

<b>SOLICITATION, OFFER AND AWARD</b>			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1	OF PAGES 87
2. CONTRACT NUMBER	3. SOLICITATION NUMBER JIT605	4. TYPE OF SOLICITATION x SEALED BID (IFB) NEGOTIATED (RFP)		5. DATE ISSUED 03/22/05	6. REQUISITION/PURCHASE NO.		
7. ISSUED BY US Government Printing Office 732 North Capitol and H Streets, NW Room A340 Washington, DC 20401		CODE	8. ADDRESS OFFER TO (If other than Item 7) US Government Printing Office Acquisitions Services 36 H Street Room C161 Washington, DC 20401				

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in 1 original copy for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in Room c161, until 10:00 a.m. local time **April 26, 2005.**

CAUTION — LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Name Sheree Young	B. TELEPHONE (NO COLLECT CALLS) AREA CODE 202		NUMBER 512-2010	31506	C. E-MAIL ADDRESS <a href="mailto:syoung@gpo.gov">syoung@gpo.gov</a>
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**11. TABLE OF CONTENTS**

(✓)	SEC.	DESCRIPTION	PAGE(S)	(✓)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1		I	CONTRACT CLAUSES	36-39
	B	SUPPLIES OR SERVICES AND PRICE/COST	3-16		J	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	C	DESCRIPTION/SPECS./WORK STATEMENT	17-23		J	LIST OF ATTACHMENTS	40-75
	D	PACKAGING AND MARKING	24-25	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE	26-29		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	76-83
	F	DELIVERIES OR PERFORMANCE	30-31		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	84-86
	G	CONTRACT ADMINISTRATION DATA	32-33		M	EVALUATION FACTORS FOR AWARD	87
	H	SPECIAL CONTRACT REQUIREMENTS	34-35				

**OFFER (Must be fully completed by offeror)**

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 30 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT <i>(See Section I)</i>	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. ACKNOWLEDGMENT OF AMENDMENTS <i>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</i>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE	18. OFFER DATE

**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION Cost Code 0002 Object Class 25.83		
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) ( ) <input type="checkbox"/> 41 U.S.C. 253(c) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM Section G #4
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY Government Printing Office See Section G		CODE
26. NAME OF CONTRACTING OFFICER (Type or print) Sheree Young		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		28. AWARD DATE



**SECTION – B - SUPPLIES OR SERVICES AND PRICES/COST**

**PAPER, ENVELOPE, AND CORRUGATED CONTAINER SCHEDULE**

**PAPER SCHEDULE  
(POUNDS)**

<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity (Pounds)</u>	<u>Price Per Pound Cents</u>	<u>% Post Consumer Fiber</u>																														
1a	5	A25	Heat-set Web Offset Machine-finish Book Paper, basis, 25 X 38 inches, 35 pounds (52 g/m <sup>2</sup> ). Rolls, diameter 39 inches (991 mm). 3-inch (76 mm) inside diameter non-returnable fiber cores with metal inserts to be furnished by contractor.	110,000	\$ _____	_____																														
			<table border="0"> <tr> <td><u>pounds</u></td> <td><u>width (inches)</u></td> <td><u>width (mm)</u></td> </tr> <tr> <td>110,000</td> <td>38</td> <td>(695)</td> </tr> </table>	<u>pounds</u>	<u>width (inches)</u>	<u>width (mm)</u>	110,000	38	(695)																											
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110,000	38	(695)																																		
1b	13	A55	Heat-set Web Offset Book Paper, basis, 25 X 38 inches, 40 pounds (60 g/m <sup>2</sup> ). Rolls, diameter 39 inches (991 mm). 3-inch (76 mm) inside diameter non-returnable fiber cores with metal inserts to be furnished by the contractor.	5,600,000	\$ _____	_____																														
			<table border="0"> <tr> <td><u>pounds</u></td> <td><u>width (inches)</u></td> <td><u>width (mm)</u></td> </tr> <tr> <td>10,000</td> <td>21½</td> <td>(546)</td> </tr> <tr> <td>70,000</td> <td>23</td> <td>(584)</td> </tr> <tr> <td>170,000</td> <td>28½</td> <td>(724)</td> </tr> <tr> <td>100,000</td> <td>32¼</td> <td>(819)</td> </tr> <tr> <td>10,000</td> <td>34½</td> <td>(876))</td> </tr> <tr> <td>3,920,000</td> <td>38</td> <td>(965)</td> </tr> <tr> <td>620,000</td> <td>43</td> <td>(1,092)</td> </tr> <tr> <td>600,000</td> <td>46</td> <td>(1,168)</td> </tr> <tr> <td>100,000</td> <td>17½</td> <td>(445)</td> </tr> </table>	<u>pounds</u>	<u>width (inches)</u>	<u>width (mm)</u>	10,000	21½	(546)	70,000	23	(584)	170,000	28½	(724)	100,000	32¼	(819)	10,000	34½	(876))	3,920,000	38	(965)	620,000	43	(1,092)	600,000	46	(1,168)	100,000	17½	(445)			
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1c	16	A60	Offset Book Paper, basis, 25 x 38 inches, 40 pounds (60 g/m <sup>2</sup> ). Flat cut. Grain long.	110,000	\$ _____	_____																														
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2a	14	A55	Heat-Set Web Offset Book Paper, basis, 25 X 38 inches, 50 pounds (75 g/m <sup>2</sup> ). Rolls, diameter 39 inches (991 mm). 3-inch (76 mm) inside diameter non-returnable fiber core with metal inserts to be furnished by the contractor.	420,000	\$ _____	_____																		
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2b	15	A55	Heat-Set Web Offset Book Paper, basis, 25 X 38 inches, 60 pounds (90 g/m <sup>2</sup> ). Rolls, diameter 39 inches (991 mm). 3-inch (76 mm) inside diameter non-returnable fiber core with metal inserts to be furnished by the contractor.	90,000	\$ _____	_____																		
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2c	17	A60	Offset Book Paper, basis, 25 X 38 inches, 50 pounds (75 g/m <sup>2</sup> ). Flat cut. Grain long.	275,000	\$ _____	_____																		
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2d	18b	A60	Offset Book Paper; basis, 25 x 38 inches, 50 pounds (75 g/m <sup>2</sup> ). Rolls, 17 inches (432 mm) wide, diameter, 38 inches (965 mm). 3-inch (76 mm) inside diameter non-returnable fiber cores with plugs (metal inserts not acceptable). No keyways required. Rolls should be individually wrapped. <b>Each roll must have unique roll identification (barcode).</b>	50,000	\$ _____	_____																		
2e	19a	A60	Offset Book Paper, basis, 25 X 38 inches, 50 pounds (75 g/m <sup>2</sup> ). Flat cut. Grain long.	30,000	\$ _____	_____																		
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2f	21	A60	Offset Book Paper, basis, 25 X 38 inches, 60 pounds (90 g/m <sup>2</sup> ). Flat cut. Grain long	140,000	\$ _____	_____															
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3a	128	G45	Recycled White 25% Bond Paper, basis, 17 X 22 inches, 20 pounds (75 g/m <sup>2</sup> ). Flat cut. Grain long. <b>This paper shall be suitable for processing in laser printers.</b>	150,000	\$ _____	_____															
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3b	128a	G45	Recycled White 25% Bond Paper, basis, 17 X 22 inches, 20 pounds (75 g/m <sup>2</sup> ). Flat cut 8-½ X 11 inches (216 X 279 mm). Grain long. <b>This paper shall be suitable for processing in laser printers. Paper must be wrapped in 500-sheet packages and 10 packages per carton.</b>	55,000	\$ _____	_____															
			<table border="0"> <tr> <td><u>pounds</u></td> <td><u>size (inches)</u></td> <td><u>size (mm)</u></td> </tr> <tr> <td>55,000</td> <td>8 ½ X 11</td> <td>216 X 279)</td> </tr> </table>	<u>pounds</u>	<u>size (inches)</u>	<u>size (mm)</u>	55,000	8 ½ X 11	216 X 279)												
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55,000	8 ½ X 11	216 X 279)																			
3c	131	G70	White 50% Bond Paper, basis, 17 X 22 inches, 20 pounds (75 g/m <sup>2</sup> ). Flat cut. Grain long. <b>This paper shall be suitable for processing in laser printers.</b>	35,000	\$ _____	_____															
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20,000	17½ X 22½	(445 X 572)																			
15,000	34 X 44	(864 X 1,118)																			
3d	149	J10	White Ledger Paper, basis, 17 X 22 inches, 32 pounds (120 g/m <sup>2</sup> ). Flat cut. Grain long.	40,000	\$ _____	_____															
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<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity (Pounds)</u>	<u>Price Per Pound Cents</u>	<u>% Post Consumer Fiber</u>
3e	202	L20	White Vellum-finish Cover Paper, basis 20 X 26 inches, 50 pounds (135 g/m <sup>2</sup> ). Flat cut. Grain long.  <u>pounds</u> <u>size (inches)</u> <u>size (mm)</u> 60,000      18 X 23      (457 X 584) 85,000      36 X 46      (914 x 1,168)	145,000	\$ _____	_____
3f	203	L20	Colored Vellum-finish Cover Paper, sand gray, venice blue, and vermillion, 20 X 26 inches, 50 pounds (135 g/m <sup>2</sup> ). Flat cut. Grain long.  <u>pounds</u> <u>color</u> <u>size (inches)</u> <u>size (mm)</u> 10,000      sand gray      25¼ X 38      (641 X 965) 10,000      venice blue      36 X 46      (914 X 1,168) 10,000      vermillion      25¼ X 38      (641 X 965)	30,000	\$ _____	_____
				<u>Quantity Thousand Sheets (MX)</u>	<u>Price Per Thousand Dollars</u>	
3g	182a	K10	White Index Paper, basis, 25½ x 30½ inches, 110 pounds (200 g/m <sup>2</sup> ). Flat cut. Grain long.  <u>Sheets</u> <u>size (inches)</u> <u>size (mm)</u> 230,000      34 X 44      (864 X 1,118)	230	\$ _____	_____
3h	185	K10	Colored Index Paper, basis, 25½ X 30½ inches, 110 pounds (200 g/m <sup>2</sup> ). Flat cut. Grain long.  <u>Sheets</u> <u>color</u> <u>size (inches)</u> <u>size (mm)</u> 20,000      blue      34 X 44      (864 X 1,118) 5,000      salmon      34 X 44      (864 X 1,118)	25	\$ _____	_____
3i	481	V20	White Writing Envelopes, basis, 17 X 22 inches, 24 pounds. Size: 4-1/8 X 9-1/2 inches (105 X 242 mm, 90 g/m <sup>2</sup> ). Open side, gummed, high-cut, diagonal seam, and high shoulder. (Style A) See Government Paper Specifications Standards, No. 11, Part 3, page 125 or Section J. <b>Each internal box shall be marked with a manufacturing run number.</b>	2,500	\$ _____	_____
3j	488	V20	White Writing Envelopes with window, basis, 17 X 22 inches, 24 pounds. Size: 4-1/8 X 9½ inches (105 X 242 mm, 90 g/m <sup>2</sup> ). Open side, gummed, high-cut, diagonal seam, and high shoulder. Window with square corner, 1¼ X 4-3/4 inches (32 X 121 mm) in size, located ¾ inch (20 mm) from the left side of the envelope and ½ inch (13 mm) from the bottom. The window material shall be transparent and clear so that the printed matter inside is distinctly legible. (Style A) See Government Paper Specifications Standards, No. 11, Part 3, page 125 or Section J. <b>Each internal box shall be marked with a manufacturing run number.</b>	12,500	\$ _____	_____

<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity Thousand Sheets (MX)</u>	<u>Price Per Thousand Sheets Dollars</u>	<u>% Post Consumer Fiber</u>
4a	326a	Q60	White, United States Postal Card Paper, basis, 22½ X 28½ inches, 89 pounds (195 g/m²). Flat cut 36½ X 45 (927 X 1,143 mm). Grain Long. For printing of 4-color Postal Cards. Deliver felt side up. Skid packing shall be 4,400 sheets per skid.	1,200	\$_____	_____
				<b><u>Quantity (Pounds)</u></b>	<b><u>Price Per Pound Cents</u></b>	
5a	47	A180	Litho (Gloss) Coated Book, basis, 25 X 38 inches, 70 pounds (105 g/m²). Flat cut.  <u>pounds</u> <u>size (inches)</u> <u>size (mm.)</u> 10,000      standard commercial sizes	10,000	\$_____	_____
5b	50a	A240	Matte Coated Offset Book, basis, 25 X 38 inches, 70 pounds (105 g/m²). Flat cut.  <u>pounds</u> <u>size (inches)</u> <u>size (mm.)</u> 30,000      standard commercial sizes	30,000	\$_____	_____
5c	51	A240	Dull Coated Offset Book, basis, 25 X 38 inches, 70 pounds (105 g/m²). Flat cut.  <u>pounds</u> <u>size (inches)</u> <u>size (mm.)</u> 20,000      standard commercial sizes	20,000	\$_____	_____
5d	200	L10	White Litho (Gloss) Coated Cover Paper, basis, 20 X 26 inches, 80 pounds (215g/m²). Flat cut 26 X 40 inches (660 X 1,016 mm) Grain long.  <u>pounds</u> <u>size (inches)</u> <u>size (mm.)</u> 35,000      26 X 40      (660 X 1,016) 30,000      standard commercial sizes	65,000	\$_____	_____
5e	210	L50	Matte Coated Cover, basis, 20 X 26 inches, 65 pounds (175 g/m²). Flat cut.  <u>pounds</u> <u>size (inches)</u> <u>size (mm.)</u> 30,000      standard commercial sizes	30,000	\$_____	_____
5f	212	L60	Dull Coated Cover, basis, 20 X 26 inches, 80 pounds (215 g/m²). Flat cut.  <u>pounds</u> <u>size (inches)</u> <u>size (mm.)</u> 20,000      standard commercial sizes	20,000	\$_____	_____

<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity Thousand Sheets (MX)</u>	<u>Price Per Thousand Sheets Dollars</u>	<u>% Post Consumer Fiber</u>
6a	269b	O-65	<p>White, Plain Copier, Xerographic Paper, (30% postconsumer fiber), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches (216 X 279 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 4,000 MX (4,000,000 sheets)</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over of under deliveries acceptable. All order quantities are to be in multiples of full pallets.</b></p> <p><b>Truck Shipments only, to any destination within the Washington metropolitan area.</b></p>	435,000	\$ _____	_____
6b	269c	O-65	<p>White, Plain Copier, Xerographic Paper, (30% postconsumer fiber), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches (216 x 279 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 600 MX (600,000 sheets)</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p>	400,000	\$ _____	_____
6c	269g	O-65	<p>White, Plain Copier, Xerographic Paper, (30% postconsumer fiber), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches (216 x 279 mm). Grain long. <b>This paper must be suitable for processing in laser printer.</b></p> <p><b>Minimum order, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 1 calendar day from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down), and inside delivery of cartons.</b></p>	57,000	\$ _____	_____

<u>sheets (mx)</u>	<u>size inches</u>	<u>size (mm.)</u>
7,000 (cartons)	(8½ X 11)	216 x 279
50,000 (pallets)	(8½ X 11)	216 x 279



<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity Thousand Sheets (MX)</u>	<u>Price Per Thousand Sheets Dollars</u>	<u>% Post Consumer Fiber</u>
6d	269h	O-65	<p>White, Plain Copier, Xerographic Paper, (30% postconsumer fiber), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches (216 X 279 mm), with three (3) ¼ -inch (6.5 mm) or 5/16-inch (8 mm) diameter holes, 3/8-inch (9.5 mm) from edge of sheet to center of hole, 4¼ inches (108 mm) center to center on the 11-inch (279 mm) (left side). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 200 MX (200,000 sheets).</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be multiples of full pallets.</b></p>	20,000	\$ _____	_____
6e	269i	O-65	<p>White, Plain Copier, Xerographic Paper, (30% postconsumer fiber), basis, 17 X 22 inches, 20 pounds, (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches, (216 X 279 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 4,000 MX (4,000,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down).</b></p>	22,000	\$ _____	_____
6f	269j	O-65	<p>White Plain Copier, Xerographic Paper, (30% postconsumer fiber), basis, 17 x 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 14 inches (216 X 356 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 150 MX (150,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order unless a longer period is specified, (no allowance). EXACT AMOUNT, no over of under deliveries acceptable. All order quantities are to be multiple of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, inside or platform delivery of full pallets (not broken down).</b></p>	13,000	\$ _____	_____

<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity Thousand Sheets (MX)</u>	<u>Price Per Thousand Sheets Dollars</u>	<u>% Post Consumer Fiber</u>
6g	269k	O-65	<p>White, Plain Copier, Xerographic Paper, (30% postconsumer fiber), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 11 X 17 inches (279 x 432 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 100 MX, (100,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over of under deliveries acceptable. All order quantities are to be in multiples of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p>	2,500	\$ _____	_____
7a	270	O-65	<p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches (216 X 279 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order 4,000 MX (4,000,000 sheets)</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over of under deliveries acceptable. All order quantities are to be in multiples of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area.</b></p>	36,000	\$ _____	<b>Not Applicable</b>
7b	270a	O-65	<p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches (216 X 279 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 1 calendar day from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements</b></p>	42,000	\$ _____	<b>Not Applicable</b>

<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity Thousand Sheets (MX)</u>	<u>Price Per Thousand Sheets Dollars</u>	<u>Not Applicable</u>
7c	270d	O-65	<p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 14 inches (216 x 356 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 150 MX (150,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p>	6,000	\$_____	
7d	270f	O-65	<p>White, Plain Copier, Xerographic Paper, (non-compliant EO 13101 stock), basis, 17x 22 inches, 20 pounds, (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches, (216 x 279 mm) with three (3) 1/4 inch (6.5 mm) or 5/16 inch (8 mm) diameter holes, 3/8- inch (9.5 mm) from edge of sheet to center of hole, 4-1/4 inches (108 mm) center to center on 11-inch (left side), (279 mm). Grain long. <b>This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p>	3,500	\$_____	<b>Not Applicable</b>

<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity Thousand Sheets (MX)</u>	<u>Price Per Thousand Sheets Dollars</u>	<u>% Post Consumer Fiber</u>
7e	270h	O-65	<p>Colored, Plain Copier, Xerographic Paper, blue, buff, green, pink, salmon, and yellow, (non-compliant EO 13101 stock), basis, 17 X 22 inches, 20 pounds (75 g/m<sup>2</sup>). Flat, cut 8½ X 11 inches, (216 X 279 mm). Grain long. <b>(The right is reserved to order any of the foregoing colors). This paper must be suitable for processing in laser printers.</b></p> <p><b>Minimum order, one color, 200 MX (200,000 sheets).</b></p> <p><b>Delivery on this lot shall be made in 3 calendar days from the date of the purchase order, unless a longer period is specified, (no allowance). EXACT AMOUNT, no over or under deliveries acceptable. All order quantities are to be in multiple of full pallets.</b></p> <p><b>Truck shipments only, to any destination within the Washington metropolitan area regardless of docking facility limitations, exclusive of inside delivery requirements.</b></p>	4,000	\$ _____	<b>Not Applicable</b>
8a	360a	R20	Newsboard, basis, 26 X 38 inches, No. 100 (355 g/m <sup>2</sup> ). Flat, cut 34 X 44 inches (864 X 1,118 mm).	70	\$ _____	_____
8b	366d	R30	Book Cover Board; basis, 25¼ X 30¼ inches, No. 41, (1,125 g/m <sup>2</sup> ). Flat, cut 25 X 31¼ inches (635 X 806 mm).	10	\$ _____	_____

