each of one or more items per order. Approximately 9 orders per year.
- (2) Quantities over 300,000 copies to a maximum of 3,800,000 copies. Approximately 2 orders per year. One order will consist of approximately 1,600,000 copies each of one or more items per order and one order will consist of approximately 3,400,000 copies of one or more items per order.

An individual print order may require different quantities of certain items for specific test "cells". For example, suppose 100,000 sets are required for distribution. This may consist of 100,000 envelopes, 100,000 reply cards, 25,000 of one form, 75,000 of another form, and 100,000 of another form. Each envelope would require one reply card and two forms, and in this instance instructions would be furnished as to which packages will get the "25,000" form and which will get the "75,000" form. Usually, these must match specific key codes on the reply cards. This is just an example. Varying quantities of any item(s), including the envelope(s), may be required.

It is anticipated that more than one print order may be placed concurrently.

Quantity variations (overs or unders) will NOT be allowed.

TRIM SIZES:

Reply Card: Various trim sizes up to 11 x 17" will be ordered. It is anticipated that the following trim sizes will be among those ordered: 3-1/2 x 5" or 5-1/2", 8-1/2 to 9 x 3-3/4", 8-1/2 to 9 x 7-1/2", and 8-1/2 x 11". Reply cards will be paid for in their respective "trim size" classifications as follows:

- Up to and including 4 x 6"
- Over 4 x 6" up to and including 9 x 8"
- Over 9 x 8" up to and including 8-1/2 x 11"
- Over 8-1/2 x 11" up to and including 11 x 17"

TRIM SIZES (contd.):

Forms (Letters)/Fact Folders (Self-Mailers): Various trim sizes will be ordered and paid for in their respective "trim size" classification as follows:

Up to and including 5-1/2 x 8-1/2"
Over 5-1/2 x 8-1/2 up to and including 8-1/2 x 11"
Over 8-1/2 x 11" up to and including 17 x 11"

Envelopes: Various sizes and formats of envelopes may be ordered either with or without windows. All window envelopes must have a clear plastic (polystyrene) window. All envelopes must be suitable for machine insertion on a Phillipsberg inserter. Envelopes will be ordered and paid for in their respective "format" classification as follows:

Format "A" - Number 10 envelope, 4-1/8" x 9-1/2", open side, diagonal seams, and gummed flap.

Format "B" - Number 10 envelope, 4-1/8" x 9-1/2", open side, diagonal seams, and gummed flap. One window 4-3/4" x 1-1/8", round corners, positioned approximately 3/4" from the left side and 1/2" from the bottom. Optional window placement: 3/4" from the right side and 1/2" from the bottom.

Format "C" - Number 10 envelope, 4-1/8" x 9-1/2", open side, diagonal seams, gummed flap and two windows. First window is 3-1/4" x 1-1/8", round corners, positioned approximately 7/8" from the right side and 1-1/4" from the bottom. Second window is 2 x 2-1/8" or 2-1/8 x 2" at the Government's option, round corners, positioned approximately 1" from left and 3/4" from bottom.

Format "D" - Number 9 envelope, 3-7/8" x 8-7/8", open side, diagonal or side seams, at the contractor's option, and gummed flap.

Note: Windows may be ordered positioned differently than indicated for the format. Position according to the disk, hard copy or mechanical unless indicated otherwise on the print order. However, if two windows are ordered, windows will always stay in the same relative position to each other. If there is any question as to what is required, immediately contact the Government Printing Office for clarification before proceeding. It is extremely important that the windows be positioned correctly so that the information on the Business Reply Cards will be readable.

GOVERNMENT TO FURNISH: Electronic media with all page elements (text and illustrations) in proper position. GPO Form 952. Print Orders.

Platform: Macintosh G4 with System 10.2

Storage Media: CD-R.

Software: Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat.

Note: All software upgrades (for the operating system and specified applications) which may occur during the term of the contract must be supported by the contractor.

Files will be furnished in native application format.

Fonts: All printer and screen fonts will be furnished with each order.

GOVERNMENT TO FURNISH (contd.):

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 order.

A color or black only visual of the furnished electronic files will be provided.

Occasionally, pamphlets or forms (flat or folded) may be furnished for inserting as part of a direct mail package. These may be furnished to the contractor packed in cartons and either loose, shrink film wrapped or banded. Hand labor may be required to open these cartons, break the shrink film wraps or bands, and remove the material from the carton. No additional charges will be allowed for such operations.

At the Government's option, the contractor may be furnished collating guides showing sequence of items in envelope for each order requiring mailing.

The Government will provide mailing lists on a CD-R to the contractor for each print order. Mailing lists will be provided in a variety of formats; e. g., Microsoft Word, Microsoft Excel, text delimited files. The contractor will be required to format the data provided as necessary to direct print addresses on each mailing piece. Direct printing must be clean, sharp and clear. When printing the address, the contractor must ensure that the address fits the space provided and is positioned properly. This is especially critical when addresses must appear through window areas in envelopes.

A partial dump of the data may be provided for each shipment. Files that are run for postal presort (carrier route and five digit) will have the appropriate count reports included. However, the quantity shown is an estimate and the final count will be taken during the postal presort count by the contractor. The contractor will be required to address and presort for Standard Mail or First Class Mail with maximum postal discounts allowed (delivery point barcode and so forth) and meet all postal specifications for automation compatible Standard Mail or First Class Mail. Mailing lists must be run through NCOA software. The contractor will also provide a Department-exclusive bulk permit imprint from the post office facility it intends to use for mass mailing and add the permit indicia to the disk before furnishing proofs to the government. The Department will pay for the postage, while the cost of the exclusive permit must be borne by the contractor. The contractor must provide a cumulative transaction report to the Department after each individual mail out.