## ENVELOPE SCHEDULE

<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity Thousand Envelopes (MX)</u>	<u>Price Per Thousand Envelopes Dollars</u>	<u>% Post Consumer Fiber</u>
9a	415	V10	Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 24 pounds (90 g/m <sup>2</sup> ). Size: 6-1/16 x 10½ inches (154 x 267 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder (Style A). See <i>Government Paper Specifications Standards</i> , No. 11, Part 3, page 125 or Section J. <b>Each internal box shall be marked with a manufacturing run number.</b>	150	\$ _____	_____
9b	424	V10	Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 32 pounds (120 g/m <sup>2</sup> ). Size: 9½ x 12 inches (242 x 305 mm) with 3½-inch (89 mm) flap. Open side, gummed, high-cut, diagonal seam, and high shoulder (Style A). See <i>Government Paper Specifications Standards</i> , No. 11, Part 3, page 125 or Section J. <b>Each internal box shall be marked with a manufacturing run number.</b>	2,280	\$ _____	_____
9c	425	V10	Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 32 pounds (120 g/m <sup>2</sup> ). Size: 9½ x 12 inches (242 x 305 mm) open side, side seams, with square 1¾ inch (44 mm) gummed flap. Booklet style with side flaps to glue inside (Style C). See <i>Government Paper Specifications Standards</i> , No. 11, Part 3, page 125 or Section J. <b>Each internal box shall be marked with a manufacturing run number.</b>	60	\$ _____	_____
9d	426	V10	Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 40 pounds (150 g/m <sup>2</sup> ). Size: 10 x 15 inches (254 x 381 mm) with 5-inch (127 mm) flap. Open side, gummed, high-cut, diagonal seams, and high shoulder (Style A). See <i>Government Paper Specifications Standards</i> , No. 11, Part 3, page 125 or Section J. <b>Each internal box shall be marked with a manufacturing run number.</b>	5,200	\$ _____	_____
9e	430	V10	Light-Colored Brown (Kraft Shade) Envelopes, basis, 17 x 22 inches, 40 pounds (150 g/m <sup>2</sup> ). Size: 12 x 16 inches (305 x 407 mm). Open side, gummed, high-cut, diagonal seams, and high shoulder (Style A). See <i>Government Paper Specifications Standards</i> , No. 11, Part 3, page 125 or Section J. <i>Each internal box shall be marked with a manufacturing run number.</i>	120	\$ _____	_____

<u>Item No.</u>	<u>Lot No.</u>	<u>JCP No.</u>	<u>Brief Description</u>	<u>Quantity Thousand Envelopes (MX)</u>	<u>Price Per Thousand Envelopes Dollars</u>	<u>% Post Consumer Fiber</u>
10a	455	V40	White 25% Bond Envelopes, basis, 17 x 22 inches, 24 pounds (90 g/m <sup>2</sup> ). Size: 4-1/8 X 9½ inches (105 x 242 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder (Style A). See <i>Government Paper Specifications Standards</i> , No. 11, Part 3, page 125 or Section J. <b>Each internal box shall be marked with a manufacturing run number.</b>	100	\$ _____	_____
10b	480	V20	White Writing Envelopes, basis, 17 x 22 inches, 20 pounds, (75 g/m <sup>2</sup> ). Size: 3- 7/8 X 8-7/8 inches, (99 x 226 mm). Open side, gummed, high-cut, diagonal seam, and high shoulder (Style A). See <i>Government Paper Specifications Standards</i> , No. 11, Part 3, page 125 or Section J. <b>Each internal box shall be marked with a manufacturing run number.</b>	1,100	\$ _____	_____
10c	481b	V20	White Writing Envelopes, basis, 17 x 22 inches, 20 pounds, (75 g/m <sup>2</sup> ). Size: 4-1/8 X 9½ inches (105 x 242 mm). Open side, gummed, high-cut, high shoulder, and side seam. (Web Style, Style C or D construction) See <i>Government Paper Specifications Standards</i> , No. 11, Part 3, page 125 or Section J. <b>The same style shall be supplied through the contract. Each internal box shall be marked with a manufacturing run number.</b>	1,000	\$ _____	_____

## CORRUGATED CONTAINER SCHEDULE

<u>Item No.</u>	<u>Lot No.</u>	<u>Brief Description</u>	<u>Estimated Quantity Container</u>	<u>Price Per Each Cents</u>	<u>% Post Consumer Fiber</u>
11a	508	Corrugated Container 17½ X 11½ X 9 inches (445 X 295 X 175 mm) Marked 275 PSI <b>OR</b> 44 ECT Shall have 3 additional scoring. See drawing in Section J.	10,000	\$_____	_____
11b	508b	Corrugated Container 17½ X 11½ X 9 inches (445 X 295 X 230 mm) Marked 275 PSI <b>OR</b> 44 ECT Shall have 3 additional scoring. See drawing in Section J.	10,000	\$_____	_____
11c	508c	Corrugated Container 17½ X 11½ X 10-1/8 inches (445 X 295 X 260 mm) Marked 275 PSI <b>OR</b> 44 ECT Shall have 3 additional scoring. See drawing in Section J.	10,000	\$_____	_____
11d	517	Corrugated Container 10-3/8 X 9-1/8 X 7-3/8 inches (265 X 235 X 190 mm) Marked 275 PSI <b>OR</b> 44 ECT. No additional scoring. See drawing in Section J.	20,000	\$_____	_____
11e	519a	Corrugated Container 11-3/4 X 9-1/4 X 9 inches (298 X 234 X 228 mm) No additional scoring. Cartons to be suitable for use in automatic cartoning machine. Marked 275 PSI <b>OR</b> 44 ECT. See drawing in Section J.	100,000	\$_____	_____
11f	521	Corrugated Container 18½ X 12½ X 7 inches (469 X 317 X 177 mm) Shall have 4 additional scoring. Marked 275 PSI <b>OR</b> 44 ECT. See drawing in Section J.	60,000	\$_____	_____
11g	523	Corrugated Container 12½ X 9-1/4 X 5 inches (320 X 235 X 130 mm) Marked 275 PSI <b>OR</b> 44 ECT Shall have 4 additional scoring. See drawing in Section J.	10,000	\$_____	_____
12a	538	Corrugated Mailing Board 35 X 45 inches (900 X 1145 mm)	20,000	\$_____	_____
12b	542	End Loading, Die Cut RSC with Reverse Corrugation 11-1/4 X 5 X 18-1/8 inches (290 X 130 X 460 mm) See drawing in Section J.	20,000	\$_____	_____
12c	550	Corrugated 1-Piece Folder 9½ X 6½ X 2-5/8 inches (242 X 166 X 67 mm) Marked 200 PSI <b>OR</b> 32 ECT. See drawing in Section J.	10,000	\$_____	_____
13	555	Triple Wall Container 47 X 39 X 35½ inches (1195 X 995 X 905 mm)	945	\$_____	_____

## **SUMMARY**

Total price items 1a – 1c	\$ _____
Total price items 2a – 2f	\$ _____
Total price items 3a - 3j	\$ _____
Total price item 4a	\$ _____
Total price items 5a -5f	\$ _____
Total price items 6a – 6g	\$ _____
Total price items 7a – 7e	\$ _____
Total price items 8a – 8b	\$ _____
Total price items 9a – 9e	\$ _____
Total price items 10a – 10c	\$ _____
Total price items 11a – 11g	\$ _____
Total price items 12a – 12c	\$ _____
Total price item 13	\$ _____
Grand Total	\$ _____



## SECTION – C - SPECIFICATIONS

### **SCOPE**

The United States Government Printing Office (GPO) has a requirement to procure paper, envelopes, and corrugated containers. This Just in Time Contract (JIT) will require the successful contractor(s) to deliver all the items in various quantities within 72 hours after notification. Rush deliveries will be required as needed on a 24-hour, 7 days a week basis. GPO reserves the right to pick-up paper from the contractor's designated facility.

**This solicitation will cover a contract term for one year beginning June 1, 2005 through May 31, 2006, with two (2) additional one-year option periods.**

This is a requirements contract for the items specified and effective for the period stated in the Schedule. Quantities of items specified in this solicitation are estimates only. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" in the contract, that fact shall not constitute the basis for an equitable price adjustment.

The successful contractor is invited to spend some time at GPO to study our operation so that they will maintain the optimal inventory to ensure GPO's needs are met consistently and timely. GPO's paper usage is not always predictable. Usage history for critical items is available in Section J.

The successful contractor shall provide the GPO with weekly reports electronically and in paper format for each item on the contract as to the estimated contract quantity; amount purchased by GPO, the amount available for rush deliveries, and amount the contractor has on order with manufacturer/converter. The contractor shall also provide the GPO with access to their online store and capability for their online ordering.

Designated GPO officials reserve the right to visit and inspect the facility of the successful contractors.

The Government is not required to purchase from the Contractor any items not ordered during the contract period.

### ***Summary of Specification for GPO Paper, Envelopes, and Carton Lots***

Paper and envelopes described in this IFB shall be a commercial match to the Government standard sample for color unless otherwise specified below. The tolerance permitted for a color match varies with the grade of paper and is stated below. A commercial color match generally should not exceed DE (CIELAB) = 5.0 from the Government's established color standard and subject to approval by the Government prior to the first delivery. The "white" color standards have been coded B through F while colors are designated as "business colors" or "vellum colors".

To obtain additional information about the Government's standard samples program or to obtain sheets of the physical sample for these colors, contact the COTR. The standard samples program is also described in greater detail in part 3 of the *Government Paper Specification Standards*, No. 11. The written specification requirements can be viewed on GPO's website at the following address: [www.gpo.gov/acquisitions/paperspecs.htm](http://www.gpo.gov/acquisitions/paperspecs.htm) or for a copy of a single specification by email to [qctd@gpo.gov](mailto:qctd@gpo.gov) or by phone, (202) 512-0782.

The table below lists the association between GPO paper, envelope and carton lot numbers and the applicable specifications standard in the No. 11 book. Any clarifications and/or deviations from the referenced specifications standard (parts 1 and 3) such as tolerances or drawings and whether the precision acceptance criterion (part 4) is applicable, are included in the following table.

<u>Lot Number(s)</u>	<u>Specification Requirements</u>	<u>Color Standard Code</u>
5.	Heat-set Web Offset Machine-finish Book Use JCP A25	Commercial match to B
13, 14, 15.	Heat-set Web Offset Book Use JCP A55 Precision acceptance criteria apply for color matches: Lot 13 to 16, Lot 14 to 17, and Lot 15 to 21	Commercial match to B
16, 17, 18b, 19a, 21.	Offset Book Use JCP A60 Precision acceptance criteria apply for color matches: Lot 16 to 13, Lot 17 to 14, and Lot 21 to 15	Commercial match to B
47.	Litho (Gloss) Coated Book Use JCP A180	Commercial match to D
50a.	Matte Coated Offset Book Use JCP A240 "Oil Holdout: Alternatively, the paper manufacturer may provide a certification signed by a responsible official of the mill stating the actual weight of coating applied to each side of the sheet during the coating process. This number shall not be less than 5 pounds per side per ream (25 x 38- 500)."	Commercial match to D
51.	Dull Coated Offset Book Use JCP A260	Commercial match to D
128, 128a .	Recycled 25% Bond Use JCP G45, SAE <sup>(1)</sup> acidity and watermark (pH, average, not less than 6.5 pH units: watermark shall match Style D, precision acceptance criteria apply for acidity, color matches to Lots 131, 481 and 488.	Commercial match to B
131 .	50% Bond Use JCP G70, SAE <sup>(1)</sup> finish and watermark (finish shall be a light cockle-finish; watermark shall match Style E), precision acceptance criteria apply for acidity, color matches to Lots 128, 128a, 481 and 488.	Commercial match to B
149.	White Ledger Use JCP J10	Commercial match to B
182a, 185 .	Index, White and Colored Use JCP K10	Commercial match to B and "business colors" <sup>(2)</sup>
200.	Litho (Gloss) Coated Cover Use JCP L10	Commercial match to D
202, 203.	Vellum-finish Cover, White and Colored Use JCP L20, SAE <sup>(1)</sup> acidity and color deviation (pH, average, not less than 6.5 pH units for white stock.	Shall match D and the "vellum colors" <sup>(3)</sup>

<u>Lot Number(s)</u>	<u>Specification Requirements</u>	<u>Color Standard Code</u>
210.	Matte Coated Cover Use JCP L50	Commercial match to D
212.	Dull Coated Cover Use JCP L60	Commercial match to D
269b through 269k, 270 through 270h	Plain Copier, Xerographic, White and Colored Use JCP O-65, precision acceptance criteria apply for all properties except, as noted in the body of the specification standard. Lot 270 - SAE <sup>(1)</sup> recycled fiber content (postconsumer fiber not required).	Commercial match to B <sup>(4)</sup>
326a.	United States Postal Card Use Q60, precision acceptance criteria apply for all properties except as noted in the body of the specification standard.	Shall match the Government Color Standard **
360a.	Newsboard Use JCP R20	Not applicable
366d.	Book Cover Board Use JCP R30	Not applicable
415, 424, 425, 426,430.	Light-Colored Brown (Kraft Shade) Envelopes Use JCP V10 Lots 415, 424, 426, 430 – Style A Construction Lot 426 – Style C Construction	Commercial match to Kraft Shade
480, 481, 481b, 488.	Writing Envelopes, White, Colored, and Window Use JCP V20 Lot 481 - Style A construction. Lot 488 – Style A and window construction. Precision acceptance criteria apply for color matches to Lots 128, 128a and 131 for Lots 481 and 488. Lot 480 – Style A Construction Lot 481b – Style C or D construction (to be the same throughout the term of the contract)	Commercial match to B except Lots 481 and 488 shall match Lots 128, 128a, and 131
508,508b, 508c.	Corrugated Container 3 additional scores; See Section J Precision acceptance criteria apply for bursting strength	Not Applicable
517, 519a.	Corrugated Container No scores, See Section J Precision acceptance criteria apply for bursting strength	Not Applicable
521, 523.	Corrugated Container 4 additional scores; See Section J Precision acceptance criteria apply for bursting strength	Not Applicable

<u>Lot Number(s)</u>	<u>Specification Requirements</u>	<u>Color Standard Code</u>
538.	Corrugated Mailing Boards	Not Applicable
542	End Loading, Die Cut RSC with reverse corrugation Precision acceptance criteria apply bursting strength	Not Applicable
550	Corrugated 1-piece folder Precision acceptance criteria apply for bursting strength	Not Applicable

**\*\* Contact CO or COTR.**

(1) SAE means "Same as except".

(2) Issuance date of standard sample for "business colors":  
 buff ..... dated August 1, 1994  
 blue ..... dated August 1, 1994  
 salmon ..... dated August 1, 1994

(3) Issuance date of standard sample for "vellum colors":  
 vermilion..... dated August 1, 1982  
 sand gray..... dated August 1, 1982  
 venice blue ..... dated August 1, 1982

(4) Issuance date of standard sample for "white":  
 B dated February 1, 2003, (L\*=92.4, a\*=0.9,b\*=-2.5; Brightness=83.5%;OB=1.5%)  
 D dated February 1, 2003, (L\*=93.1, a\*=-0.4,b\*=2.1; Brightness=80%;OB=0.5%)

***Use of Metric***

The Omnibus Trade and Competitive Act of 1988 (Public Law 100-418, section 5164) designates the metric system of measurement as the preferred system of weights and measures for the United States trade and commerce. This solicitation will contain both metric and inch/pound units with the inch/pound appearing as the prominent measurement unit.

***Minimum Content Standards for Paper, Envelopes, and Cartons***

The specifications which are referenced in this solicitation incorporate the paper "Products Recovered Materials Advisory Notice" (Paper RMAN) dated June 8, 1998 (63 FR 31217) under the authority of Sections 2002 (a) and 6002 of the Solid Waste Disposal Act of 1976, as amended, 42 U.S.C. 6912(a) and 6962, and Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," dated September 14, 1988. The minimum content requirement for recovered materials including cotton/linen and/or postconsumer fiber/material, as applicable has been summarized for each item required in this IFB and included in Section J.

Generally, the recovered and/or postconsumer fiber/material content follows the Government Paper Specification Standards, No. 11. In some instances, GPO requires a minimum content that is different from what is stated in No. 11 specifications book. The minimum content requirements (in Section J) are mandatory for all paper, envelope and carton lots specified in the IFB.

***Use of the Government Paper Specifications Standards***

The contract resulting from this solicitation will be subject to the applicable provisions and supplemental specifications contained in the *Government Paper Specification Standards*, No 11 dated February 1999, and as modified in this solicitation. The specifications are available for viewing on the Internet address:  
[www.gpo.gov/acquisition/paperspecs.htm](http://www.gpo.gov/acquisition/paperspecs.htm).

***Standard Samples***

The original set of standard samples cited in the specification standards is maintained and preserved at the U.S. Government Printing Office. They are available upon request from the CO or COTR.

## General Paper Requirements

### **Size and Trim**

Mixing of precision trimmed and guillotine trim paper for any item is not permitted. Precision trimmed paper must be evenly jogged.

### **Grain**

Unless specified, the direction of the grain shall be optional.

### **Curl**

Paper shall be flat and capable of coming into equilibrium with pressroom conditions of 24  $\pm$ 2 °C and 45  $\pm$ 8% relative humidity.

### **Watermark**

Paper shall not bear any watermark or other similar impression, except as herein specified. Drawings of watermarks are illustrated in *Government Paper Specification Standards*, No. 11, Part 3 and in Section J. Stock used in making envelopes is exempt.

- A. Contractors will be permitted to sell mill sortings and rejected stock bearing the Government watermark. The Government watermark must not be applied to any paper other than ordered by a duly authorized officer of the U.S. Government.
- B. All watermarked paper shall be stacked on the skids so the watermarks are all facing the same direction. The watermark in the full size sheet shall be oriented so when the full size paper is cut down to 8½ X 11 inches (216 X 279 mm) grain long; the paper grain shall run through the eagle's head to its feet.
- C. Upon request, the contracting officer will supply the full-size watermark design required for each grade of paper.

### **Laser Printer Compatible**

The following grades of paper shall be suitable for processing in laser printers before and after printing: JCP G45, G70, and O-65.

### **Rolls**

The ends of the rolls shall be protected with a corrugated header that extends to the edge of the roll. The circumference of the roll shall also be protected.

### **Roll Winding**

Roll paper shall be tightly wound at even tension and shall not contain more than the specified maximum number of splices per roll. The adhesive used in making a splice shall not cause the splice to adhere to adjacent laps. Splices shall be flagged or otherwise clearly marked.

### **Cores**

Use of non-returnable fiber cores will be acceptable. The cores shall have an inside diameter of 3 inches (76 mm) and a crush resistance of 225 pounds per linear inch (40 kN/m). All cores must have keyways on both ends and removable plugs.

### **White and Colored Papers**

- A. For WHITE stock, a commercial match to the Government's established color standard is acceptable, unless otherwise specified. The commercial match is subject to acceptance by the Government and shall not exhibit a color variation between deliveries that exceed the specification requirement for color variation. Additionally, for JCP A55 and A60 papers, the same weight paper must match in color/shade. (That is the 50-pound A55 paper shall match the color/shade of white of the 50-pound A60 paper.) Lot 128, 128a and 131 papers shall also match the color/shade of Lot 481 and 488 envelopes.
  - 1. Lot 202 shall match the Government's established standard.
  - 2. Lot 326a shall match the Government's established standard.
- B. For COLORED paper
  - 1. Lot 69 stock may be a commercial match to the Government's established "business" color standards. The commercial match is subject to acceptance by the Government.
  - 2. Lot 203 stock shall match the Government's established standard for "vellum colors."

Standard Samples illustrating these colors are available from the CO or the COTR. The technical definitions of these standards are in Part 3 of the Government Paper Specification Standards, No. 11.

### **General Envelope Requirements**

All envelopes shall be of the dimensions given, shall be made in the most thorough and workmanlike manner, and shall be cut sufficiently high to prevent the adhesive from coming in contact with the contents of the envelope. The quality and width of adhesive applied on the flaps and seams shall be sufficient to insure permanent adhesion of the seams and flap when sealing. Split gumming on flaps is permissible, not to exceed the width of the seam it covers and to be positioned over the seams. Envelopes must be capable of being run on all types of automatic inserting and sealing equipment. Care shall be exercised to prevent an excessive amount of adhesive being used on the seams, causing the inside seams to adhere to the inside of the envelope. The flaps must not stick to the body of the envelopes, but shall be capable of being quickly and securely sealed by application of the specified pressure after moistening.

#### ***Style***

The style shall be "high-cut diagonal seam" or Style A illustrated in the *Government Paper Specification Standards*, No. 11, Part 3 and in Section J except when otherwise specified.

#### ***Window***

Envelopes requiring a window shall be square cornered 1-1/4 X 4-3/4 inches (32 X 121 mm) in size located 3/4 inch (20 mm) from the left side of the envelope and 1/2 inch (3 mm) from the bottom. Window material shall be transparent and clear so that the printed matter inside is distinctly legible through the window.