Note: Some projects will require the contractor to apply from one to four perforated clear vinyl wafer seals in accordance with postal specifications.

For occasional orders, the contractor will be required to print and cross-match variable data. For example, the contractor would be required to print the recipient's name on a form. The form would then be inserted into a folded mailer and the mailer sealed. The delivery address would then be applied to the mailer. The contractor would be required to ensure that the recipient's name on the form and the mailer matched.

Facsimile for shipping container labels.

The contractor must examine all materials furnished to determine if there are any discrepancies between the artwork, mechanicals, magnetic tapes or labels, print order, and so forth or if there is anything about the furnished material that would adversely affect the quality of the direct mail package (e.g., type too close to a window). The contractor must notify the Government Printing Office of any such problems or anticipation of such problems within 5 workdays after their receipt of the furnished materials.

GOVERNMENT TO FURNISH (contd.):

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO and RPI 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.

NOTE: The contractor must register with the Department of Defense Central Contractor Registration website (<http://www.ccr.gov>).

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 48 hours of receipt of the Government furnished material.

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. 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.

PROOFS:

Two sets of digital color content proofs. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed and folded to the finished size of the product.

Digital proofs for envelopes must be "die cut" including "die cutting" of windows. Accurate hand cutting will also be acceptable.

Two sets of digital one-piece laminated color proofs (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, Fuji Final Proof, or equal) with a minimum resolution of 2400 dpi for all four-color process products.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, Brunner, GATF, GRETAG, or RIT) must show areas of minimum 3/16" x 3/16" solid color patches; tint patches of 24, 50 and 75%; dot gain scale; and gray balance patches for process color. These areas must be repeated consecutively across the sheet.

All proofs must be delivered as a complete set unless specifically instructed otherwise by the Government Printing Office. Do not send proofs for items within an order separately. All proofs must be delivered with all of the original copy furnished to the contractor.

PROOFS (contd.):

Revised Proofs Due to Printer's Errors: If in the Government's opinion, contractor's errors are such that revised proofs are required, these are to be provided at no additional cost to the Government. No extra time or charges can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. Unless specifically instructed otherwise, all revised proofs must be delivered with all preceding proof(s) and the original copy furnished to the contractor.

Required collated/mailing samples: Contractor must also provide 3 collated sets of all elements. The mailing address must always show through the window envelope.

Paper Samples: Prior to the commencement of production of the contract production quantity, the contractor shall submit for approval to the Government, not less than 5 copies of paper to be used in the production of the contract requirements. Each copy shall be approximately 8 x 10-1/2" and must be of the kind required by the specifications. Submit copies to: AFRS/RSMSP, 550 D Street West, Suite 1, Randolph AFB, TX 781504527, Attn: Cornelius Mickle. The container and accompanying documentation shall be marked PAPER SAMPLES and shall include the GPO jacket number and purchase order number.

Proofs will be reviewed and must comply with the specifications. The proofs must be submitted in sufficient time to allow the Government to review the proofs and the contractor to complete production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the proofs within 5 workdays of the receipt thereof. 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 therefore.

If the proofs are disapproved by the Government, the Government at its option may require the contractor to submit additional proofs for review in the time and under the terms and conditions specified in the notice of rejection. Such additional proofs shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to review any additional proofs required.

In the event the proofs are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the proofs within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Article 12, "Notice of Compliance With Schedules" of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 5-99)).

Manufacture of the final product prior to approval of the proofs submitted is at the contractor's risk. Proofs will not be returned to the contractor. All costs, including the costs of all proofs, shall be included in the contract price for the production quantity.

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. 11" dated February 1999.

Envelopes:

- (a) White 25% Bond, Laid, Linen or Cockle Finish, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP G45 except for finish.
- (b) Brilliant White, Natural White, Blue, Gray, Ivory and Tan Bond, Laid, Linen or Cockle Finish, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP G10 except for finish, weight, and colors.
- (c) White Litho (Gloss) Coated Book or White Dull Coated Offset Book, basis size 25 x 38", 70 and 80 lbs. per 500 sheets, equal to JCP A180 or JCP A260 except as specified as follows:
 - (1) White Litho (Gloss) Coated Book
Basis weight: 25 x 28", 500 sheets (pounds).....70 and 80 (A tolerance of +/-5 pct shall be allowed.)
Opacity: Average, not less than (percent).....94 for 70 lb. and 95 for 80 lb.
No individual specimen shall average less than (percent)...92 for 70 lb. and 93 for 80 lb.
Brightness: Average, not less than (percent).....85 for both weights
 - (2) White Dull Coated Offset Book, Dull Finish
Brightness: Average, not less than (percent).....85 for both weights

Reply Cards: Stock MUST have a minimum thickness of 0.0070" and a maximum thickness of .0095", average thickness not acceptable, and must meet all U.S. Postal Service regulations for mailing.

- (a) No. 1 White Coated Cover, Gloss-Finish or White Dull Coated Cover, basis size 20 x 26", 80 lbs. per 500 sheets equal to JCP L11 or JCP L60 except as specified below.
 - (1) No. 1 White Coated Cover, Gloss-Finish
Gloss (75 degrees): Average, each side not less than (percent).....50
Smoothness: Average, each side, not to exceed (units).....110
 - (2) White Dull Coated Cover
Opacity: Average, not less than (percent).....97
No individual specimen shall average less than (percent)...95
Smoothness: Average, each side, not to exceed (units).....115
Brightness: Average, not less than (percent).....85
- (b) Brilliant White, Natural White, Blue, Gray, Ivory and Tan Laid or Linen- Finish Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP L20 except for finish and color.

Forms (Letters) and Fact Folders (Self-Mailers):

- (a) White Bond, Laid, Linen or Cockle Finish, 25% cotton fiber, basis size 17 x 22", 24 lbs. per 500 sheets, equal to G45 except for finish.
- (b) Brilliant White, Natural White, Blue, Gray, Ivory and Tan Bond: Laid, Linen, and Cockle Finish, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP G10 except for finish, weight, and colors.
- (c) White Litho (Gloss) Coated Book or White Dull Coated Offset Book, basis size 25 x 38", 70 or 80 lbs. per 500 sheets, equal to JCP A180 or JCP A260. All requirements for this stock under "ENVELOPES" also apply to "FORMS."
- (d) No. 1 White Coated Cover, Gloss Finish, or White Dull Coated Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP L11 or JCP L60. All requirements for this stock under "ENVELOPES" also apply to "FORMS".

All stock requirements for reply cards also may be used for forms and fact folders.

Note: The use of Litho (Gloss) or Dull Coated stock is at the Government's option, not the contractor's, unless the print order specifically gives that option to the contractor. If that option is given to the contractor, unless specifically stated otherwise on the print order, all items must match; that is, do not mix dull and gloss coated stocks within an order.

The following is applicable to all the paper specifications:

Coating and surface shall be uniform, free from mottle, blade coating streaks, and any particles which will pick, lift, or pile on the blanket under normal press conditions.

Reclaimed fiber, in any percentage, is permitted, provided that the requirements of this Standard are met. All No. 1 coated stocks must be free from groundwood or unbleached pulp.

Color, finish, formation and cleanliness: Paper shall conform to the Government standard.

PRINTING: Print face only or face and back: the print order will specify. All printing must be accomplished by offset, letterpress or laser printing processes. The ability to laser print on all elements is required. Flexographic printing is not acceptable on any element.

Match Pantone number as indicated on the print order and/or furnished art mechanicals.

All screens are to be 150-line or finer.

Four-color process must be printed on a press capable of printing a minimum of four colors in a single pass through the press (minimum four printing units).

The requirement for the GPO imprint is waived.

Envelopes: Print face only (outside) before conversion. After conversion to envelopes, the printing will appear on all sides of the finished envelope; face, back and flap. Envelopes may print in one or more flat colors, four-color process, or a combination of four-color process and flat colors. Most orders will bleed all sides and require full ink coverage except for glue and seam areas. Contractor must determine these "nonprinting" areas. Reverse printing and overprinting will also be required. Most orders will not exceed five colors.

Reply Cards: Print face only or face and back in one or more flat colors, four-color process, or a combination of four-color process and flat colors. The majority of reply cards will require four-color process on at least one side. Usually, the reply cards will have one side featuring a four-color process subject that may be repeated on the bottom portion if it is a double card, and the requirement to match Pantone colors with screens and tints of process colors, with the back side printing in one or more flat colors or requiring the contractor to match these flat colors with screens and tints of process colors in order to achieve a better color match between the two sides. However, other combinations may also be ordered.

It is anticipated that only one distinct four-color subject per side will be required and, as indicated above, that subject may be repeated and the contractor may have to match Pantone colors with screens and tints of process colors; however, individual orders may require additional four-color subjects. Reverse printing and overprinting may be required on either or both sides. Most orders will not exceed five colors per side.

Forms/Fact Folders: Print face only or face and back in one or more flat colors, four-color process, or a combination of four-color process and flat colors. Contractor may have to match Pantone colors with screens and tints of process colors. Reverse printing and overprinting may be required on either or both sides. Most orders will not exceed five colors per side.

Aqueous Coat: The Government may order full coverage or spot coverage of envelopes, forms, and/or reply cards on one or two sides, with a clear, non-yellowing aqueous coating. The coating must be evenly applied with no trapped foreign particles or air bubbles.

MARGINS: Maintain margins as indicated on copy. Most orders for reply cards, envelopes, and forms will require bleeds. Large solids will often be required.

BINDING: Fold and/or perforate as indicated on the print order and/or copy.

Reply Cards: Various perforating and folding may be required. These include but are not limited to:

Size 3-1/2 x 5" or 5-1/2": One vertical perforation along the 5" or 5-1/2" dimension.

Size 8-1/2 to 9" x 3-1/2": One vertical perforation along the 3-1/2" dimension.

Size 8-1/2 to 9" x 3-3/4": One vertical perforation along the 3-3/4" dimension.

Size 8-1/2 to 9 x 7-1/2": One vertical perforation along the 7-1/2" dimension.

Any reply card larger than the envelope into which it is to be inserted must be folded along the horizontal perforation. If the reply card is labeled or printed with the designee's name and address, it must be folded so that the name and address are out and will show through the envelope window. If the envelope does not have a window, follow specific instructions furnished with the order.

Forms (Letters)/Fact Folders (Self-Mailers): Keep flat or fold as indicated on the print order or copy. All parallel folds are to be with the grain. If right angle folds are required, the print order will indicate the direction of the grain. Gate folds may be required. No additional cost will be allowed for this operation.