#### ***Adhesive Quality***

All adhesives used shall be free from ingredients, which would tend to discolor the paper. They shall be clean and free from offensive odor, and of such consistency when applied to the seams and sealing flaps of the envelopes as to prevent curling of the envelopes after drying, or adhering of the sealing flaps prematurely in storage, use in common office laser printers, etc. The adhesive shall be able to resist the heat and pressure of common office laser printers so that the flap adhesive does not become soft and tacky causing the flap to stick to the body of the envelope, since the envelopes ordered will be addressed by a variety of office machines, including laser printers. Envelopes will be rejected if they seal when subjected to the heat and pressure conditions common to office laser printers. Envelopes drawn from cartons opened for inspection shall not show curl or warping due to moisture in the adhesive and on the seams or sealing flaps.

#### ***Laser Printer Capable***

Envelopes shall be suitable for processing in laser printers before and after printing.

### **General Carton Requirements**

All corrugated cartons shall be of the dimensions given, shall be made in the most thorough and workmanlike manner. All dimensions given are inside measurements and are in the following order, length, width, and depth. A tolerance of +1/2 inch (10 mm) and -1/8 inch (3 mm) shall be allowed from the nominal size.

#### ***Style***

Cartons shall be regular slotted container (RSC).

#### ***Corrugation***

Carton shall be constructed with a B- or C-flute linerboard. B-flute is 47 to 53 flutes per linear foot and C-flute, 39 to 45 flutes per linear foot.

#### ***Flaps***

The sealing flaps, both top and bottom, shall have the outer surfaces treated with a colloidal silica compound to prevent carton slippage when stacked on pallets.

**Body Joints**

At the joint, one edge of the corrugated board shall overlap the adjacent edge not less than 1-1/4 inches (32 mm) and shall be secured either by staples, stitching wire, glue, or adhesive. When metal fasteners are used, they shall be spaced not more than 2 inches (51 mm) apart and the distance between the outer stitches and the end of the joint shall not exceed one inch (25 mm). An additional tie stitch shall be used about 1/2 inch (13 mm) from the outer stitches at each end of the body joint. Glue or adhesive when used, shall form a bond over the entire area of contact of the joint.

**Bursting Strength**

Cartons shall have either a minimum PSI or Edge Crust Test (ECT) rating. A bursting strength of 275 lb/in<sup>2</sup> (1800 kPa) is equivalent to ECT, 44 lb/inch (7.8 kN/m),

**Printing**

The inside dimensions of containers shall be printed on one outside lengthwise flap above the normal flap fold.

## SECTION – D - PACKAGING AND MARKING

### PACKING, WRAPPING, AND LABELING REQUIREMENTS

#### **Skids**

Paper must be delivered on standard size commercial-quality skids, which permit tiering without damage to the stock. Runners are to be one piece and run the full length of the skid. Loaded skids shall not exceed 60 inches (1,525 mm) in height.

#### **Cut Sheets**

Cut sheets include 8-1/2 X 11 inches (216 X 279 mm) and 17 X 22 inches (432 X 559 mm) sized paper.

- A. Lot Numbers 19a, 128 and 128a - Cut sheets, size 8-1/2 X 11 inches (216 X 279 mm) and 17 X 22 inches (432 X 559 mm) shall be trimmed square four sides, wrapped and securely sealed in 500-sheet packages, but so designated on skid labels and shipping memoranda as well as labeled, stamped, or stenciled on one end to show type of paper, quantity, color, size, paper weight, name of contractor, and GPO order number. Lot number 128a must be delivered on skids, in cartons. Cartons must be labeled to show type of paper, quantity, color, size, substance number, name of contractor, and GPO order number.
- B. Xerographic Paper - The paper shall be wrapped and securely sealed in 500-sheet packages in a moisture resistant commercial wrapping (such as a material having a vapor transmission rate equal to or less than that of one mil polyethylene). The paper shall be packed 10 packages per carton, 40 cartons per skid or pallet.

#### **Rolls**

All rolls shall be bar-coded in accordance with the TAPPI TIPS 1004-01 (1989) standard and the barcode capable of being scanned. There shall be **5 identical** peel-off labels. The manufacturer shall email an EMBARC electronic manifest to [gctd@gpo.gov](mailto:gctd@gpo.gov). Rolls received without barcode labels and electronic manifest will be **rejected**.

#### **Envelope Packing**

All envelopes shall be packed in a single row or layer, resting on their long dimension, with flaps up and closed and faced in the same direction. All envelope outer cartons shall have directional arrows stamped on side of carton indicating upright position and all cartons stacked on pallets according to direction of arrows.

#### **Envelope Boxing**

All envelopes shall be packed in strong interior chipboard or strawboard boxes. Envelopes shall be securely packed so as to prevent curling or warping due to excessive space.

Boxes shall be labeled in such manner as to show the name of the contractor, property number, order number, date of manufacture, manufacturing run number, size of envelope, and quantity enclosed.

#### **Envelope Quantity**

The envelopes shall be packed 500 per box and 10 boxes per carton.

#### **Envelope Palletizing**

Envelope orders consisting of 2 or more tiers must be banded or stretch wrapped and shipped on four-way entry pallets conforming to ASME MH1a, part 9, dated 1993 Type III, Four-way (Partial) Flush Pallet. Containers shall be securely stacked on a pallet without overhang and shall not exceed 60 inches (153 cm) in height and not damage the envelopes and containers. The American Society of Mechanical Engineers standard MH1a can be obtained from the ASME, telephone 800-843-2763 ([www.asmeny.org](http://www.asmeny.org)).

All cartons of envelopes shall be cross tied on the pallets and not stacked perpendicular (one on top of the other in a straight line).

If false or empty containers are used, or if partially filled containers are included on the pallet, these containers shall be stacked on the top layer, and be conspicuously identified by either a bright color or by large lettering indicating these containers require special attention.

#### **Weight, Banding, and Marking**

All flat paper shall be packed on skids. The gross weight shall not exceed 3,500 pounds (1,590 kg); a single roll not to exceed 2,000 pounds (910 kg). Ream markers are not required. Grain direction must be shown on the label whether or not the grain is stated in the specifications.



The paper shall be securely banded on the skid with a minimum of four (4) plastic or steel bands.

### ***Wrapping***

All wrapping material for skids and/or rolls must be recyclable.

Sheet Stock - All paper must be packed on skids and shall be carefully wrapped and completely encased, top, bottom, and all four sides, securely sealed at all joints with best commercial practice (asphalt-laminated wrappers not acceptable). The wrapping must be sufficient to give adequate protection against damage in transit and ordinary handling. All palletized loads that are stretch-wrapped must be stretch-wrapped all over except the top, which must not be covered with plastic film.

Roll Stock - All rolls must be wrapped in accordance with the best commercial practice (PLASTIC WRAPPING and asphalt laminated wrappers are not acceptable). The wrapping must be sufficient to give adequate protection against damage in transit and ordinary handling. Rolls received in plastic wrappers and/or asphalt laminated wrappers will be rejected. **All rolls shall have a corrugated header, which extends to the edge of the roll on both ends.**

### ***Labels and Shipping Memoranda***

Labels shall be easy to read and entries printed, stenciled and/or stamped. Skids, pallets, and rolls shall be numbered in consecutive numerical order with no more than a four (4) digit number starting with "1" (one) for each purchase order. All labels are to be provided by the contractor.

All cartons of envelopes must be distinctly and accurately marked on each end to show type of envelope, quantity, color, size, order number, lot and property numbers, and name of contractor. Labels are to be pasted on both ends of cartons.

All skids, pallets, or rolls must be distinctly and accurately marked with labels to show type of paper, quantity, color, size, substance; gross, tare and net weights on skids and gross weight only on rolls with non-returnable cores; order number, lot and property numbers; and name of contractor. Labels are to be pasted on the end and left side of skids and pallets, and on opposite sides of rolls, not on the ends.

On shipments made to the GPO Warehouse, shipping documents must accompany each shipment to the GPO Warehouse. Failure to comply with these instructions may result in delay in payment.

Additionally, an electronic manifest must also be furnished and emailed to [qctd@gpo.gov](mailto:qctd@gpo.gov). The contractor shall provide a manifest in accordance with the EMBARC standard. An alternate format may be acceptable and provide the following information subject to acceptance by the Government: supplier name, ship date, shipping weight, total items in shipment, and a detailed skid/roll listing with basis weight, stock description, skid/roll identifier, size, tare weight and gross weight, and sheet count. Information on EMBARC standards is available through [www.idealliance.org](http://www.idealliance.org).

All rolls and skids of paper shall be bar-coded as described in the TAPPI Technical Information Paper (TIP) 1004-01 (1989) and capable of being scanned.

On direct shipments made to other federal agencies, the shipping documents must be faxed (202-512-1481) to the Paper Procurement Section within 2 days after delivery has been made. Requested Proof of Delivery documents are to be furnished within three working days.

## SECTION – E – INSPECTION AND ACCEPTANCE

### INSPECTION, TESTING, ACCEPTANCE OR REJECTION

#### **Mill Inspection**

The contracting officer may at any time cause inspection to be made of the manufacture of the paper, paperboard, corrugated containers, or envelope stock and/or converting plant in such manner as either may desire. The contractor shall maintain records, for purposes of Government audit, that will verify (i) the contractor's certification of the minimum recovered materials including cotton/linen and/or postconsumer fiber used in the performance of the contract, (ii) that the paper, envelopes and corrugated containers are in compliance with the specification requirements and, (iii) the paper, envelopes and corrugated containers are manufactured in accordance with the minimum content standard stated in the solicitation, whether the materials are manufactured by the contractor or another manufacturer. The contractor, if not the manufacturer, shall obtain this information from the manufacturer. The contractor shall maintain and make these documents available to the Government, upon request, for one year after the expiration of the contract.

#### **Commercial Colors**

Commercial colors are acceptable for all grades in this solicitation except for lots 202, 203 and 326a. Once the Government has accepted a color/shade for a particular item, color/shade uniformity shall be maintained throughout the term of the contract. Products (brand name or item numbers) offered must be on the Qualified Products List or the color/shade shall be approved prior to the first delivery. (Section J).

#### **Offset Book Paper**

Book papers (JCP A55 and A60) of the same weight shall match in color/shade and the letterhead paper shall match the No. 10 envelopes (JCP G45, G70, and Lots 481 and 488) for color/shade during the term of the contract.

#### **Rolls Damaged in Transit**

All rolls will be inspected for transit damage upon receipt and the damage will be photographed. Rolls with excessive damage will not be accepted, e.g. 1 inch (25 mm) or more from the edge of the roll. Photographs of damage rolls will be forwarded to the contractor via email. The contractor has 48 hours to examine the transit damage at GPO before rolls are placed into inventory and processed as a **charge back** for the lost paper due to transit damage

#### **Xerographic Copier Paper**

Recycled xerographic copier paper, lots are 269b through 269k, and the non-compliant xerographic copier paper, lots 270 through 270h supplied for this IFB shall be one of the brands on the Qualified Products List in Section J.

#### **Testing**

All items shall be subject to inspection and test by the Government to the extent practicable and at all times and places including the period of manufacture, and in any event, prior to acceptance. Testing standards used in measuring the characteristics of paper and envelope are found in Part 2 of the *Government Paper Specification Standards*, No. 11 and those standards used in testing cartons include the following:

Bursting strength (carton): Use T- 810

Corrugation: Use ASTM D4727

ECT (carton): Use T-839

Construction of Carton (style, flaps, joints, etc.): Use T-827, T-829, and ASTM D5118

- A. Contractor Inspection Responsibility - The contractor's manufacturer shall provide and maintain an inspection system that is acceptable to the Government covering the lots to be delivered hereunder. The inspection system required to be maintained by the contractor's manufacturer may be at the contractor's own facilities or any other inspection facilities or services acceptable to the Government. It shall be utilized to perform all inspection and tests of materials and components prior to incorporation into end articles and for such end articles prior to offering them for delivery under the contract. The contractor's manufacturer is responsible for controlling product quality and for offering to the Government for acceptance only items that conform to contract requirements. Copies of all the inspection records and test results shall be furnished with the outturn samples. The right is reserved by the Government to evaluate the acceptability and effectiveness of the contractor's manufacturer inspection system prior to award and periodically during the contract period.

- B. In no event shall the Government's right to inspect and test completely any or all lots offered for delivery or red under the contract be waived. Failure of the contractor's manufacturer to maintain an acceptable inspection system may result in termination of the contract.

### ***Sampling and Testing of Deliveries***

All items supplied under this solicitation must be approved **prior to the first delivery for color and construction** of the item. The CO may waive prior approval of an item if the product is on the Qualified Products List (QPL). See Section B. below for sample submission requirements (also in Section J). After an item has been approved, QC Samples are required for each new manufacturing run of an item manufactured specifically for the GPO rather than a commercial item (see Section C below for sample submission and the Section J).

- A. **Qualified Product** - A product supplied under this solicitation shall conform to the specification requirements. In order for a brand name to be included in the GPO's QPL, it must have been qualified prior to the issuance of this solicitation. The brand name product shall meet all the requirements for qualification. For qualification testing/evaluation, the sample set described below in the QPL sample requirement paragraph is required.  
**QPL Sample** - The bidder shall submit not less than 25 pieces for paper, 10 for envelopes and 2 for corrugated cartons for testing/evaluation. The sample set shall be marked **QPL Samples** and include an original signed and dated covering document with the following information: (A) Product name or product identification number (B) Lot number(s) or JCP number (C) the recovered materials including cotton/linen and/or postconsumer fiber content (D) the typical characteristics of the product.
- B. **QC Samples** - Submission of QC samples applies to items manufactured SPECIFICALLY for GPO. Detailed manufacturing test data and/or a certificate of analysis (COA) shall be provided electronically, via e-mail to [gctd@gpo.gov](mailto:gctd@gpo.gov) upon completion of the manufacturing /converting run along with submission of QC samples under separate cover. The COA and/or test data from the paper manufacturer and inspection test data from the envelope and carton converting operation must be certified by the QA/QC official and not the contractor. The submissions shall include the email address for the technical contact at the manufacturing or converting operation.

From each manufacturing / converting run, the manufacturer shall submit to the GPO 3 sets of outturn samples consisting of not less than 25 pieces in each 8-1/2 X 11 inches (216 X 279 mm) or equivalent in size for paper, not less than 10 envelopes in each set or 2 cartons per set. The outturn samples (not less than 75 pieces total for paper, 30 total for envelopes and 6 total for corrugated cartons), shall be marked and represent the beginning, middle, and end for each manufacturing / converting run. (A manufacturing or converting run is defined as the continuous product of an item using the same lot of raw materials and equipment.) Sampling shall be conducted in accordance with the current edition of TAPPI T-400, Sampling and accepting a single lot of paper, paperboard, container board, or related product, or equivalent sampling plan. The sample set shall include an original signed and dated covering document with the following information: (a) GPO order number, (b) the manufacturing /converter's run number and date, (c) the quantity manufactured for GPO represented by the sample (d) the description of the item including the GPO lot number, (e) a statement as to the sampling plan used, (f) the recovered materials including cotton/linen and/or postconsumer fiber content of the item, and (g) a statement as to the date the test data was emailed.

- C. **Standard stock item of paper, envelope or corrugated container supplied to GPO** - The contractor may simply provide a statement certifying to the recovered material and/or postconsumer fiber content, product name, item number, or other information to identify the commercial product. Test data is not required. Each stock item shall have a manufacturing run or date to identify each individual unit.

Send all samples marked "**QC Samples**" or "**QPL Samples**" to:

Testing and Technical Services Division  
Attn: QC Sample Testing Unit, Room B502  
US Government Printing Office, Mail Stop QC  
732 North Capitol St., N.W.  
Washington, DC 20401

All technical correspondence should be emailed to [gctd@gpo.gov](mailto:gctd@gpo.gov) or sent to the above address to the attention of the Chief, Testing and Technical Services Division

## **Acceptance Criteria**

In order to insure that contractual requirements are met, an acceptance criterion is a part of the technical evaluation. The acceptance criteria are in the *Government Paper Specification Standards*, No. 11, Part 4. Some properties have 2 levels in their acceptance criteria, "precision requirements" or "regular requirements". The applicable acceptance criteria are stated in the "Specifications for Paper, Envelope, and Carton Lots" table beginning on page 20. For those properties not listed in Part 4, use criteria number 34 or 35 as applicable in No. 11.

- A. **Testing** -- Paper and envelopes will be inspected and tested physically, microscopically, and chemically by the U.S. Government Printing Office, Testing and Technical Services Division. Necessary tests will be conducted and the findings, along with the test data furnished by the manufacturer, will be used to ascertain whether the specifications have been complied with, and will be compared with the established standards to determine their conformity in color, finish, formation, cleanliness, and writing and printing qualities. Recommendations of acceptance or rejection of the stock will be based on these tests and manufacturers' furnished test reports. All testing and measurements are made against the primary requirements. Requirements expressed in g/m<sup>2</sup>, kN/m, kPa, mm, etc. are equivalent values are provided for informational purposes only. Note: Some equivalents are expressed as "soft conversions" while others as "practical conversions," such as 40,000 pounds have been converted to 20,000 kg rather than 18,144 kg.
- B. **Rejection** -- The contractor will be notified in writing of the determination of the contracting officer to reject nonconforming stock. The decision of the contracting officer shall be final and conclusive unless within 5 days from the date of receipt of said decision the contractor mails or otherwise furnishes to the contracting officer a written request for retesting of the allegedly deficient paper. Such request must include specific rationale for the dispute along with supporting documentation such as the manufacturer's test data for each item in question. In the event of such request, the U.S. Government Printing Office will make a new test. At the option of the Government, the new test will be made on the representative samples obtained by re-sampling of the delivery (ies) or through resubmission by the manufacturer.
1. If a requested retest confirms the original test results for the item rejected, it must be removed within two days.
  2. If a requested retest does not confirm the original test results for the item rejected, the Government will use all test results in making a new determination.
- C. **Removal Of Deficient Stock** -- If the contractor fails to request the retest within the period herein provided, any lots rejected by the contracting officer must be removed from the U.S. Government Printing Office by the contractor at his expense within two (2) calendar days after receipt of notice of rejection. The contractor must call the warehouse, 202-512-0808, for an appointment prior to removal of stock. An out charge of \$2.00 per skid or pallet, \$1.00 per roll, or \$0.20 per carton will be charged the contractor for loading all rejected paper on freight cars or trucks. Should the contractor fail to furnish disposition instructions for any rejected stock within the two (2) calendar day period specified above, the GPO shall charge the contractor's account as storage charges at the rate of \$6.00 per month or fraction thereof for each skid or pallet, \$3.00 per month or fraction thereof for each roll, and \$0.15 per month or fraction thereof for each carton. The contracting officer reserves the right to return any rejected stock which has not been removed as specified above to the point of origin freight charges collect.
- D. **Charge back for roll damage** -- Transit damage claims will be filed on an individual shipment when the claim amount exceeds 200 pounds per vehicle. Otherwise, transit damage claims on shipments will be accumulated and filed on a regularly scheduled basis, such as monthly. When multiple purchase orders - purchase requests (PO-PR) exist on one single vehicle, damage from each PO-PR must meet the minimum amount [i.e. 1/8 inch (3mm) 200 pounds (90kg)] to be chargeable. Lost paper, labor, and shipping costs incurred as a result of damage shall be valid costs for claim purposes. **Transit damage will be evaluated as follows:**
1. Rolls with scuffed wrappers but with no white paper exposed will not be considered to have transit damage, unless hidden damage is subsequently discovered.
  2. Rolls with observed transit damage will be assumed to have a minimum of 1/8 inch (3mm) of damage unless actual measurements indicate greater damage.
  3. Rolls with end or face damage one inch (25mm) or more from the outside will be considered a total loss. The Government reserves the right to use (depending on the need for the undamaged paper), return, or scrap the roll, as agreed to by the supplier
- E. **Appeal** -- The decision of the contracting officer to reject deficient stock based upon the original inspection and that result or the result of a re-inspection and retest requested by the contractor shall be final and conclusive unless within 90 days of receipt of said decision, the contractor furnishes the Public Printer with a notice pursuant to the Disputes Clause. The decision of the Public Printer is final. Pending final decision of an appeal hereunder, the contractor shall proceed diligently with performance and in accordance with the contracting officer's decision.