Forms (Letters)/Fact Folders (Self-Mailers) (contd.):

Some orders will require two separate approximately 8-1/2 x 11" leaves nested together. (Size slightly less than 8-1/2 x 11" to allow for trim acceptable.) Nested forms may be ordered folded with the grain to 8-1/2 x 5-1/2", or letterfolded with the grain to 8-1/2 x 3-11/16" with two parallel folds. For purposes of this specification, two nested 8-1/2 x 11" forms created from one 17 x 11" form will be considered as and charged as one 17 x 11" form.

The letterhead will always face out unless otherwise specified on the print order.

All folded letters must be suitable for machine insertion on a Phillipsberg inserter.

An occasional order will require application of a remoistenable glue strip on one panel of a form.

LABELING, ADDRESSING AND INSERTING: Most orders will require mailing. The contractor must direct print the address directly on the designated area of the reply card (for window envelopes) or the designated area of the envelope (when no window). The contractor must ensure that the address fits the space provided and complies with U.S. Postal Service requirements for the class of mail being used. The printing must be clean, clear and sharp.

NOTE: Bar coding must also be within the requirements of the U.S. Postal Service.

The contractor will be required to collate and insert any combinations of the following elements: forms, fact folders, letters, envelopes and reply cards, including up to 3 other furnished elements.

Mailing lists provided for use under this contract may not be used for any other purpose. Occasionally, the mailing list supplier may require the contractor to sign a standard agreement restricting the use of the mailing list before it will release the list to the contractor.

The contractor must take care not to delete any information that is contained within the addresses without specific approval of the Government Printing Office. Besides required Postal Service presort information that might be indicated, addresses will usually contain information important to the Air Force for tracking purposes.

STORED SHIPMENTS: Occasionally, an order will require the contractor to mail partial shipments of an order over an extended period of time not to exceed 6 months. For example, the contractor may be required to print a designated package with different key codes and mail a specified quantity of key codes once a month, every month, for 6 months. In these instances the contractor will be allowed an additional "per 1,000 packages" charge (see "ADDITIONAL CHARGES" in the "SCHEDULE OF PRICES") to cover storage, handling, and other related costs for storing and handling these sets after the initial mailing. For the purpose of this charge, a package will consist of the mailing envelope with all materials gathered, collated, and inserted. Only one "per 1,000 package" charge will apply regardless of whether the contractor stores these materials inserted into the envelopes, ready to mail, or as individual items. It is anticipated that mailing lists for each partial mailing will be furnished at one time; however, this cannot be assured.

Since the items can be produced on an individual press run, only one makeready charge per item will be allowed; except that if the additional cost "per 1,000 packages" for storage and handling causes the total order cost to exceed the cost of running each mailing independently, the contractor will be reimbursed at the lower cost to the Government. If, as anticipated, each item is produced at a single press run, only one set of proofs and press inspections will be required; however, collating samples will be required for each mailing. If for the contractor's convenience, an item(s) is produced at different press runs, notification for press inspections must be given for each run in accordance with these specifications. The contractor will only be allowed to charge the storage costs for the quantity remaining after the initial mailing.

PACKING: Approximately 1 to 5 orders or portions of an order per year may require some packing for bulk shipment.

When ordered, shrink film wrap or paper band (at Government's option) in suitable units or in the quantities indicated on the print order.

Pack in shipping containers. Multiple containers to a single destination must be numbered 1 of 8, 2 of 8, etc. Shipping labels must be on exposed end of shipping containers.

Pallets are required for all destinations receiving 10 or more shipping containers.

INSPECTION SAMPLES: Mail 5 collated and inserted samples of each order for inspection to the U.S. Government Printing Office, Regional Printing Procurement Office, 1100 Commerce Street, Room 731, Dallas, Texas 75242, Attn: Inspection Samples.

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into 50 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to HQ AFRS/RSMSP, 550 D Street West, Suite I, Randolph AFB, TX 78150-4527, Attn: Cornelius Mickle.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

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 execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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:

Most orders will require extensive mailing. Mail f.o.b. contractor's city.

The Government will be responsible for the cost of all postage.

The contractor must submit to the Government a presort report showing the total postage due. The Government will send the money required via Electronic Funds Transfer (EFT) to an account specified by the contractor within ten (10) days of receipt of the postal presort report. The contractor is then responsible for paying all postage due to the U.S. Postal Service. Note: All mailing must comply with the U.S. Postal Service Domestic Mail Manual.

All postal receipts will be faxed to: HQ AFRS/RSMAE within 24 hours of mailing (after drop is completed),
Fax Number: 210-565-0868, Attn: Mr. Jim DuVall.

The contractor will be responsible for providing all materials and operations including, but not exclusive to, labeling, sorting, bundling, packaging, and documentation forms necessary to comply with all U.S. Postal Service regulations for the required rate class. The contractor will be required to accurately complete all appropriate mailing statements, including Postal Form 3602.

Note: HQ AFRS/RSMSP, Building 491, Room 140, Randolph AFB, TX 78150-4527 must be furnished with copies of all such completed forms within 1 workday of the completed mailing. Telefaxed copies of these documents are accepted and encouraged.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

An occasional order will require bulk shipments. Ship these f.o.b. contractor's city. The contractor will be reimbursed for freight shipments by submitting an appropriate receipt for same with the invoice for payment.

Copies of Receipts: Within 1 workday of mailing/delivery, the contractor must fax to HQ AFRS/RSMAE, Attn.: Mr. Jim DuVall, fax number (210) 565-0868 a copy of all signed mailing/shipping receipts.

Return of Material: Within 5 workdays of the completion of the order, deliver (must be received at destination) all furnished material plus the Blue Label sample sets of each complete key code lot to HQ AFRS/RSMSP, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527, Attn: Cornelius Mickle.

All of the above material must be provided complete for each print order. Do not furnish partial material for any order. Do not furnish material on a piecemeal basis. Do not mix materials for more than one print order in a container. Material must be returned in a logical order. All artwork should be packed with the mechanicals, etc.

If any material is discovered not returned, the Government will notify the contractor and such material must be furnished within 3 workdays of notification. At the Government's option, partial material or material furnished "jumbled together," may be returned to the contractor at their expense for them to sort out with the requirement that all material be returned to the Government in the proper order within 3 workdays. If material is still missing, the Government may require the contractor to pay the cost of replacing the missing items. Replacement costs will be the amount of money the Air Force would have to pay its contracted advertising agency to replace them. If material is still jumbled, the contractor will be charged at the rate of \$47.00 per hour for the Government to sort the material in the proper order.

DISTRIBUTION (contd.):

All expenses incidental to returning furnished material, submitting proofs, pickup of OK'd proofs from the Department and furnishing sample copies must be borne by the contractor.

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.

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).

Furnished material will be ready for pickup (at contractor's expense) one hour after notification from HQ AFRS/RSMSP, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527.

Unless the Government requests to review proofs at contractor's plant, all proofs must be delivered to and picked up from HQ AFRS/RSMSP, 550 D Street West, Suite 1, Randolph AFB, TX 78150-4527. Proofs must be delivered and picked up via messenger or overnight carrier. The contractor will be responsible for arranging for all proof pickups and deliveries. Contact Mr. Cornelius Mickle at (210) 652-4913.

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

Note: Workdays are Monday through Friday, exclusive of Federal holidays.

- (a) Submit via an overnight delivery service within 10 workdays the following:
 - (1) 2 sets of digital content proofs and two sets of one-piece laminated color proofs (as required).
 - (2) 2 collated sets of all elements inserted in the envelope with the mailing address showing through the window envelope (if applicable).
 - (3) 5 paper copies of each type of stock specified on the print order.

Deliver proofs and samples, along with furnished art and mechanicals, directly to HQ Recruiting Service: see address above.
- (b) The Department will hold the proofs a maximum of 5 workdays, approve, approve with corrections, or reject with a requirement for additional proofs. The reviewed proofs will be available within one hour after notification and must be picked up and returned to the contractor's plant via an overnight delivery service.
- (c) Revised or corrected proofs, if ordered, must be furnished within 3 workdays of notification of request for revised proofs. No additional time will be allowed in the schedule for this requirement. If proofs are required due to author's alterations, it will be the final judgment of the Contracting Officer whether corrections are so extensive that additional time is required. Additional proof charges will be allowed for reproofing required because of author's alterations. No additional charges will be allowed for proofing required because of printer's errors.

SCHEDULE (contd.):

- (d) The Department will hold revised proofs a maximum of 5 workdays (from receipt). Department will notify contractor when proofs are available for pickup.
- (e) Complete production and distribution must be made as follows:
 - (1) Orders up to 2,000,000 sets, except those designated for partial shipments, must be shipped complete within 28 workdays after notification of availability of copy and print order.
 - (2) For orders over 2,000,000 sets, contractor will be allowed one additional workday for each additional 300,000 sets.

The above times include the hold time for proofs and the collating/mailing samples.

The contractor must have the capability to insert, label, and mail a minimum of 400,000 sets per workday.

The contractor must not print prior to receipt of an "OK to print" and verification of the final quantity required as indicated by the final count taken by the contractor during the postal presort count.

Note: At the Government's option, proofs may be reviewed at the contractor's plant. The contractor is requested to schedule the press run within 1 workday of the proof review whenever the Government indicates it will review proofs at the contractor's plant so the Government representative can remain for the press inspection. The Government will indicate on the print order if they intend to review proofs at the contractor's plant or have them delivered.

All schedules in this contract require performance within a specific number of workdays. In computing the schedule, the workday material is received, or available for pickup, or notification given, etc., is not counted in the schedule. For example, if proofs are received by the Department on Monday and must be available for pickup within five workdays, they must be available for pickup by the following Monday.

Occasionally, some orders will have additional production time allowed because specific "drop dates" may be required for mailing. A drop date is the date that the material is entered into and receipts are issued by the Postal Service. No orders may be mailed early without prior approval of HQ AFRS/RSMSP.

Occasionally, less time than is indicated in the production schedule may be required. These may be offered to the contractor. Although the contractor is not required to accept such orders, if they do so, they will be bound to the accepted mailing/shipping date. No additional charges will be allowed for the shorter production time.

It is the Government's intention to furnish the CD containing the mailing list with the other Government furnished material. It is the contractor's responsibility to immediately inspect the CD for any defects and to run a count from the mailing list on the CD. The contractor must notify the HQ AFRS/RSMSP within 2 workdays after receipt of the CD if there are any defects or discrepancies between the quantities contained in the mailing list and the quantities ordered on the print order.

The requirements under "SCHEDULE" apply to individual orders and not to multiple orders placed at the same time. No additional time will be allowed for multiple orders placed.