Any stock rejected by the contracting officer on appeal shall be removed in accordance with the provisions of Paragraph (C) above, Removal of Deficient Stock.

- F. **Risk of Loss** – The risk of loss for damage to or destruction of any stock covered by this contract shall remain with the contractor until final acceptance by the Government, at which time, it shall pass to the Government, regardless of when or where the Government takes physical possession.

***Replacement of Rejected Paper, Envelopes or Corrugated Containers***

Rejected stock must be replaced by delivery within **24 hours** after receipt of notice of rejection unless otherwise authorized by the contracting officer. Contractor must identify replacement shipments as such on skid, carton, or roll labels and all shipping documents. Any additional costs incurred by the Government due to delay in making replacement will be charged to the contractor's account.

***Latent Defects***

Latent defects are discovered after acceptance. The paper, envelope or corrugated containers may be rejected if the defect is of such a nature as to cause excessive lost production. Unsatisfactory performance in the pressroom or bindery, excessive curl or waviness etc., are causes for rejection and replacement or penalty. Latent defect rejections must be replaced in 24 hours.

***Deductions***

The contractor will be notified in writing of any loss incurred by the Government on account of the delivery of stock which is rejected or found to be defective in any respect, including transit damage to rolls, defective packing, marking, winding, flagging, splicing, gumming or curling and all items of cost, for which a charge will be made to his account. Charges for spoilage in production will be made at current rates for labor, machine time, stock and material. No deduction will be made unless the estimated loss to the Government exceeds \$100.00.

## SECTION – F – DELIVERIES OR PERFORMANCE

### DELIVERIES

All deliveries will be F.O.B. U.S. Government Printing Office, Washington, DC, and/or any destinations with the Washington, DC metropolitan area. Normal delivery hours are from 8:00 A.M. to 3:00 P.M., Monday through Friday. Rush orders will be accepted at any time.

<b>Delivery Addresses</b>	<b>U.S. Government Printing Office Paper Warehouse, Building 4 1<sup>st</sup> &amp; G Streets NE Washington, D.C. 20401 For skids, pallets, sheets, envelopes, and containers</b>	<b>U.S. Government Printing Office 44 H Street, NW Washington D.C. 20401 For roll stock</b>
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Paper items especially xerographic copier paper will require delivery to other Federal Agencies in the Washington, DC metropolitan area.

#### Delivery Hours and Telephone

A. **Deliveries to GPO**

Normal Hours: 8:00 A.M. to 3:00 P.M. - MONDAY THROUGH FRIDAY.

Rush orders require delivery within 4 hours on a 24-hour, 7 days a week basis including nights, weekends and holidays. Call 202-512-0808 for delivery appointment.

- B. **Deliveries to House of Representatives and U.S. Senate** – All delivery vehicles to the House of Representatives and U.S. Senate, will be required to report to United States Capitol Police Offsite Delivery Center, located at 40 P Street, SE, Washington, D.C., for inspection before proceeding to their final destination. No deliveries will be accepted unless the vehicles have been processed at Offsite Delivery Center. The hours of the Offsite Delivery Center are 5:00 a.m. to 2:00 p.m., Monday through Friday. Also, at the time of inspection, the driver must have in his/her possession, a letter on their company's letterhead with the following driver information:

1. Name of Company
2. Name of Drivers/Employees Requiring Access
3. Social Security Number for Each Driver/Employee
4. Date of Birth for Each Driver/Employee
5. Building(s) to be Accessed
6. Company Contact Person and Phone Number

The above information must be faxed, not less than 24 hours in advance to:

United States Capitol Police  
Operations Division  
119 D Street, N.E.  
Washington, D.C. 20510-7218  
FAX: 202-224-4504

Any questions can be directed to the Operations Division of the United States Capitol Police at (202) 224-0908.

- C. **Deliveries to the Executive Office of the President** - All delivery vehicles to the Executive Office of the President, will be required to report to Federal Center, 3<sup>rd</sup> & M Streets, SE, Washington, D.C., for inspection at vehicle inspection station; 8 AM to 2PM, then proceed with USSS escort to:

GSA Supply Center, EOP/OA/RDSD  
6810 Loisdale Road,  
Bldg. A, Dock 17, (Ring Bell)  
Springfield, VA 22150-1910

Delivery appointments must be made 48 hours prior to delivery by calling 202-369-5580.

**In the event delivery is not made as scheduled and it is necessary to obtain paper from an alternate source, the contractor will be notified immediately of his nonconformance and any additional cost incurred by the Government as a result thereof shall be charged to the contractor.**

## SECTION – G – CONTRACT ADMINISTRATION DATA

1. Contracting Officer (CO)  
Sheree Young – (202) 512-2022 – E-mail- [syoung@gpo.gov](mailto:syoung@gpo.gov)  
U.S. Government Printing Office, Paper Procurement Section  
Washington, DC 20401, FAX - (202) 512-1354
2. Contract Specialist  
Frances Clark - (202) 512-2022 – E-mail – [fclark@gpo.gov](mailto:fclark@gpo.gov)  
U.S. Government Printing Office, Paper Procurement Section  
Washington, DC 20401, FAX - (202) 512-1481
3. Contracting Officer's Technical Representative (COTR)  
To be appointed after award.  
Government Printing Office, Quality Control & Inventory Management Department  
Washington, DC 20401, FAX – (202) 512-0015.
4. Contracting Officer's Representatives (COR)  
To be appointed after award.  
U.S. Government Printing Office (GPO)  
Production Services, Paper and Materials Control Section, Washington, DC 20401

The COR and COTR are the Contracting Officer's official representatives for the purpose of conducting routine day-to-day monitoring of the services performed under this contract.

They will have certain assigned responsibilities to act for the Contracting Officer. These responsibilities shall be provided to the successful bidder upon award of the contract.

5. Invoices US Government Printing Office  
Comptroller  
North Capitol & H Streets NW  
Mail Stop: FMCS  
Washington, DC 20401  
(202) 512-0874 - LOCAL  
1-800-BILLGPO (1-800-245-5476)
6. Payment Method  
Payments made under this contract will be made by the Government by electronic fund transfer (EFT). If EFT is requested, please call 1-800-BILLGPO.



**NOTICE:**

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

***Material Management Acquisition Regulation***

<b>NUMBER</b>	<b>DATE</b>	<b>TITLE</b>
<b>52.232.34</b>	<b>MAY 1999</b>	<b>Payment by Electronic Funds Transfer – Other than Central Contractor Registration</b>

***Payment Method.***

Effective January 1, 1999, payments on all GPO purchase orders will only be made by electronic fund transfer (EFT) unless you are granted a waiver. A waiver can only be granted if you certify below in writing that you do not have an account with a financial institution or an authorized payment agent and return the certification to the Contracting Officer.

***Request for Waiver / Contractor Certification***

I certify that I do not have an account with a financial institution or an authorized payment agent.

---

Signature

date

## **SECTION – H – SPECIAL CONTRACT REQUIREMENTS**

### ***Minimum Bid Acceptance Period***

- A. "Acceptance period" as used in this provision, means the number of calendar days available to the Government for awarding a contract from the date specified in this solicitation for receipt of bids.
- B. This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.
- C. The Government requires a minimum acceptance period of 60 calendar days.
- D. In the space provided immediately below, bidders may specify a longer acceptance period than the Government's minimum requirement.  
  
A bid allows the following acceptance period: ..... calendar days.
- E. A bid allowing less than the Government's minimum acceptance period will be rejected.
- F. The bidder agrees to execute all that it has undertaken to do, in compliance with the bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph c. above or (2) any longer acceptance period stated in paragraph d. above.

### ***Pre-Award Survey***

So that the Government may be assured each bidder can satisfy the requirements of this Schedule, it reserves the right (1) to conduct a pre-award survey on any or all bidders, and (2) to consider the results of such survey in any determination to award.

- A. A pre-award shall establish the contractor's competence in technical, managerial, financial and similar areas related to the bidder's ability to perform.
- B. The Contractor is expected to cooperate in the pre-award and to provide all such reasonable information as maybe necessary to its purposes.
- C. Only those bids from proven or obviously capable suppliers are solicited.

### ***Bid Bond and Performance Bond***

No bid will be considered which is unaccompanied by a bid bond with surety or certified check in the amount of \$5,000 guaranteeing that the bidder, if its bid is accepted, shall execute a bond for the faithful performance thereof with good and sufficient sureties. Checks submitted in lieu of bid bond will be returned to the unsuccessful bidder(s) after award of contract (approximately two weeks after bid opening). See Section J for Bid Bond forms.

Upon notification of award, the successful contractor will be required to complete a Performance Bond, approved by the contracting officer, payable to the United States of America with two or more individual sureties, or one corporate surety, in a penal sum equal to 10 percent of the estimated amount of the contract, in which the contractor shall covenant and agree that in case the said contractor shall fail to execute and perform any or all of the covenants, stipulations, and agreements of said contract on his part, the said contractor and his sureties shall forfeit and pay to the United States of America any and all damages which the United States may sustain by reason thereof for which the said contractor and his sureties shall be jointly and severally liable to be sued in the name of the United States. See Section J for forms.

### **Option to Extend the term of Contract**

- A. The Government may extend the term of this contract by written notice to the Contractor within the time specified in the schedule, provided, that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

- B. If the Government exercises this option, the extended contract shall be considered to include this option provision.
- C. The total duration of this contract, including the exercise of any options under this clause, shall not exceed three years.

## SECTION – I –CONTRACT CLAUSES

### FIRM FIXED SERVICE CONTRACT CLAUSES

#### **Regulations Governing Procurement**

The U.S. Government Printing Office (GPO) is an agency of the legislative branch of the United States Government. Accordingly, the Materials Management Acquisition Regulations (MMAR) is applicable to this, and all GPO procurements.

#### **Notice Listing Contract Clauses Incorporated by Reference**

The following contract clauses pertinent to this section are hereby incorporated by reference in accordance with the MMAR clause at "52.252-2 CLAUSE INCORPORATED BY REFERENCE (FEB 1998) Section I of this contract.

MMAR changes apply to solicitation issued on or after the effective date of the change.

Also, the full text of a clause may be accessed electronically at this address [www.gpo.gov](http://www.gpo.gov)

Clause Number	Date	Title
<b>GENERAL</b>		
52.202-1	DEC 2001	Definitions
52.252-1	FEB 1998	Solicitation Provisions Incorporated by Reference
52.252-2	FEB 1998	Clauses Incorporated by Reference
52.252-3	APR 1984	Alterations in Solicitation
52.252-4	APR 1984	Alteration in Contract
52.252-5	APR 1984	Authorized Deviation in Provisions
52.252-6	APR 1984	Authorized Deviation in Clauses
52.253-1	JAN 1991	Computer Generated Forms
52.237-1	APR 1984	Site Visit
52.239-1	AUG 1996	Privacy or Security Safeguards
52.211-9	JUN 1997	Desired and Required Time of Delivery
<b>BUY AMERICAN</b>		
52.225-13	JUL 2000	
<b>STANDARDS OF CONDUCT</b>		
52.203-3	APR 1984	Gratuities
52.203-5	APR 1984	Covenant Against Contingent Fees
52.203-7	JUL 1995	Anti-Kickback Procedures
52.203-8	Jan 1997	Cancellation, Recession and Recovery of funds for Illegal or Improper Activity
52.203-12	JUN 1997	Limitation of Payment to Influence Certain Federal Transactions
<b>LABOR STANDARDS</b>		
52.222.4	SEP 2000	Contract Work Hours and Safety Standards Act – Overtime Compensation
52.222-26	APR 2002	Equal Opportunity
52.222-35	DEC 2001	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.222.36	JUN 1998	Affirmative Action for Workers with Disabilities
52.222.37	DEC 2001	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.222.46	FEB 1993	Evaluation of Compensation of Professional Employees
52.222-42	May 1989	Service Contract Act
52.222-44	FEB 2002	Fair Labor Standards Act and Service Contract Act – Price Adjustment

Clause Number	Date	Title
<b>TAXES</b>		
52.229-3	JAN 1991	Federal, State and Local Taxes
52.229-5	APR 1984	Taxes-Contracts Performed in U.S. Possessions or Puerto Rico
<b>ADMINISTRATIVE</b>		
52.217-2	OCT 1997	Cancellation Under Multi Year Contracts
52.217-3	APR 1998	Evaluation Exclusive of Options
52.217-4	JUN 1988	Evaluation of Options Exercised at Time of Award
Clause Number	Date	Title
52.217-5	JUL 1990	Evaluation of Options
52.217-8	NOV 1999	Option to Extend Service
52.217-9	MAR 2000	Option to Extend the Term of the Contract
52.243-7	APR 1984	Notification of Changes
52.244-2	AUG 1998	Subcontracts
52.249-4	APR 1984	Termination for Convenience of the Government (Short Form)
52.249-12	APR 1984	Termination (Personal Services)
52.249-14	APR 1984	Excusable Delays
52-211-11	SEP 2000	Liquidated Damages
<b>PAYMENTS</b>		
52.232-1	APR 1984	Payments
52.232-9	APR 1984	Limitation on Withholding Payment
52.232-11	APR 1984	Extras
52.232-12	MAR 2001	Advanced Payments
52-232-13	APR 1984	Notice of Progress Payments
52.232-15	APR 1984	Progress Payments not Included
52.232-16	DEC 2002	Progress Payments
52-232-23	JAN 1986	Assignment of Claims
52.232.24	JAN 1986	Prohibition of Assignment of Claims
52.232-28	MAR 2000	Invitation to Propose Performance-Based Payments
52.232-32	FEB 2002	Performance Based Payments
52.242-1	APR 1984	Notice of Intent to Disallow Cost
52.232-8	MAR 1997	Discounts for Prompt Payment
<b>MISCELLANEOUS</b>		
52.227.14	JUN 1987	Rights on Data General
52.227-17	JUN 1987	Rights on Data Special
52.227-18	JUN 1987	Rights on Data Existing Work
52.227-23	JUN 1987	Rights to Proposal Data (Technical)

### ***Disputes (Variation)***

Except as otherwise provided in the contract, any dispute concerning a question of fact related to the contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall make his/her decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 90 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Public Printer. The decision of the Public Printer, or a duly authorized representative for the determination of such appeals, shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this article, the Contractor shall be afforded an opportunity to be heard and to bid evidence in support of his/her appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

This "Disputes" article does not preclude consideration of law questions in connection with decisions provided for in the paragraph above: Provided, that nothing in the contract shall be construed as making final the decision of any administration official, representative, or board on a question of law.

### ***Service of Protest (Variation)***

(A) Protests, as defined in Section 33.101 of the Materials Management Acquisition Regulation, (MMAR) that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Chief Acquisition Officer Service, U.S. GPO, Mail Stop COA, Washington, DC 20401.

**(B) The copy of any protest shall be received in the office designated above within one day of filing protest with GAO.**

### ***Protest After Award***

(A) Upon receipt of a notice of protest (as defined in 33.101 of the MMAR) the Contracting Officer may, by written order to the Contractor, direct the Contractor to stop performance of work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the Contracting Officer shall either--

(1) Cancel the stop-work; or

(2) Terminate the work covered by the order as provided in the Default or the Termination for Convenience of the Government, clause of this contract.

(B) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the request at any time before final payment under this contract.

(C) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(D) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(E) The Government's right to terminate this contract at anytime is not affected by action taken under this clause.

### ***Economic Price Adjustments for Increase/Decrease:***

(A) Effective December 1, 2005, the contractor\* may, during the term of the contract, give notarized notice, at least 45 days prior to the effective date of the price increase, stating the modified price paid for paper delivered on or after date. (Industry increases effective prior to June 1, 2005 will not be allowed). Provided, however, that at no time during the term of the contract shall any price fixed by the contractor under the above provision deviate from the ratio to the established catalog or market prices of similar commercial items sold in substantial quantities on which award was based.

\* The contractor shall also give notice of all industry price decreases.

(1) The modified contract unit price shall not apply to quantities scheduled under the contract for delivery before the effective date of the modified contract unit price unless the contractor's failure to deliver before such date results from causes beyond the control and without the fault or negligence of the contractor.

(2) The burden of substantiating the legitimacy of the modified price is with the contractor. No modification in a contract unit price shall be executed pursuant to this clause until the modification in the applicable established price has been verified by the Contracting Officer.

(B) The following criteria shall apply in interpreting the meaning of established catalog or market prices of similar commercial items sold in substantial quantities to the general public.

(1) An “established catalog price” is a price included in a catalog, price list, schedule, or other form acceptable to the Contracting Officer, that (a) is regularly maintained by the manufacturer or vendor, (b) is either published or otherwise available for inspection by customers, and (c) states prices at which sales are currently, or were last, made to a significant number of buyers constituting the general public.

(2) An “established market price” is a current price, established in the usual and ordinary course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or vendor.

(C) The economic price adjustment shall not exceed 10 percent per occurrence.

**SECTION J- LIST OF ATTACHMENTS**

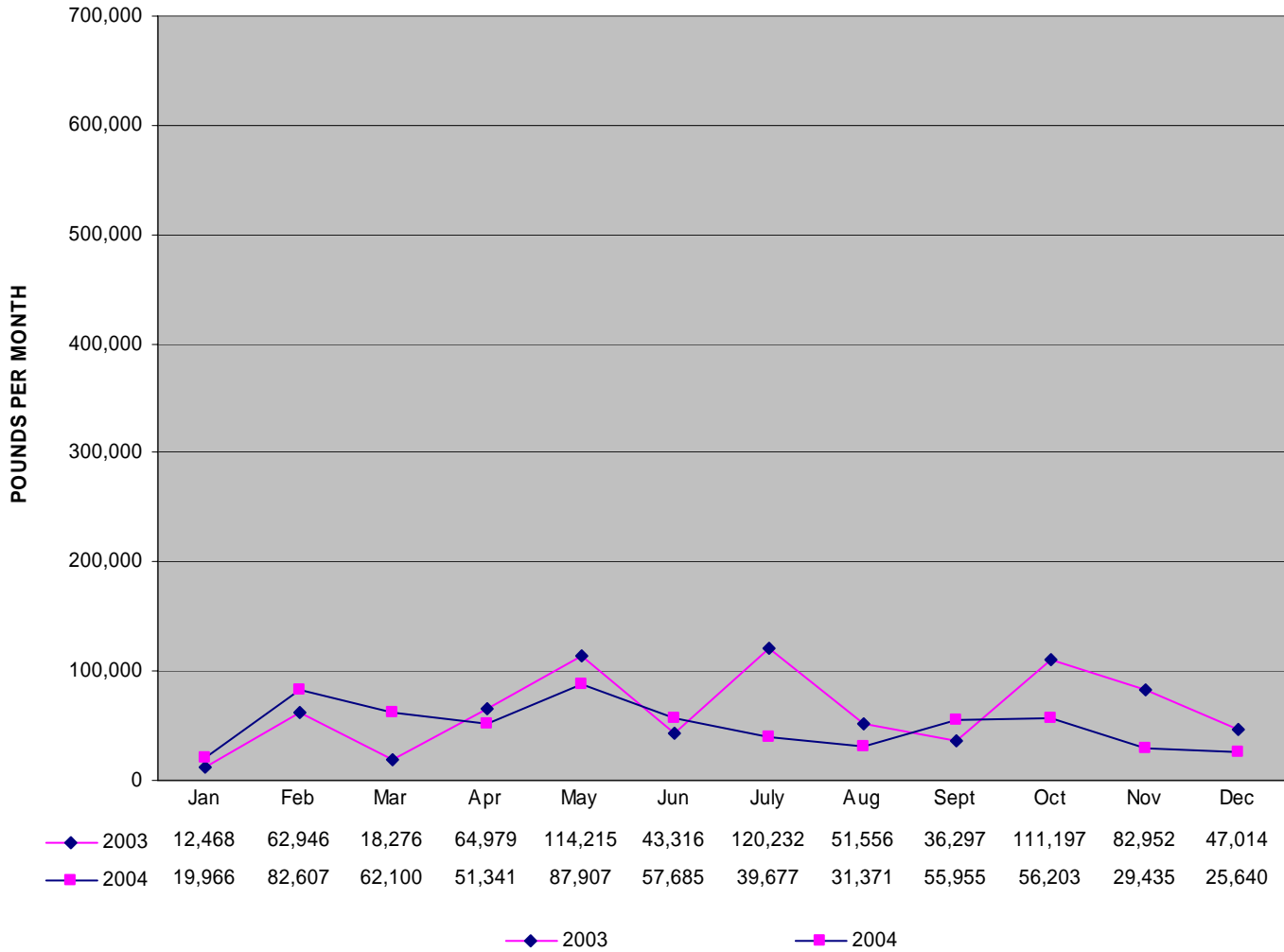
Usage history for selected critical items	
Minimum content standard table	
Qualified products list – Compliant JCP O-65 brand name products	
Qualified products list – Non-compliant JCP O-65 brand name products	
Qualified products list – Printing grades	
QC Sample and QPL Sample submission form	
PC Calculation Form for Cartons	
Corrugated Carton drawing for Lots 507 to 511d with 3 additional scorings	
Corrugated Carton drawing for Lots 520 to 524 and 533 to 536 with 4 additional scorings	
Corrugated Carton drawing for Lots 516 to 519b with no additional scorings	
Corrugated Carton drawing for 1-Piece Folders	
Corrugated Carton drawing for End Loading Container, Die-Cut with Reverse Corrugation	
Envelope drawing for different styles	
Watermark drawing	
Bid Bond	
Performance Bond	



USAGE HISTORY  
OF  
SELECTED  
CRITICAL PROPERTIES

**PROPERTY NUMBER 3839-3**  
 (Roll, machine finish, 35 lb.)  
 CONGRESSIONAL DIRECTORY (A) / HEARINGS

**2003/2004 USAGE COMPARISON**



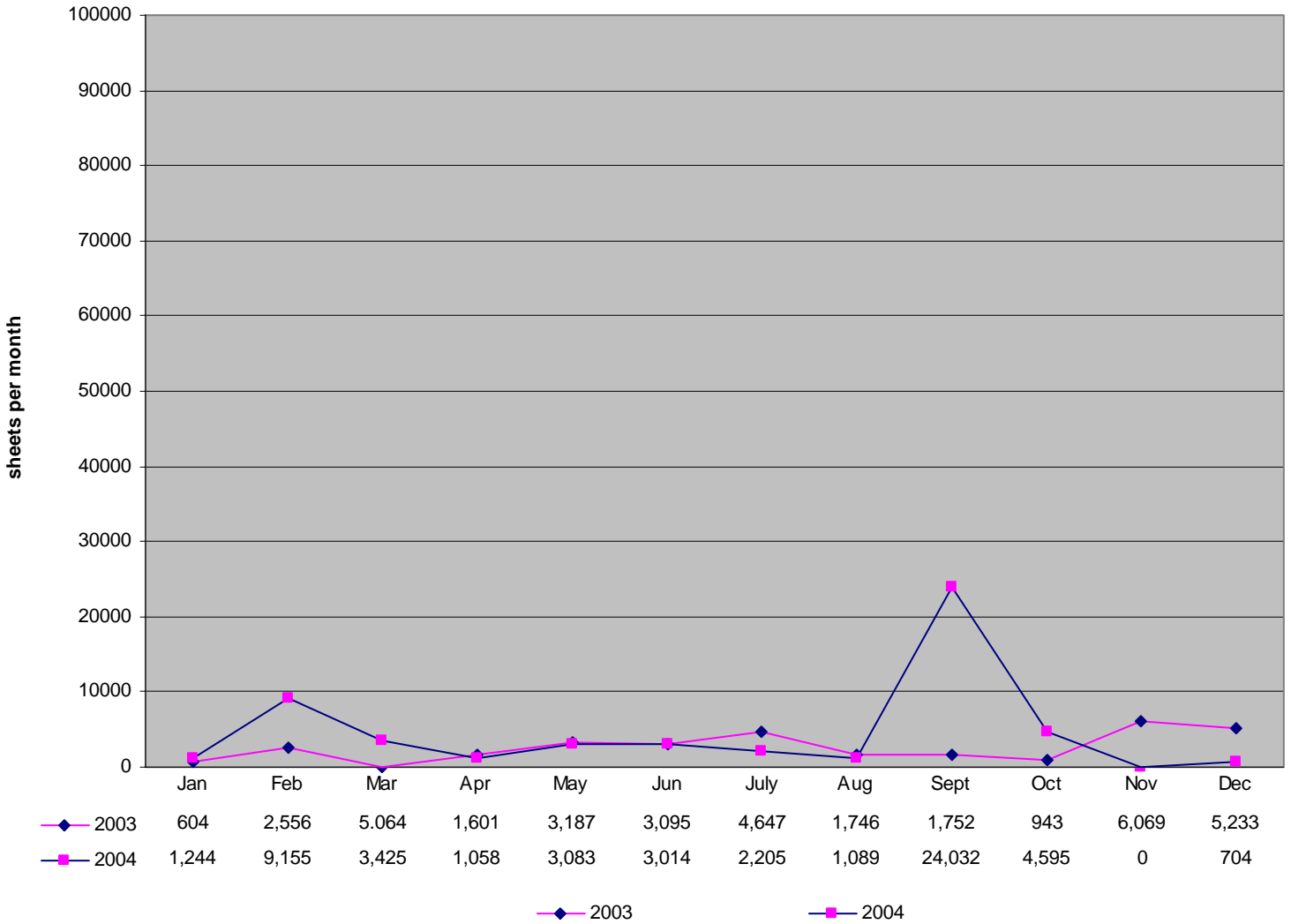
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 765,448 LBS / AVG. MONTHLY USAGE = 63,788 LBS

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 599,877 LBS / AVG. MONTHLY USAGE = 49,991LBS

**PROPERTY NUMBER 939-3**  
 (25-1/4" X 38", 50 LB., SAND GRAY VELLUM)  
 HOUSE REPORTS

**2003 / 2004 usage comparison**



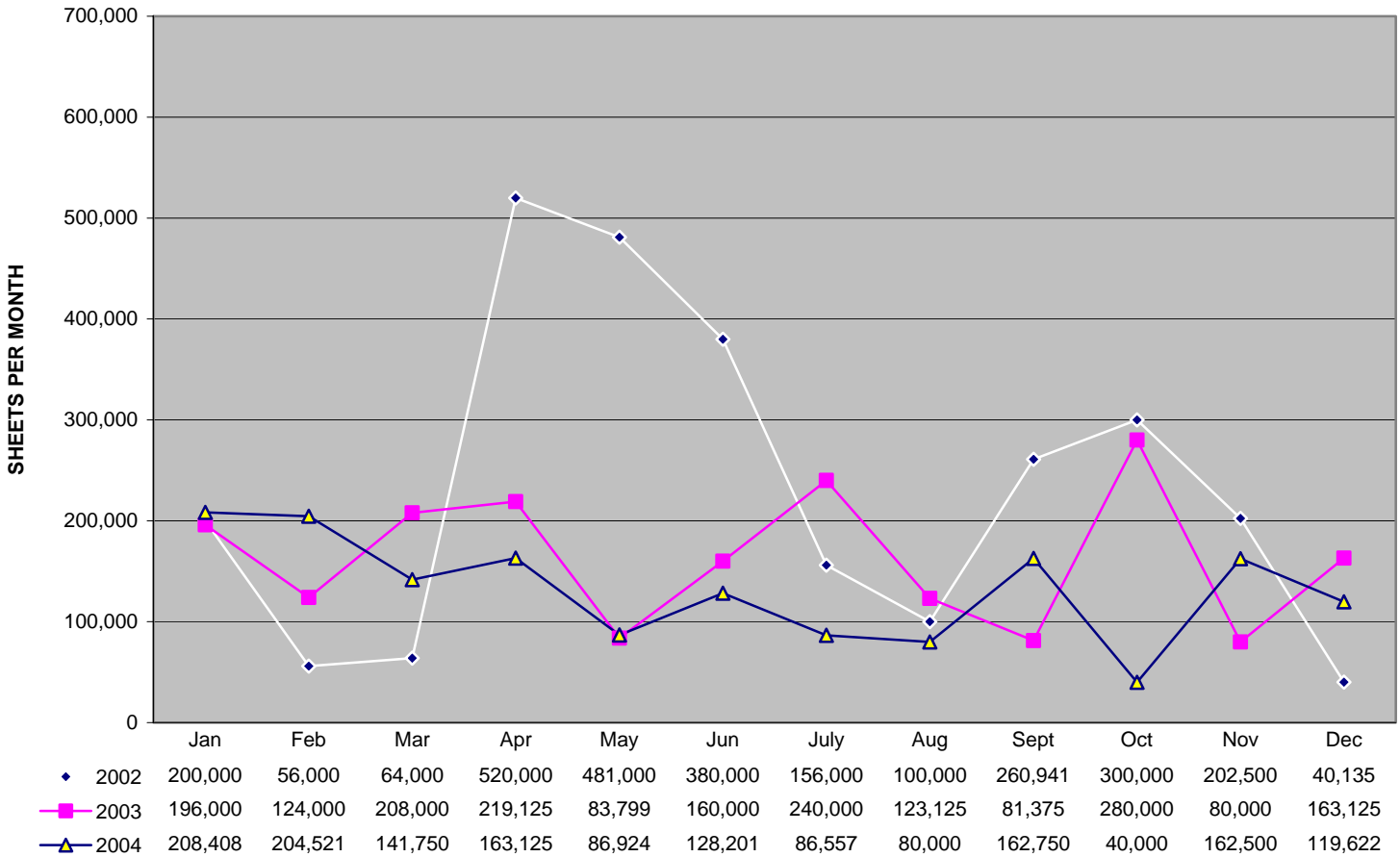
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 36,497 SHEETS / AVG. MONTHLY USAGE = 3,042 SHEETS

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 53,604 SHEETS / AVG. MONTHLY USAGE = 4,467 SHEETS

**PROPERTY NUMBER 1945-3**  
 (36-1/2 X 45", POSTAL CARD)  
 POSTCARDS / AGENCY WORK

**2002 - 2004 USAGE COMPARISON**



◆ 2002      ■ 2003      ▲ 2004

\*\*

**SUMMARY**

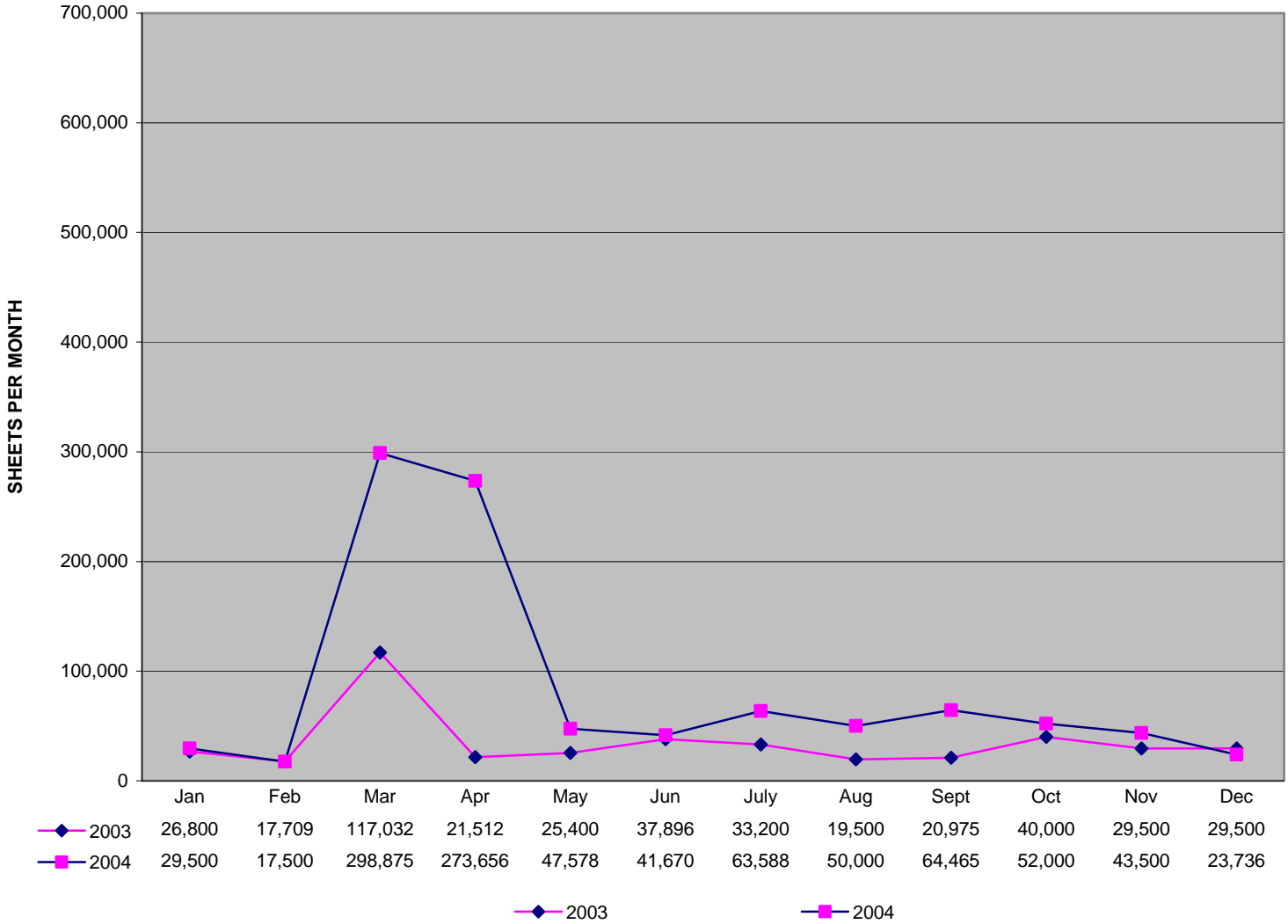
CALENDAR YEAR 2002:  
 TOTAL YEARLY USAGE = 2,760,576 SHEETS / AVG. MONTHLY USAGE = 230,048 SHEETS

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 1,958,549 SHEETS. / AVG. MONTHLY USAGE = 163,213 SHEETS

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 1,536,106 SHEETS / AVG. MONTHLY USAGE = 128,009 SHEETS

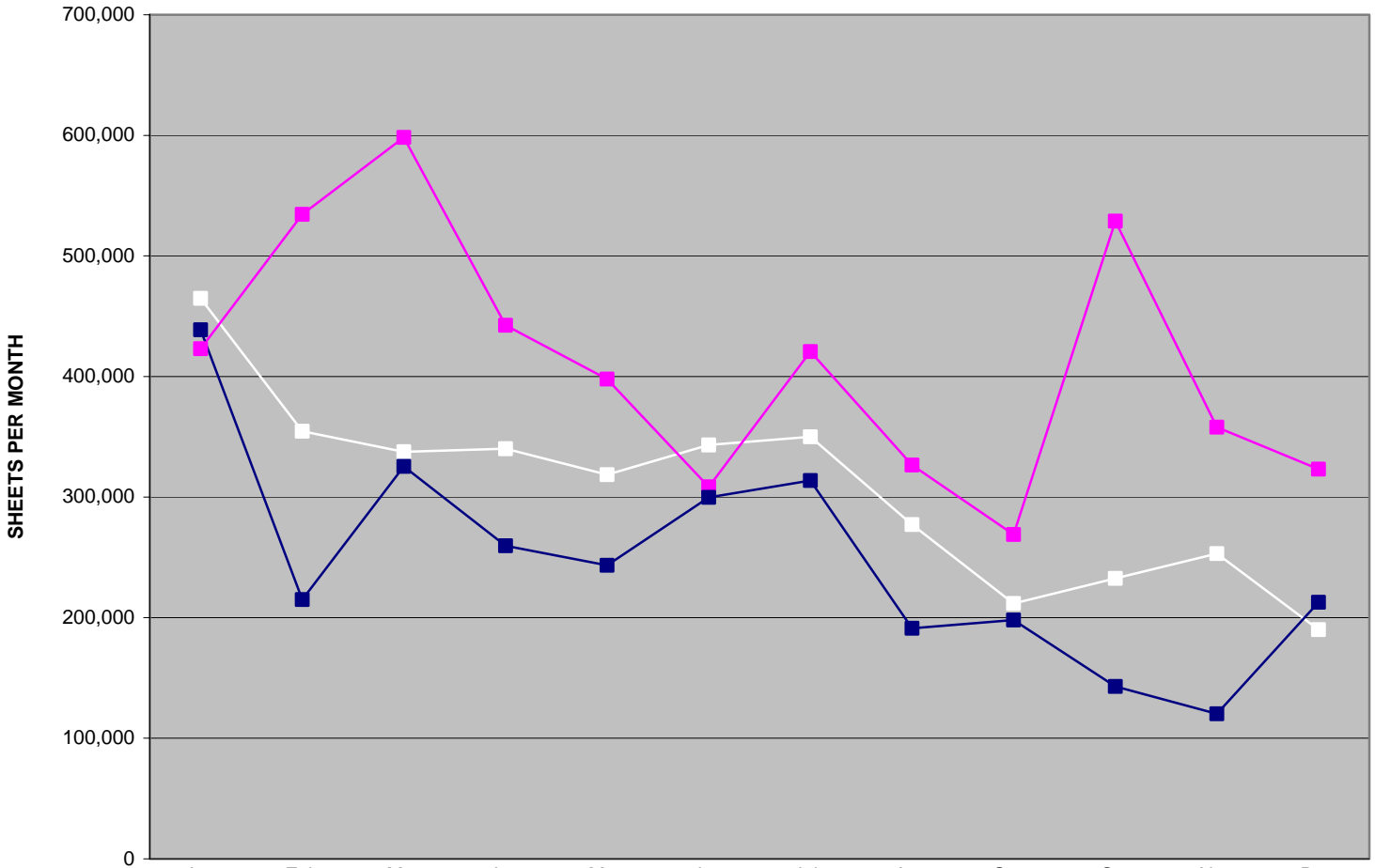
**PROPERTY NUMBER 11259-3**  
 (28' X 40", 50 LB. OFFSET)  
*PRESIDENTIAL DOCS (W)*

**2003 / 2004 USAGE COMPARISON**



**PROPERTY NUMBER 579-7**  
 (17-1/2 X 22-1/2" 25% BOND)  
 CONGRESSIONAL LETTERHEADS

**2002 - 2004 USAGE COMPARISON**



2002	464,856	354,557	337,551	340,089	318,682	343,144	349,889	277,243	211,650	232,602	253,068	189,996
2003	423,046	534,484	598,343	442,456	397,898	308,539	420,653	326,647	268,997	528,893	357,916	323,282
2004	438,760	214,940	325,481	259,670	243,458	299,848	313,785	191,082	197,935	142,963	120,266	212,670