SCHEDULE (contd.):

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 offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce orders for 12 months under this contract. The 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. A. 44
- B. 132
- C. 50
- D. 38

	(1)	(2)
II. A.1.(a)	7	92
A.1.(b)	3	693
A.1.(c)	1	10
A.1.(d)	1	475
A.2.(a)	1	74
A.2.(b)	1	10
A.2.(c)	1	10
A.2.(d)	XXXX	XXXX
A.3.(a)	7	785
A.3.(b)	XXXX	XXXX
B.1.(a)	1	10
B.1.(b)	5	786
B.1.(c)	1	10
B.1.(d)	1	10
B.2.(a)	1	5
B.2.(b)	1	74
B.2.(c)	1	5
B.2.(d)	1	5
B.3.(a)	1	10
B.3.(b)	9	1498
B.3.(c)	1	10
B.3.(d)	1	10

	(1)	(2)
II. C.1.(a)	1	10
C.1.(b)	10	2388
C.1.(c)	1	10
C.2.(a)	1	5
C.2.(b)	11	3989
C.2.(c)	1	5
C.3.(a)	1	10
C.3.(b)	20	4735
C.3.(c)	1	10

	(1)	(2)
III. A.1.(a)	859	
A.1.(b)	5	
A.1.(c)	5	
A.1.(d)	5	
A.1.(e)	5	
A.2.(a)	5	
A.2.(b)	5	
A.2.(c)	859	
A.2.(d)	5	
A.2.(e)	5	
B.1.(a)	5	
B.1.(b)	74	
B.1.(c)	5	
B.1.(d)	5	
B.2.(a)	5	
B.2.(b)	74	
B.2.(c)	5	
B.2.(d)	5	
B.3.(a)	5	
B.3.(b)	5	
B.3.(c)	5	
B.3.(d)	5	

III. C.1.(a)	5
C.1.(b)	5
C.1.(c)	5
C.2.(a)	5
C.2.(b)	3125
C.2.(c)	5
C.3.(a)	5
C.3.(b)	5
C.3.(c)	3677
C.4.(a)	5
C.4.(b)	3326
C.4.(c)	33
IV. A.	775
B.	90
C.	97
V. A.1.	22
A.2.	1
B.1.	860
B.2.	3125
B.3.	3263
B.4.	7822
B.5.	160

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

Bids for each "trim size" shall be for any trim size up to the maximum trim size listed.

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

XXXX indicates that item is not required and no price is necessary.

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

Note: Only one "Makeready and/or Setup" charge will be allowed per item for each order. Likewise, only one charge for "Running per 1,000 copies" will be allowed. The applicable "Running" charge will be computed based upon the total quantity ordered for that item.

(Initials)

I. ELECTRONIC PREPRESS: The prices offered must be all-inclusive for output from electronic media and shall include the cost of all materials and operations as applicable. Note: Output of original or revised pages from electronic media will be charged under item (a).

A. Trim/page-size unit.....per trim/page-size unit.....\$_____

B. Digital color content proofs.....per trim/page-size unit.....\$_____

C. One-piece laminated color proofs.....per trim/page-size unit.....\$_____

D. System Timework.....per hour.....\$_____

Electronic pre-press operations, which cannot be properly classified under any other item, shall be charged as "System Timework". A statement outlining in detail the operation for which payment is claimed must support any charge made under "System Timework". In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item D.

Initials

II. PRINTING AND BINDING: Refer to exceptions below.

A. ENVELOPES: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the envelope listed in accordance with these specifications. Contractor is to charge full or spot aqueous coating at the "each additional spot color" rates. If an envelope prints in four-color process plus spot colors, the contractor will NOT be allowed the "1st" Spot Color charge. They will be allowed the four-color process charge plus the appropriate number of "additional" spot color charges. Envelopes print face only prior to manufacture. Only one "MAKEREADY AND/OR SETUP" charge will be allowed regardless of the number of copies run.

	Makeready and/or Setup (1)	Running per 1,000 Copies (2)
1. Printing in 1st Spot Color		
(a) No. 10, Format A (No Window).....	\$_____	\$_____
(b) No. 10, Format B (One Window).....	\$_____	\$_____
(c) No. 10, Format C (Two Windows).....	\$_____	\$_____
(d) No. 9, Format D (No Windows).....	\$_____	\$_____
2. Printing in Four-Color Process		
(a) No. 10, Format A (No Window).....	\$_____	\$_____
(b) No. 10, Format B (One Window).....	\$_____	\$_____
(c) No. 10, Format C (Two Windows).....	\$_____	\$_____
(d) No. 9, Format D (No Windows).....	XXXX	XXXX
3. Printing Each Additional Spot Color – Per Color:		
(a) No. 10 (Format A, B, & C).....	\$_____	\$_____
(b) No. 9 (Format D).....	XXXX	XXXX

Initials

II. PRINTING AND BINDING (contd.):

B. REPLY CARDS: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the reply card listed in accordance with these specifications. Contractor is to charge full or spot aqueous coating at the "each additional spot color" rates. No additional charges will be allowed for key code changes. Prices are per printed side. No additional charges will be allowed for the back if it is blank. Any required perforating and folding are included in these prices. If a side prints in four-color process plus flat colors, the contractor will NOT be allowed the "1st Spot Color" charge. They will be allowed the four-color process charge plus the appropriate number of "additional" spot color charges. Only one "MAKEREADY AND/OR SETUP" charge will be allowed regardless of the number of copies run.