2002      2003      2004

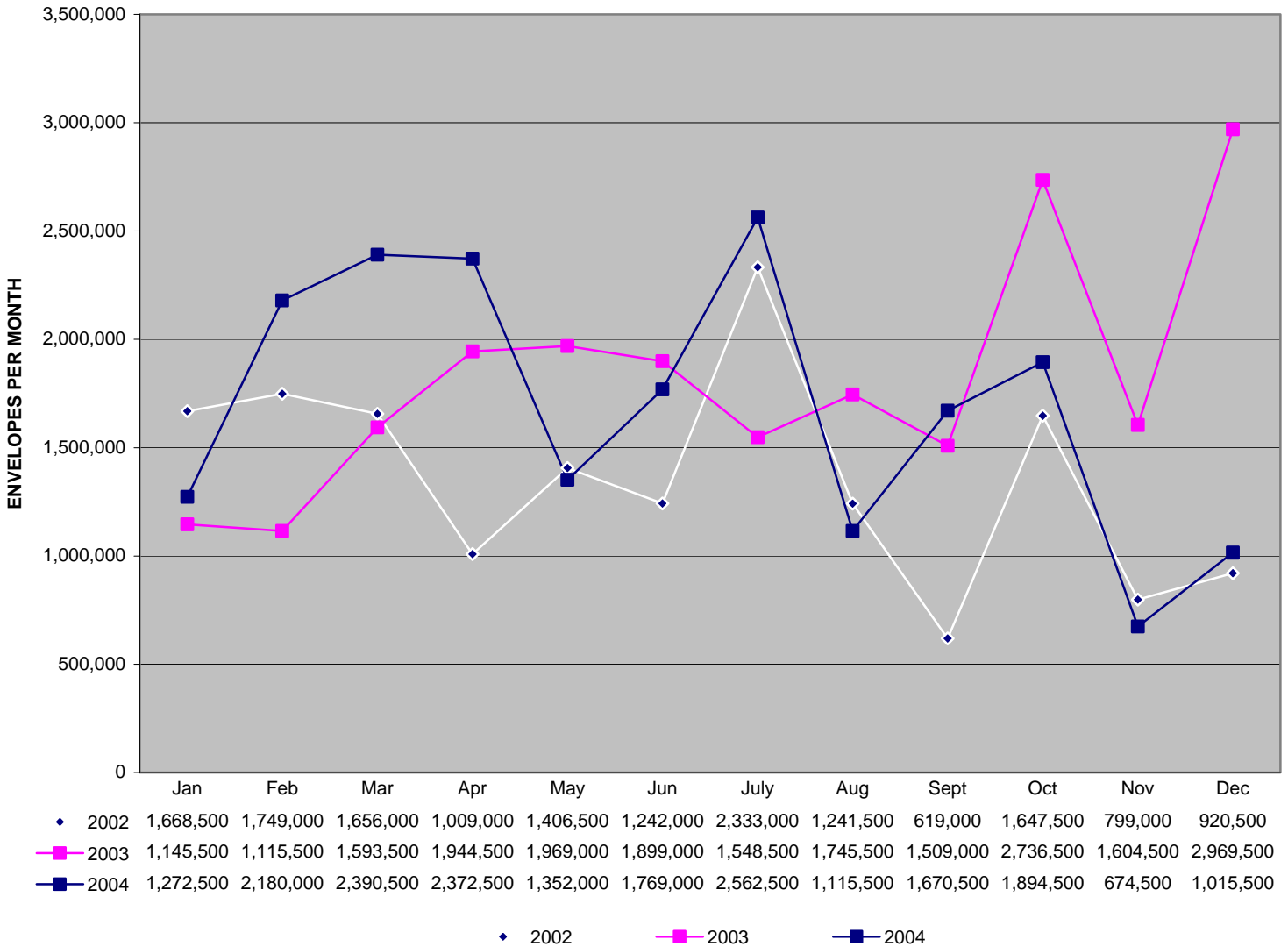
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 4,931,154 SHEETS / AVG. MONTHLY USAGE = 410,930 SHEETS

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 2,813,085 SHEETS / AVG. MONTHLY USAGE = 234,424 SHEETS

**PROPERTY NUMBER 1395-1**  
 (#10 WINDOW ENVELOPE)  
 CONGRESSIONAL / ALL AGENCIES

**2002 - 2004 USAGE COMPARISON**



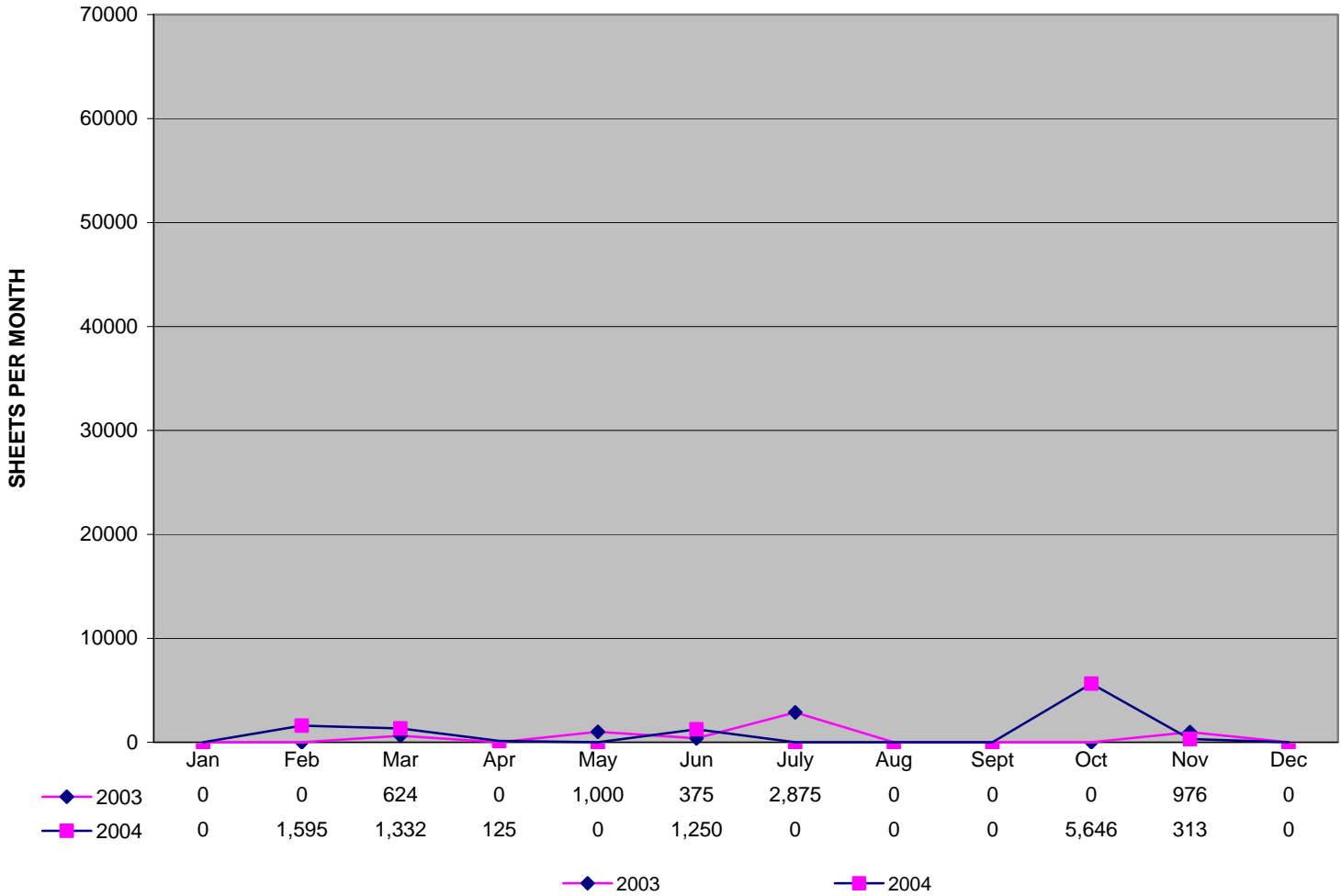
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 21,780,500 ENVs. / AVG. MONTHLY USAGE = 1,815,042 ENVs.

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 20,269,500 ENVs. / AVG. MONTHLY USAGE = 1,689,125 ENVs.

**PROPERTY NUMBER 6984-1**  
 (36" X 46" KILLARNEY GREEN VELLUM COVER)  
 SENATE REPORTS / AGENCY WORK

**2003 / 2004 USAGE COMPARISON**



**SUMMARY**

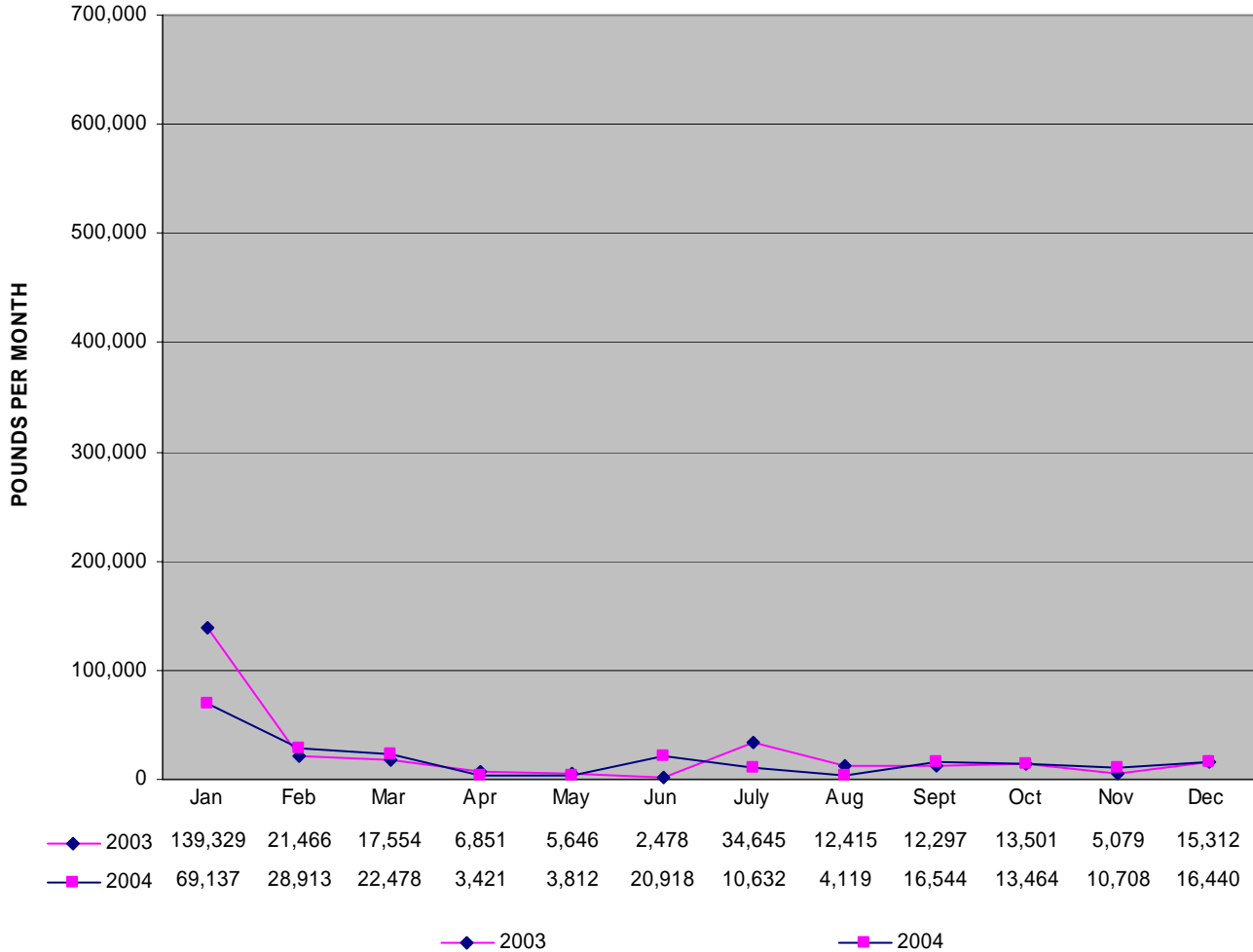
CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 5,850 SHHETS / AVG MONTHLY USAGE = 488 SHEETS

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 10,261 SHEETS / AVG. MONTHLY USAGE = 856 SHEETS



**PROPERTY NUMBER 12547-4**  
 (46" ROLL, 50 LB., OFFSET)  
*BUDGET (A) / FED. REG. INDEX (M) / CONG. RECORD (D)*

**2003 / 2004 USAAGE COMPARISON**



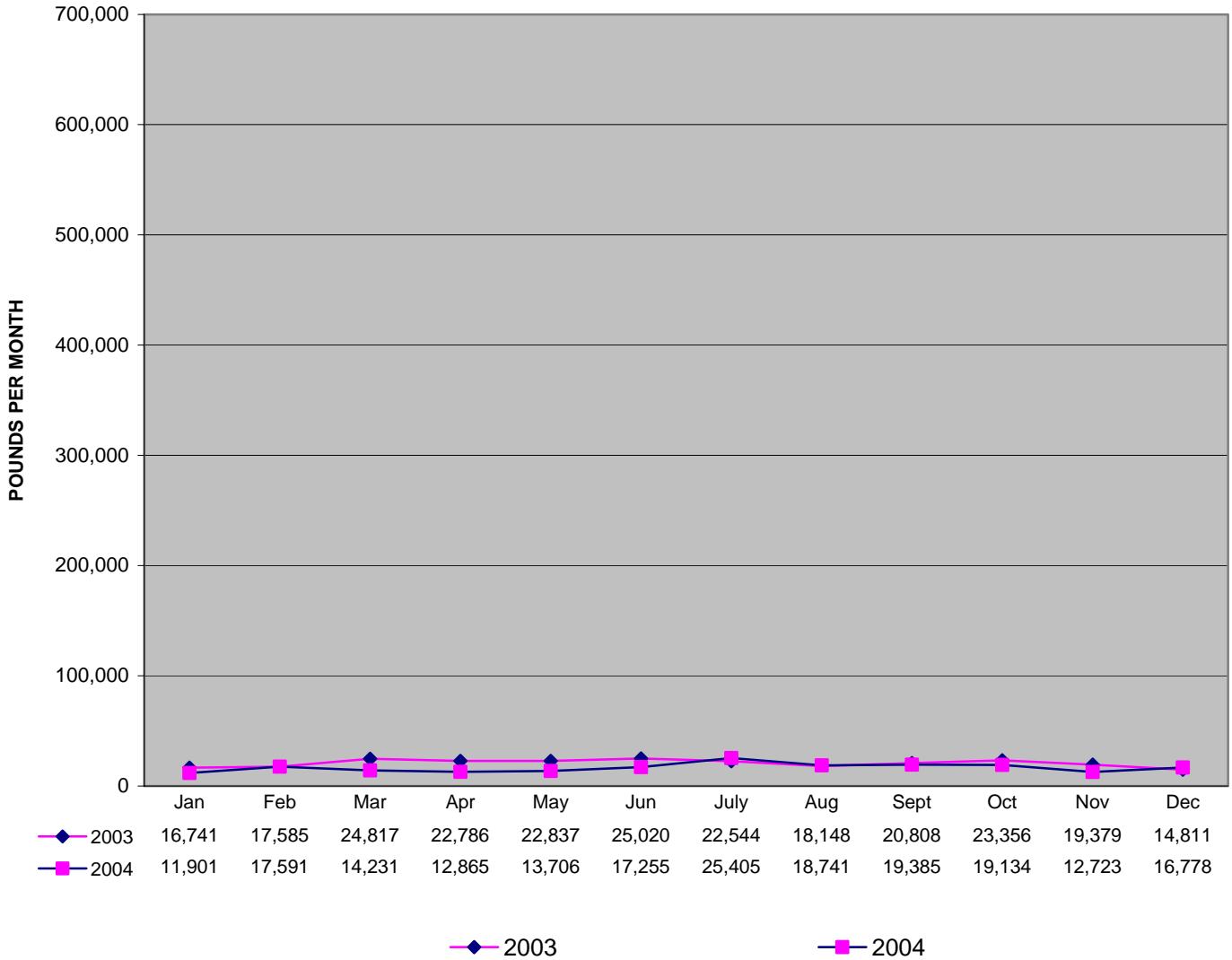
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 286,573 LBS. / AVG. MONTHLY USAGE = 23,686 LBS.

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 223,586 LBS. / AVG. MONTHLY USAGE = 18,633 LBS.

**PROPERTY NUMBER 12560-1**  
 (28-1/2" ROLL, 40 LB. OFFSET)  
 3/4 ROLL- HEARINGS , CFR'S , GOV'T MANUAL (A)

**2003 / 2004 USAGE COMPARISON**



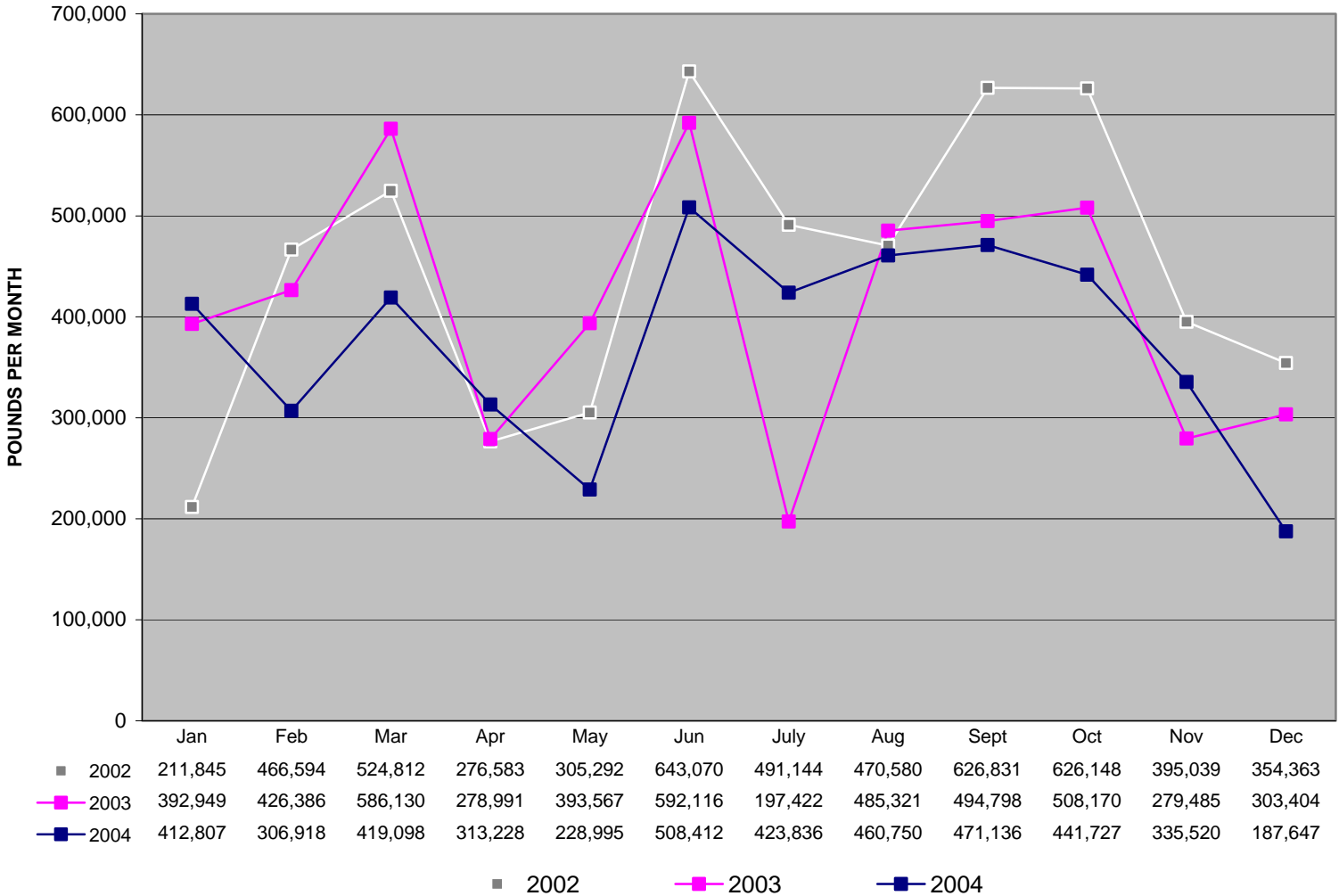
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 248,821 LBS. / AVG. MONTHLY USAGE = 20,735 LBS

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 199,535 LBS. / AVG. MONTHLY USAGE = 16,628 LBS.

**PROPERTY NUMBER 12561-0**  
 (38" ROLL, 40 LB. OFFSET)  
*CFR'S, HEARINGS, GOV'T MANUAL (A),*  
*AGENCY WORK*

**2002 - 2004 USAGE COMPARISON**



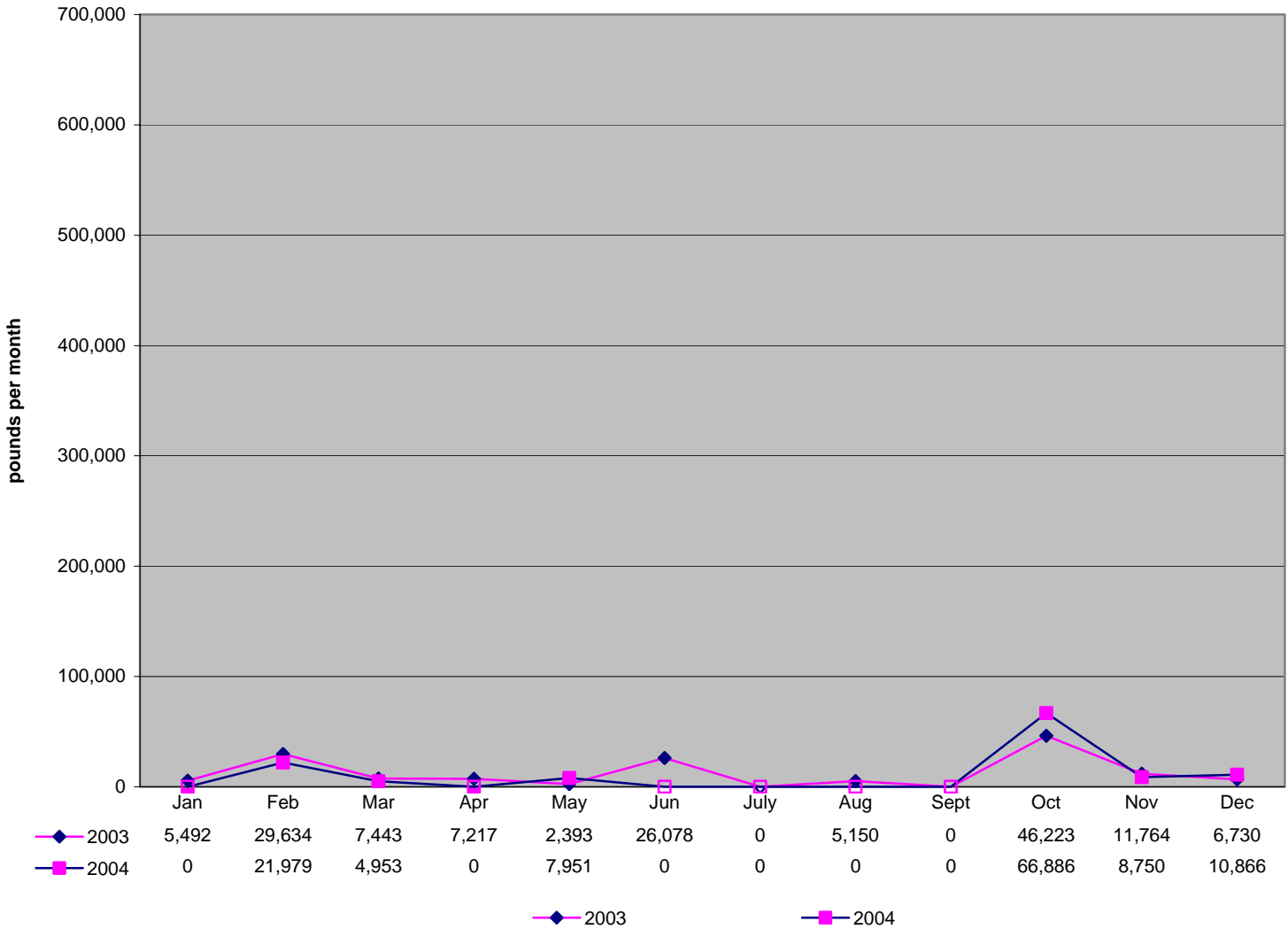
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 4,938,739 LBS. / AVG. MONTHLY USAGE = 411,562 LBS.

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 4,510,074 LBS. / AVG. MONTHLY USAGE = 375,840 LBS.

**PROPERTY NUMBER 12565-2**  
 (ROLL, 38", 60LB. OFFSET)  
 ECONOMIC REPORT (A)

**2003 / 2004 usage comparison**



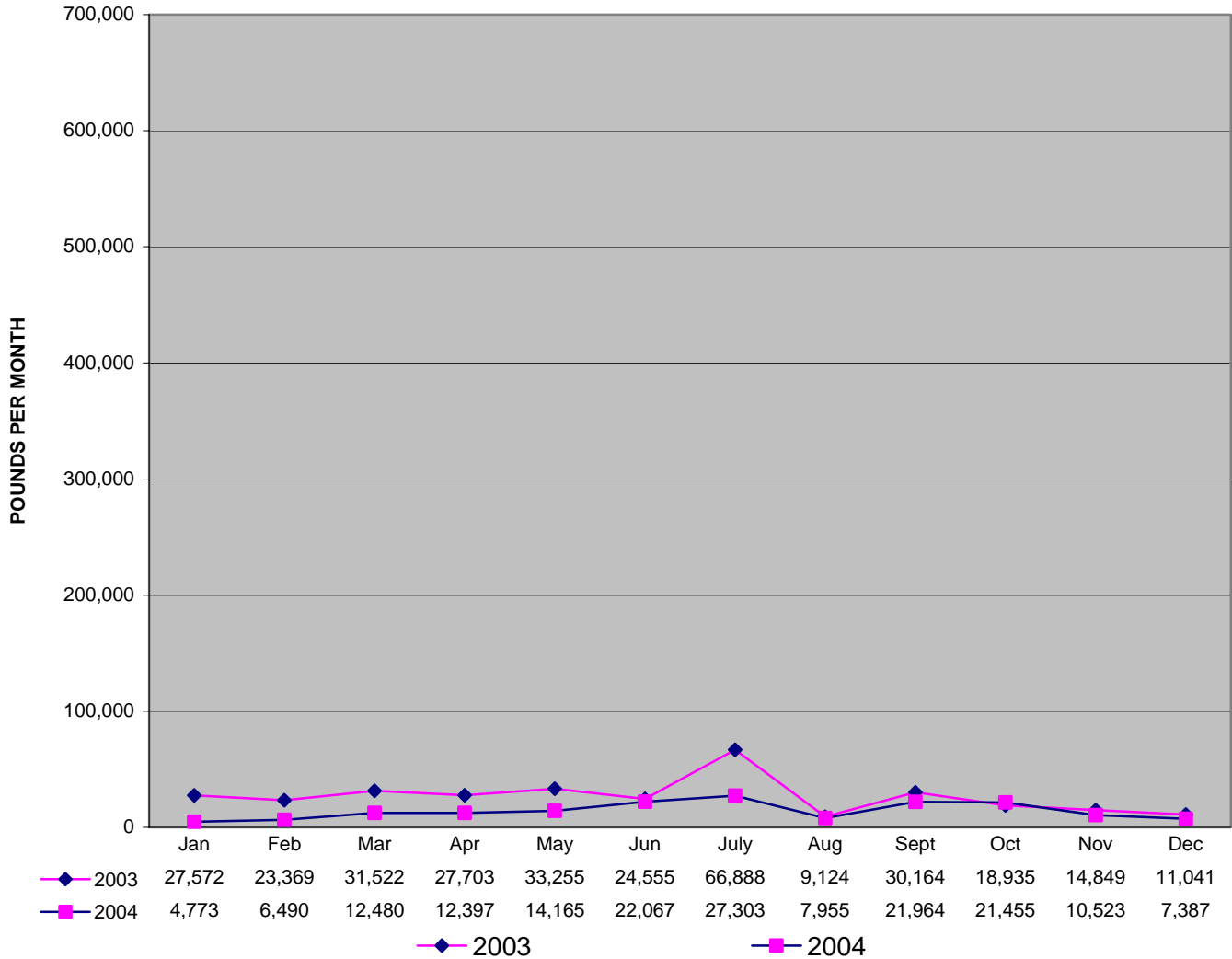
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 148,124 LBS. / AVG, MONTHLY USAGE = 12,344 LBS.

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 121,385 LBS. / AVG. MONTHLY USAGE = 10,116 LBS.

**PROPERTY NUMBER 12754-0**  
 (32-1/4"roll, 40 lb. offset)  
 3/4 ROLL HOUSE AND SENATE CALENDAR (D), BILLS (D)

**2003 / 2004 USAGE COMPARISON**



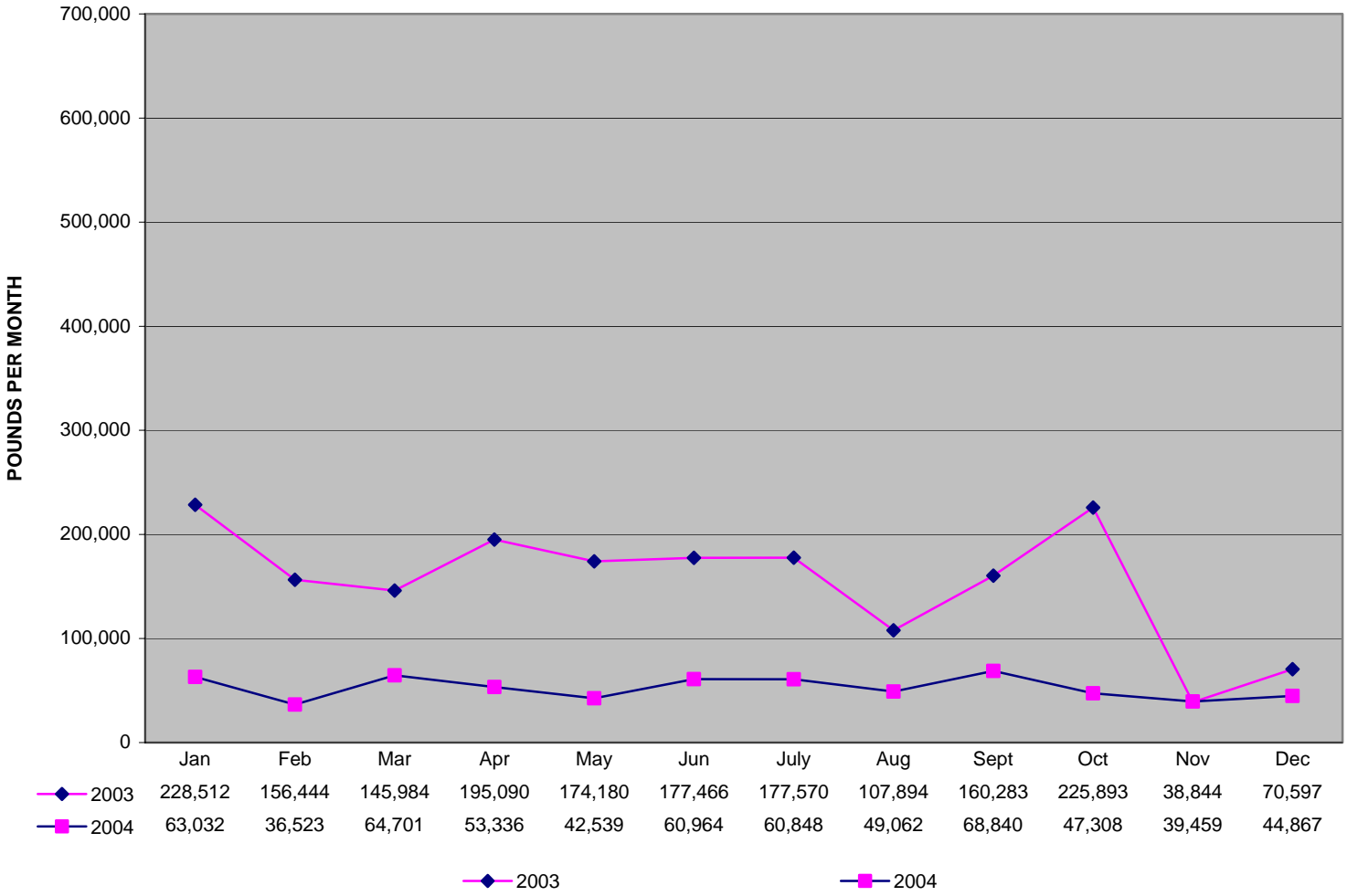
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 318,523 LBS. / AVG. MONTHLY USAGE = 26,582 LBS

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 168,959.LBS. / AVG. MONTHLY USAGE = 14,080 LBS

**PROPERTY NUMBER 12755-8**  
 (43" roll, 40 lb. OFFSET)  
 MONTHLY CATALOG (M) / TRADEMARK (W)

**2003 / 2004 USAGE COMPARISON**



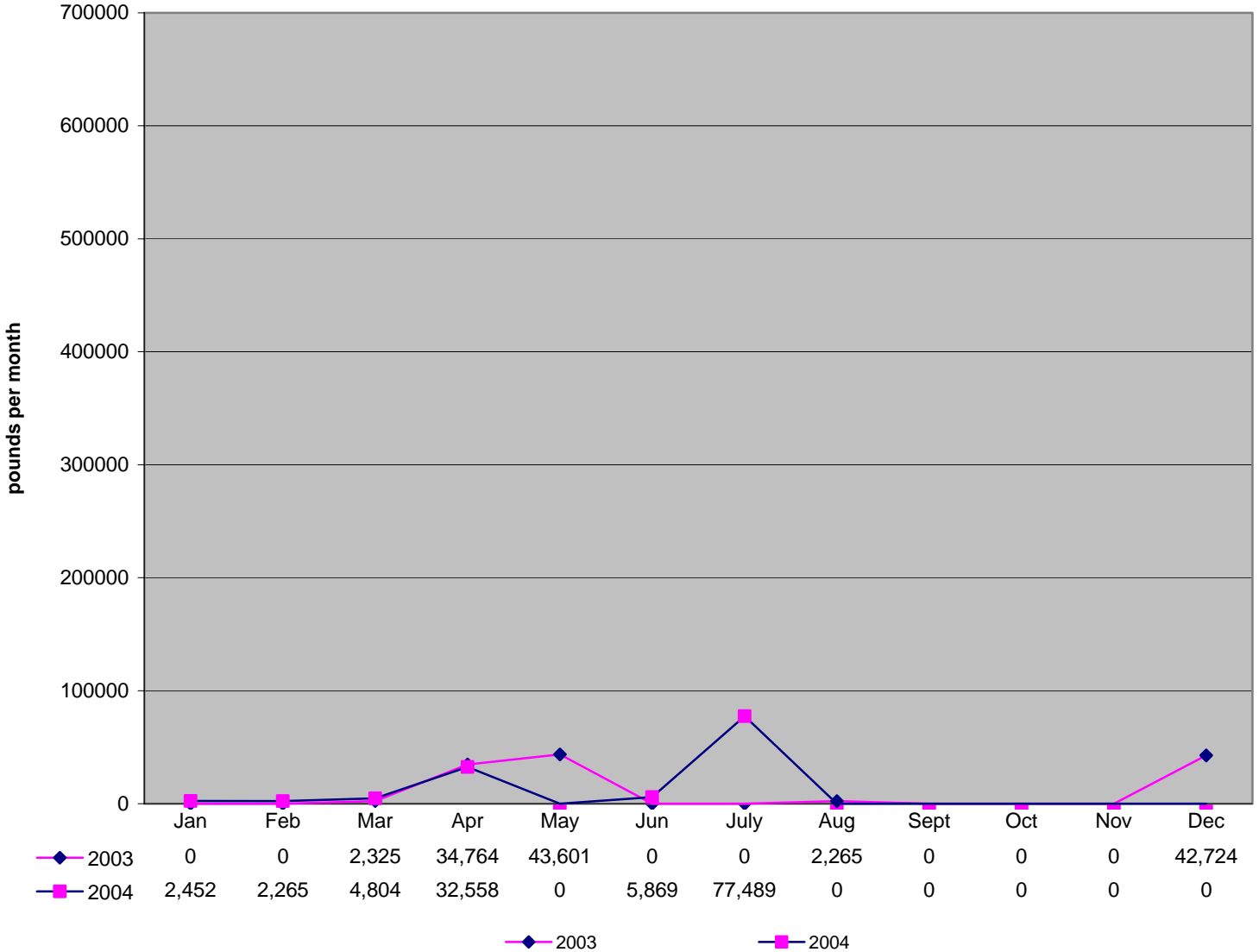
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 1,858,757 LBS. / AVG. MONTHLY USAGE = 154,897 LBS.

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 631,479 LBS. / AVG. MONTHLY USAGE = 52,624 LBS.

**PROPERTY NUMBER 12758-2**  
 (ROLL, 43", 50 LB.)  
 HOUSE-SENATE TELEPHONE DIRECTORY (S/A)

**2003 / 2004 usage comparison**



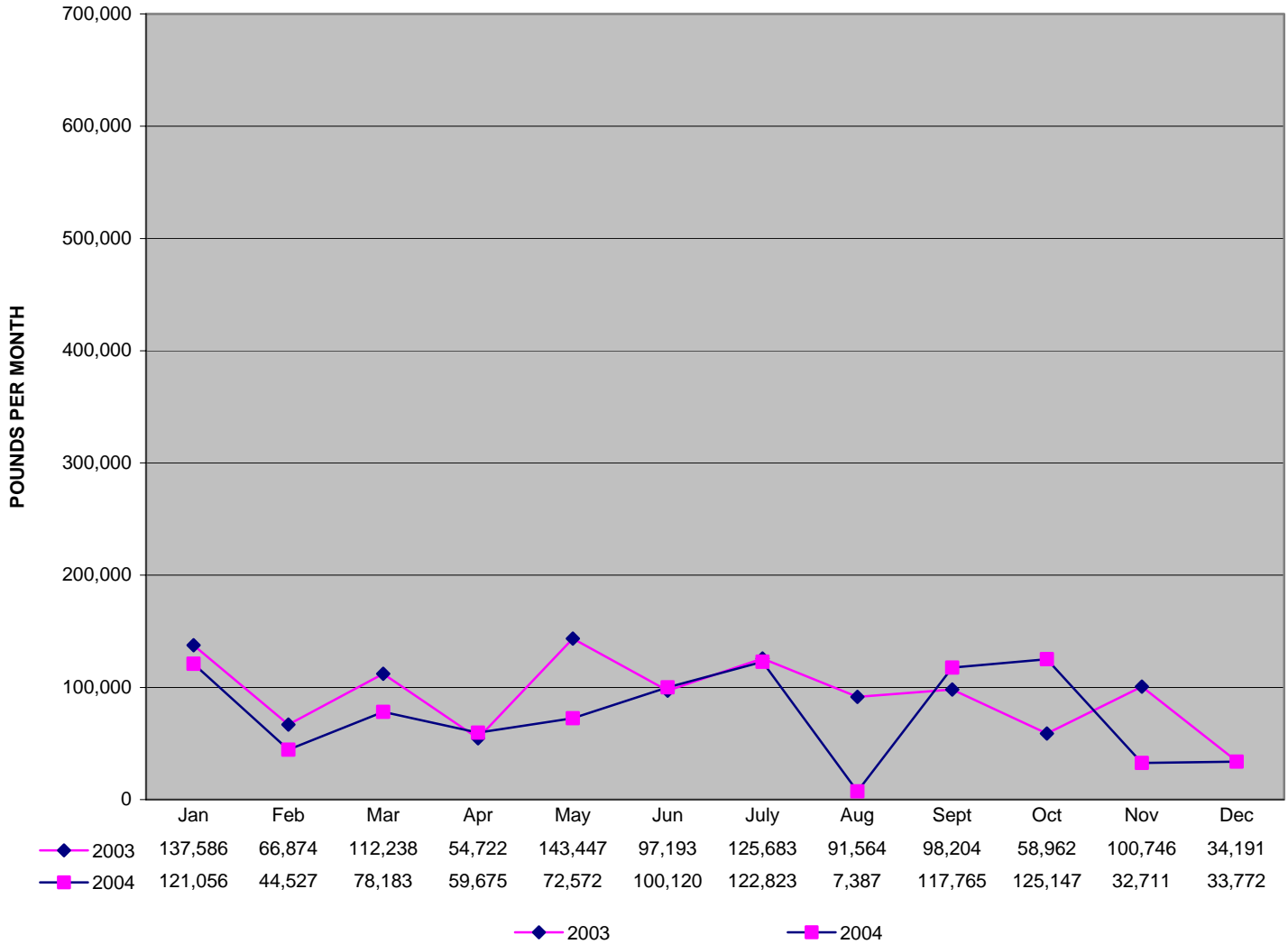
**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 125,679 LBS. / AVG. MONTHLY USAGE = 10,474 LBS.

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 125,437 LBS. / AVG. MONTHLY USAGE = 10,454 LBS.