	Makeready and/or Setup (1)	Running per 1,000 Copies (2)
1. Printing in 1st Spot Color		
(a) Up to 4 x 6"	\$_____	\$_____
(b) Over 4 x 6" up to 9 x 8"	\$_____	\$_____
(c) Over 9 x 8" up to 8-1/2 x 11"	\$_____	\$_____
(d) Over 8-1/2 x 11" up to 11 x 17"	\$_____	\$_____
2. Printing in Four-Color Process		
(a) Up to 4 x 6"	\$_____	\$_____
(b) Over 4 x 6" up to 9 x 8"	\$_____	\$_____
(c) Over 9 x 8" up to 8-1/2 x 11"	\$_____	\$_____
(d) Over 8-1/2 x 11" up to 11 x 17"	\$_____	\$_____
3. Printing Each Additional Spot Color – Per Color:		
(a) Up to 4 x 6"	\$_____	\$_____
(b) Over 4 x 6" up to 9 x 8"	\$_____	\$_____
(c) Over 9 x 8" up to 8-1/2 x 11"	\$_____	\$_____
(d) Over 8-1/2 x 11" up to 11 x 17"	\$_____	\$_____

Initials

II. PRINTING AND BINDING (contd.):

C. FORMS/FACT FOLDERS: Prices offered shall include the cost of all required materials and operations necessary for the complete production of the forms listed in accordance with these specifications. Contractor is to charge full or spot aqueous coating at the "each additional spot color" rates. Prices are per printed side. Any required folding is included in these prices. If a side prints in four-color process plus flat colors, the contractor will NOT be allowed the "1st Spot Color" charge. They will be allowed the four-color process charge plus the appropriate number of "additional" spot color charges. Only one "MAKEREADY AND/OR SETUP" charge will be allowed regardless of the number of copies run.

	Makeready and/or Setup (1)	Running per 1,000 Copies (2)
1. Printing in 1st Spot Color		
(a) Up to 5-1/2 x 8-1/2".....	\$_____	\$_____
(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11".....	\$_____	\$_____
(c) Over 8-1/2 x 11" up to 11 x 17".....	\$_____	\$_____
2. Printing in Four-Color Process		
(a) Up to 5-1/2 x 8-1/2".....	\$_____	\$_____
(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11".....	\$_____	\$_____
(c) Over 8-1/2 x 11" up to 11 x 17".....	\$_____	\$_____
3. Printing Each Additional Spot Color – Per Color:		
(a) Up to 5-1/2 x 8-1/2".....	\$_____	\$_____
(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11".....	\$_____	\$_____
(c) Over 8-1/2 x 11" up to 11 x 17".....	\$_____	\$_____

Initials

- III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Trim-Size" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Coated stock, when indicated, is dull or litho (gloss) coated at the Government's option.

A. Envelopes:

1. No.10:

- (a) White Laid, Linen or Cockle-Finish Bond (24-lb.).....per 1000 envelopes.....\$_____
- (b) Colored Laid, Linen, or Cockle-Finish Bond (24-lb.).....per 1000 envelopes.....\$_____
- (c) White 25% Laid, Linen or Cockle-Finish Bond (20-lb.)....per 1000 envelopes.....\$_____
- (d) White Litho (Gloss) Coated Book
or White Dull Coated Offset Book (70-lb.).....per 1000 envelopes.....\$_____
- (e) White Litho (Gloss) Coated Book
or White Dull Coated Offset Book (80-lb.).....per 1000 envelopes.....\$_____

2. No. 9:

- (a) White Laid, Linen or Cockle-Finish Bond (24-lb.).....per 1000 envelopes.....\$_____
- (b) Colored Laid, Linen, or Cockle-Finish Bond (24-lb.).....per 1000 envelopes.....\$_____
- (c) White 25% Laid, Linen or Cockle-Finish Bond (20-lb.)....per 1000 envelopes.....\$_____
- (d) White Litho (Gloss) Coated Book
or White Dull Coated Offset Book (70-lb.).....per 1000 envelopes.....\$_____
- (e) White Litho (Gloss) Coated Book
or White Dull Coated Offset Book (80-lb.).....per 1000 envelopes.....\$_____

Initials

III. PAPER (contd.):

B. Reply Cards:

1. No. 1 White Coated Cover, Gloss-Finish, or White Dull Coated Cover (80-lb.)

- (a) Up to 4 x 6".....per 1000 reply cards.....\$_____
- (b) Over 4 x 6 " up to 9 x 8".....per 1000 reply cards.....\$_____
- (c) Over 9 x 8" up to 8-1/2 x 11".....per 1000 reply cards.....\$_____
- (d) Over 8-1/2 x 11" up to 11 x 17".....per 1000 reply cards.....\$_____

2. White Laid or Linen Finish Cover (65 lb.)

- (a) Up to 4 x 6".....per 1000 reply cards.....\$_____
- (b) Over 4 x 6 " up to 9 x 8".....per 1000 reply cards.....\$_____
- (c) Over 9 x 8" up to 8-1/2 x 11".....per 1000 reply cards.....\$_____
- (d) Over 8-1/2 x 11" up to 11 x 17".....per 1000 reply cards.....\$_____

3. Colored Laid or Linen Finish Cover (65 lb.)

- (a) Up to 4 x 6".....per 1000 reply cards.....\$_____
- (b) Over 4 x 6 " up to 9 x 8".....per 1000 reply cards.....\$_____
- (c) Over 9 x 8" up to 8-1/2 x 11".....per 1000 reply cards.....\$_____
- (d) Over 8-1/2 x 11" up to 11 x 17".....per 1000 reply cards.....\$_____

Initials

III. PAPER (contd.):

C. Forms/Fact Folders:

1. White 25% Laid, Linen or Cockle Finish Bond (24 lb.)

(a) Up to 5-1/2 x 8-1/2".....per 1000 leaves.....\$_____

(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11".....per 1000 leaves.....\$_____

(c) Over 8-1/2 x 11 "up to 17 x 11".....per 1000 leaves.....\$_____

2. White or Colored Laid, Linen or Cockle Finish Bond (24 lb.)

(a) Up to 5-1/2 x 8-1/2".....per 1000 leaves.....\$_____

(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11".....per 1000 leaves.....\$_____

(c) Over 8-1/2 x 11 "up to 17 x 11".....per 1000 leaves.....\$_____

3. White Litho (Gloss) Coated Book or White Dull Coated Offset Book (70 lb. or 80 lb.)

(a) Up to 5-1/2 x 8-1/2".....per 1000 leaves.....\$_____

(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11".....per 1000 leaves.....\$_____

(c) Over 8-1/2 x 11 "up to 17 x 11".....per 1000 leaves.....\$_____

4. No. 1 White Coated Cover, Gloss Finish, or White Dull Coated Cover (80 lb.)

(a) Up to 5-1/2 x 8-1/2".....per 1000 leaves.....\$_____

(b) Over 5-1/2 x 8-1/2" up to 8-1/2 x 11".....per 1000 leaves.....\$_____

(c) Over 8-1/2 x 11 "up to 17 x 11".....per 1000 leaves.....\$_____

Initials

IV. ADDITIONAL CHARGES:

A. Variable data printing.....per 1,000 pages.....\$_____

B. Direct mail packages stored for later shipment.....per 1,000 packages.....\$_____

Stored Shipments: Complete price for storing, handling, and other related costs for holding sets of direct mail packages up to 6 months before drop shipping, in accordance with these specifications. Number of packages is based on the balance stored after the initial shipment is completed.

C. Apply a remoistenable glue strip on one panel of a form....per 1,000 forms.....\$_____

V. LABELING, INSERTING, SORTING, PACKING, AND MAILING:

A. Bulk shipments (other than by mail):

1. Packing and sealing shipping containers.....per container.....\$_____

2. Palletizing.....per pallet.....\$_____

B. Labeling, Inserting, Generating Labels, Imaging Text and/or Addresses, Bar Coding and Sealing: also includes required Postal Service sorting, labeling, bundling, packaging documentation and delivery to Post Office.

1. Inserting one reply card and one folded form
into No. 10 envelope.....per 1,000 envelopes.....\$_____

2. Inserting each additional item into a No. 10 envelope.....per 1,000 items.....\$_____

3. Applying perforated clear vinyl wafer seals
to the finished product.....per 1,000 wafers.....\$_____

4. Direct printing addresses/barcodes.....per 1,000 addresses/barcodes.....\$_____

5. Cross-matching variable data to include all collation required....per 1,000 sets.....\$_____

Initials

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) 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_____

(City - State)

By_____

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

(Person to be contacted)

(Telephone Number)

BIDDERS: If any portion of this contract is to be subcontracted (as allowed by these specifications), each subcontractor must submit a signed statement as indicated under "SUBCONTRACTING" in these specifications. This statement should be included with the bid; however, if such statement is not included, it must be furnished within one workday of the Government's request. The attached form should be used for this purpose. This form may be duplicated for additional subcontractors.

LOCATION OF POST OFFICE: All mailing will be made from the_____

Post Office located at Street Address_____

City_____State_____Zip Code_____

NOTE: The Post Office indicated above is the one where all mailing must be made for this contract. This Post Office may not be changed without the approval of the Government Printing Office and the Air Force.

SUBCONTRACTOR CERTIFICATION

I certify that my firm has entered into a subcontracting agreement with the prime contractor for the U.S. Government Printing Office, Program 1759-S, entitled "National Direct Mail Program" for the period beginning Date of Award and ending May 31, 2006. However, should the term of this contract be extended by written notice through the four option years, this subcontracting agreement will remain in effect for that extended period of time.

1. The prime contractor is: _____

They shall hereinafter be referred to as the prime contractor.
2. The prime contractor shall have total control of all phases of the operation. This includes delegated authority to fix the responsibilities of the other subcontractor(s).
3. The prime contractor shall submit invoices for all phases of the operation and all payments shall be made to the prime contractor.
4. It is agreed that all subcontractor(s) hereby give the Government and any third party the right to maintain a course of action against the subcontractor(s) on a joint or several basis for any liability.
5. The contract specifications have been read and understood. My firm is cognizant of and is capable of complying with all applicable contract requirements.

SUBCONTRACTOR:

Company Name: _____
Street Address: _____
City, State, ZIP Code: _____
Phone Number with area code: _____
Point of Contact: _____

Type of Work to Be Performed on this Contract and Contributions:

Name of Person Authorized to Sign: _____
Signature: _____
Title: _____
Date: _____

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-responsive.

(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.

******SAMPLE BID ENVELOPE******

In order to insure proper processing of all bids, the following
Information is required on all contractor furnished bid envelopes:

JACKET OR PROGRAM NO. _____
FROM _____
ADDRESS _____

(Please check appropriate box)

- ☐ BID
☐ NO BID
☐ CONFIRMATION OF TELEPHONE/TELEGRAPH BID

POSTAGE
STAMP
REQUIRED

**U.S. Government Printing Office
Dallas Regional Printing Procurement Office
1100 Commerce Street, Room 731
Dallas, TX 75242**

BIDS WILL BE RECEIVED UNTIL

AT **2 P.M.** PREVAILING DALLAS TIME