**PROPERTY NUMBER 12809-1**  
 (ROLL, 46', 40 LB. OFFSET)  
 HOUSE CALENDAR (D) / SENATE CALENDAR (D) / BILLS (D) / BUDGET (A)

**2003 / 2004 USAGE COMPARISON**



**SUMMARY**

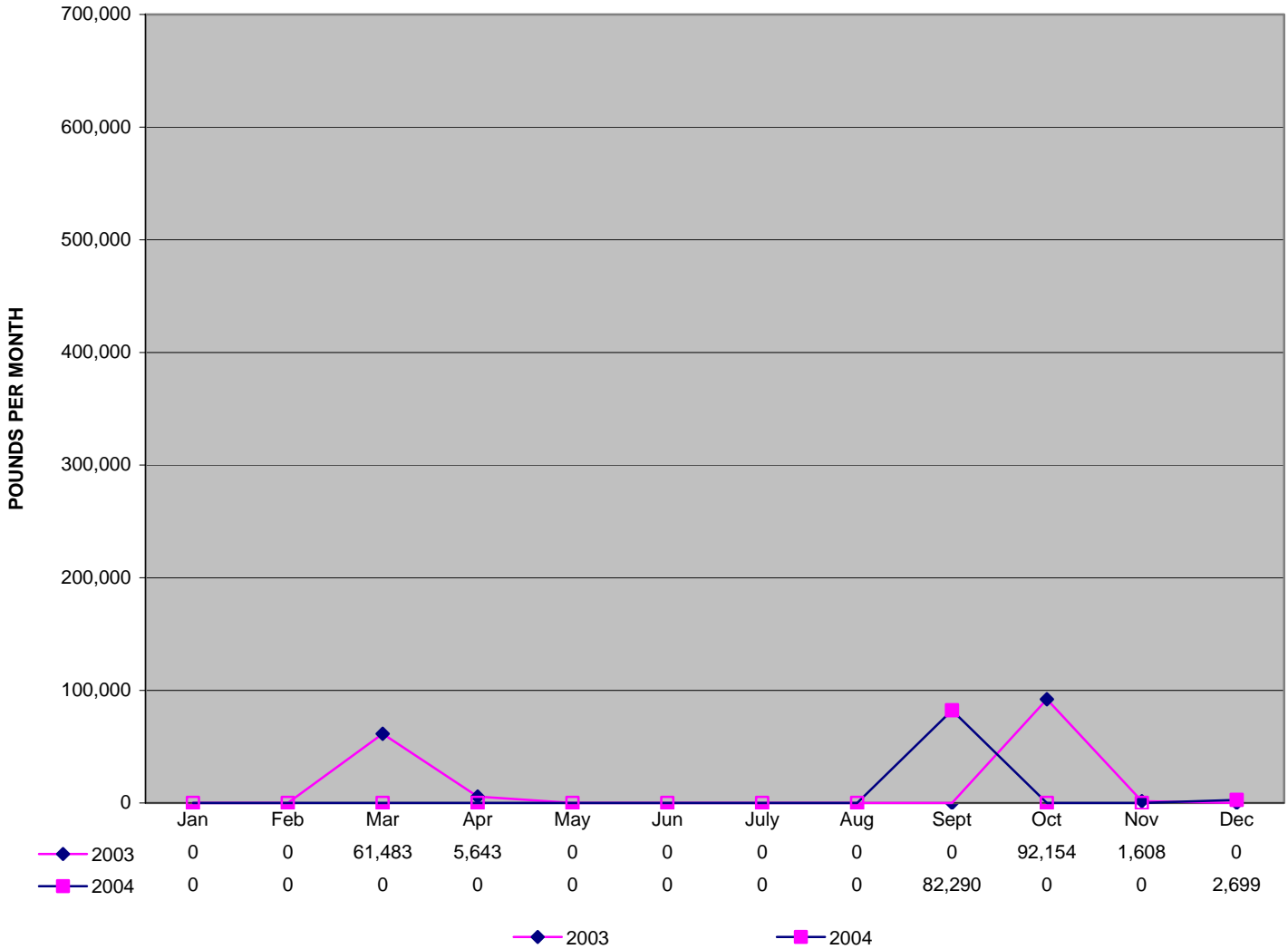
CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 1,121,410 LBS. / AVG/ MONTHLY USAGE = 93,451 LBS.

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 915,738 LBS. / AVG. MONTHLY USAGE = 76,312 LBS.



**PROPERTY NUMBER 15788-1**  
 (43"ROLL, 60 LB. OFFSET)  
 STATUTES AT LARGE (A, S/A)

**2003 / 2004 USAGE COMPARISON**



**SUMMARY**

CALENDAR YEAR 2003:  
 TOTAL YEARLY USAGE = 160,888 LBS. / AVG. MONTHLY USAGE = 13,407 LBS.

CALENDAR YEAR 2004:  
 TOTAL YEARLY USAGE = 84,989 LBS. / AVG MONTHLY USAGE = 7,083 LBS.

## ***Minimum Content Requirement***

<u>Lot Number(s)</u>	<u>Minimum %Recovered Materials Including Cotton/Linen</u>	<u>Minimum % Postconsumer Fiber/Material</u>	<u>Description Of Paper/Envelopes</u>	<u>JCP Code</u>
5		30	Heat-set Web Offset Machine-finish Book	A25
13, 14, 15		30	Heat-set Web Offset Book	A55
16, 17, 18b, 19a, 21		30	Offset Book	A60
47		10	Litho (Gloss) Coated Book	A180
50a		10	Matte Coated Offset Book	A240
51		10	Dull Coated Offset Book	A260
128 <sup>1</sup> , 128a <sup>1</sup> .	25 <sup>2</sup>	30	Recycled 25 pct. Bond, White and Colored	G45
131	50 <sup>2</sup>	30	50% Bond	G70
149		30	Ledger, White and Colored	J10
182a, 185		20	Index, White and Colored	K10
200		10	Litho (Gloss) Coated Cover	L10
202, 203		30	Vellum-finish Cover, White and Colored	L20
210		10	Matte Coated Cover	L50
212		10	Dull Coated Cover	L60
269b-269k		30	Plain Copier, Xerographic, White and Colored	O-65
270-270h	N/A	N/A	Plain Copier, Xerographic, White and Colored	O-65
326a		20	United States Postal Card	Q60
360a		80	Newsboard	R20
366d		80	Book Cover Board	R30
415, 424, 425, 426, 430		20	Light-colored Brown (Kraft Shade) Envelopes	V10
455		25	25 pct Bond Envelopes	V40
480, 481, 481b, 488		30	Writing Envelopes, White, Colored and Window	V20

<u>Lot Number(s)</u>	<u>Minimum %Recovered Materials Including Cotton/Linen</u>	<u>Minimum % Postconsumer Fiber/Material</u>	<u>Description Of Paper/Envelopes</u>	<u>JCP Code</u>
508, 508b, 508c, 517, 519a 521, 523, 538, 542, 550		35	Corrugated Container	--
555		35	Triple Wall Container	--

<sup>1</sup> Total percentage of recovered material must be a minimum of 50%.

<sup>2</sup> This value supercedes the value cited in the Government Paper Specification Standards, No. 11.

## **QUALIFIED PRODUCTS LISTS**

JCP O-65: COMPLIANT EO 13101 COPY PAPER (Revised 03/15/05)

### **Brand Name**

Aspen Xerographic  
Colorsource ®  
Domtar Recycled Copy Recycled  
Encore 100  
Envirographic® 100  
Envirographic® 50/30  
Eureka!™ 30  
Eureka!™ 100  
Exact® Multipurpose Colors  
GeoCycle  
GREAT WHITE® MultiUse 20  
Hammermill Fore MP Colors  
HP Office Recycled  
HP Digital Copysaver Recycled  
Husky® Xerocopy  
MP Colors  
Multi-Purpose Recycled Paper  
New Life DP  
Willicopy ® Recycled  
Windsor ® Copy Recycled  
Xerox Multipurpose Recycled Paper

### **Manufacturer/Supplier**

Boise Paper Solutions  
Unisource  
Domtar  
New Leaf Paper / Badger Paper  
Badger Paper  
Badger Paper  
Georgia-Pacific  
Georgia-Pacific  
Wausau Papers  
Georgia-Pacific  
International Paper Co.  
International Paper Co.  
Hewlett-Packard  
Hewlett-Packard  
Weyerhaeuser  
Boise Paper Solutions  
IBM  
Rolland Inc  
Williamette Incustries, Inc.  
Domtar  
Xerox Corporation

## **QUALIFIED PRODUCTS LISTS continued**

**JCP O-65: NON-COMPLIANT EO 13101 COPY PAPER (Revised 03/15/05)**

<b><u>Brand Name</u></b>	<b><u>Manufacturer/Supplier</u></b>
Ardor® Xerocopy	Domtar
BPM Xerographic	Badger Paper
Cascade® X-9000	Boise Papers Solutions
(Champion) Multi-Purpose Recycle	International Paper Corp.
(Champion) Multipurpose (CMDCCI)	International Paper Corp.
Color source®	Unisource
Compat DP	xpedx
Compat XOS	xpedx
COPYSAVER Dual Purpose	Paper Corporation of U.S.
Copy Solution™	Avenor America, Inc.
Digital Laseropaque	Xerox Corporation
DocuSource	Unisource
DP Xerocopy	Frank Parsons Paper Co.
Econosource® Dual Purpose	Paper Corp. Of U.S./Unisource
FASCOPY	RIS Paper Co., Inc./Domtar
Finch Laser Opaque	Finch, Pruyn & Company Inc.
(Hammermill® Fore® 9000™)	International Paper Co.
(Hammermill)Tidal® DP	International Paper Co.
(Hammermill® ) Fore® D.P. Colors	International Paper Co.
HP Office™	Hewlett-Packard
HP Digital Copysaver	Hewlett-Packard
IMPACT™ Copy Paper	Frank Parsons Paper Co./Domtar .
Laser Print	Hammermill Papers
LASERULTRA™	International Paper Co. (Springhill Division)
Microprint™ Digital Publishing Text	Domtar
Microprint™ Laser 1000™	Domtar
Microprint Multi-System	Domtar
Multi-Purpose Paper	IBM
Replicopy High Speed	xpedx
Spectrum® DP	Domtar
Spectrum® Laser DP	Domtar
(Springhill) Recycled Relay MP 00281	International Paper
(Springhill) Relay MP 00281	International Paper
Willcopy® Xerographic MP	Weyerhaeuser
Domtar®) Copy	Domtar .
Domtar®) Copy Recycled	Domtar
Xerox Recycled Paper (#3R5130)	Xerox Corporation.
Yorktown Xerographic DP	International Paper

## **QUALIFIED PRODUCTS LISTS continued**

### PRINTING PAPER GRADES (Revised 03/15/05)

<u>Product Names</u>	<u>JCP Number</u>	<u>GPO Lot Number</u>	<u>Manufacturer</u>
Envirographic Offset White	A25	5	Badger Paper
Eureka Offset Smooth	A55	14 / 15	Georgia Pacific
Envirographic Offset	A55	13 / 14 / 15	Badger Paper
Husky Offset Smooth	A55	14 / 15	Weyerhaeuser
Williamsburg Recycled Offset Smooth Plus White	A55	14 / 15	International Paper
Eureka Offset Smooth	A60	17 / 19a / 21	Georgia Pacific
Envirographic Offset	A60	16 / 17 / 19a / 21	Badger Paper
Husky Offset Smooth	A60	17 / 19a / 21	Weyerhaeuser
Williamsburg Recycled Offset Smooth Plus White	A60	17 / 19a / 21	International Paper
Orion Gloss**	A180	47	Stora Enso
Opus Gloss	A180	47	SAPPI
Sterling Ultra Gloss	A180	47	MeadWestvaco
Utopia Two Gloss	A180	47	Appleton
Productolith Gloss	A180	47	Stora Enso
Opus Matte	A240	50a	SAPPI
Sterling Ultra Matte	A240	50a	MeadWestvaco
Opus Dull	A260	51	SAPPI
Orion Dull **	A260	51	Stora Enso
Utopia Two Dull	A260	51	Appleton
Sterling Ultra Gloss	L10	200	MeadWestvaco
Utopia Two Gloss	L10	200	Appleton
Productolith Gloss	L10	200	Stora Enso
Opus Matte	L50	210	SAPPI
Utopia Two Matte	L50	210	Appleton
Sterling Ultra Dull	L60	212	MeadWestvaco
Utopia Two Dull	L60	212	Appleton

\* Available with 30% Post Consumer Fiber

\*\* Available with 10% Post Consumer Fiber

# SAMPLE SUBMISSION FORM

(3/15/2005)

Please mail samples to *US Government Printing Office - Attn: QC Samples Testing Unit  
Testing and Technical Services Division – Mail Stop QC, Room B502  
732 N. Capitol Street, N.W.  
Washington, D.C. 20402*

Use this form to send the QC Samples or submit information using your company letterhead stationery providing the information requested. Label samples as “**QC Samples**” or “**QPL Samples**.”

## Information required for the submission of QC Samples

QC Samples are items manufactured specifically for GPO: paper, envelopes or cartons

Description of item \_\_\_\_\_  
GPO Lot Number \_\_\_\_\_ **And** GPO Property Number. \_\_\_\_\_  
GPO Purchase Order \_\_\_\_\_  
Number \_\_\_\_\_  
Quantity Manufactured \_\_\_\_\_ **Or** Quantity Shipped \_\_\_\_\_  
Manufacturing Number \_\_\_\_\_ **Or** Stock Number \_\_\_\_\_  
Date(s) of Manufacture \_\_\_\_\_

Email address of the technical contact \_\_\_\_\_

Provide statement as to the recycled (PC, recovered, etc.) fiber content

Email test data for the manufacturing (converting) run to [gctd@gpo.gov](mailto:gctd@gpo.gov)

Attach a statement certifying that the samples were taken in accordance with TAPPI T-400 or equivalent sampling plan

Email and attach a Certificate of Analysis

## Information required for the submission of QPL Samples

QPL Samples are items to be tested, evaluated and considered for inclusion on a GPO qualified products list

Description of item \_\_\_\_\_

Brand Name or Product Identification \_\_\_\_\_

Manufacturer \_\_\_\_\_

Email address of the contact person \_\_\_\_\_

GPO Purchase Order Number *if Applicable* \_\_\_\_\_

JCP Number or GPO Lot Number *for Consideration* \_\_\_\_\_

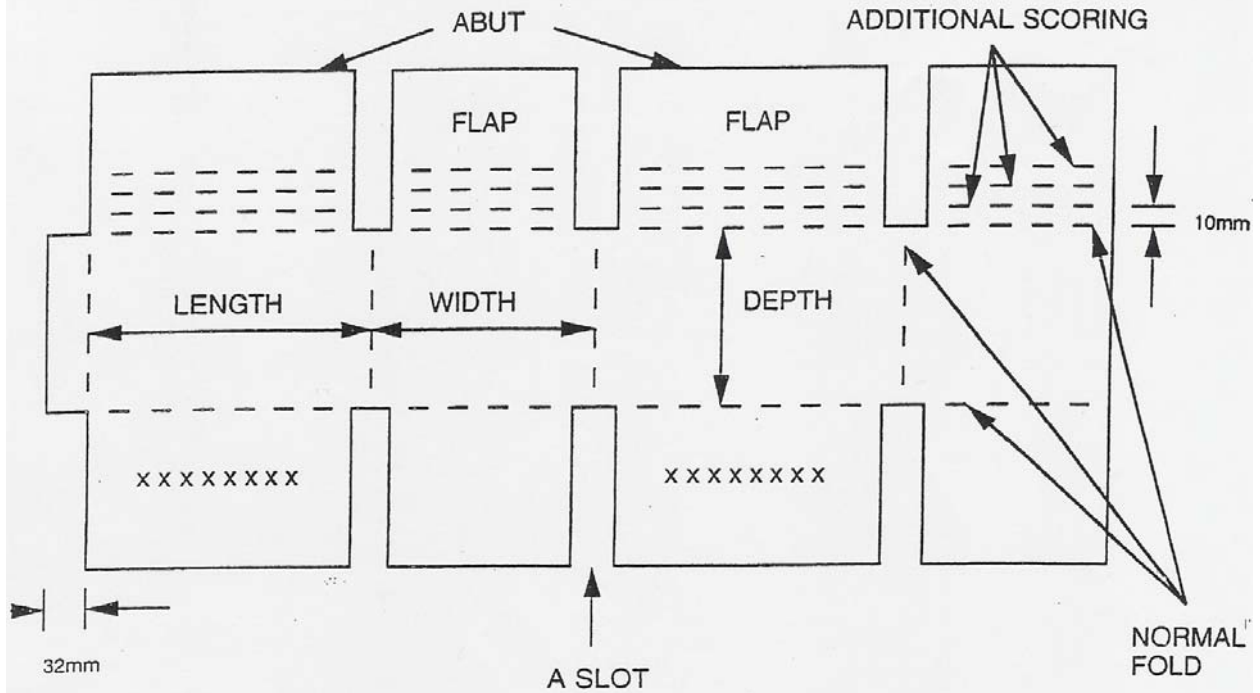
Recycled (PC, recovered, etc.) fiber content \_\_\_\_\_





## CORRUGATED CONTAINER DRAWINGS

FIGURE 1: Corrugated Container (3 additional scorings)  
(Lots GP 507 to 511d, inclusive)



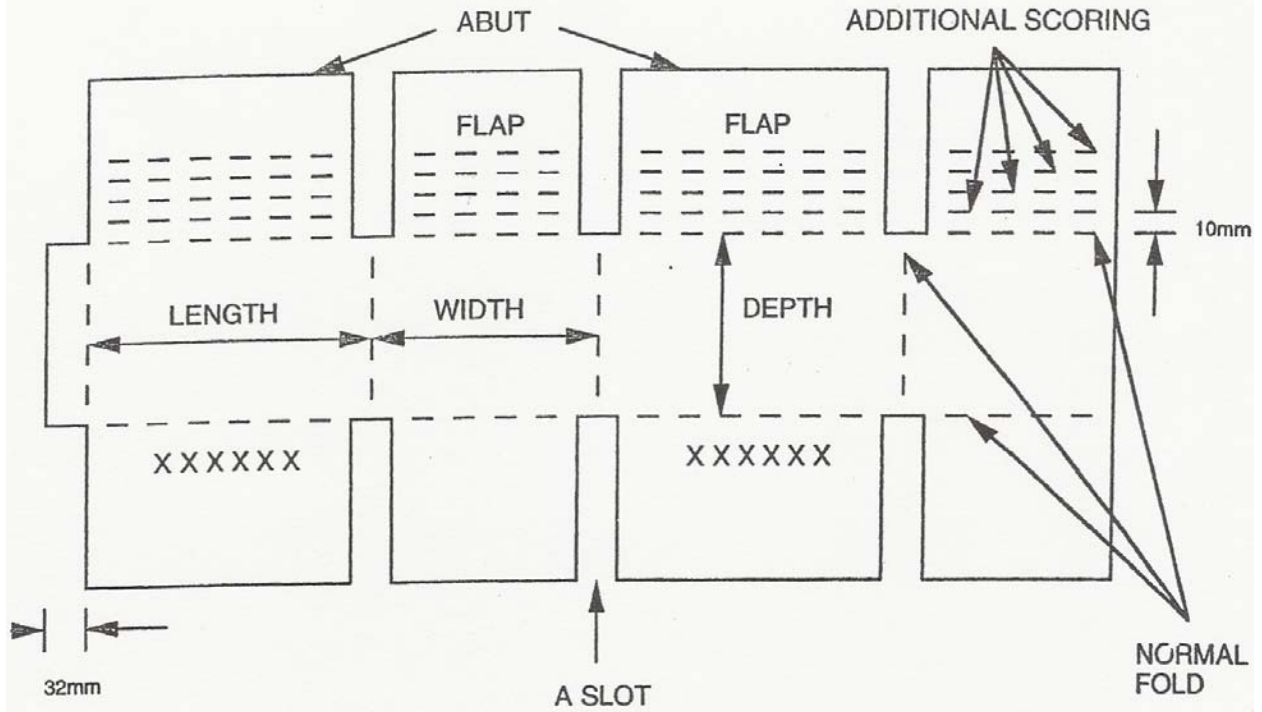
xxxxxxx = printing on one outside, lengthwise flap

NOTE: NOT DRAWN TO SCALE.

See each lot number and carton specification for specific details.

**CORRUGATED CONTAINER DRAWINGS continued**

**FIGURE 2: Corrugated Container (4 additional scorings)  
(Lots GP 520 to 524 and 533 to 536, inclusive)**



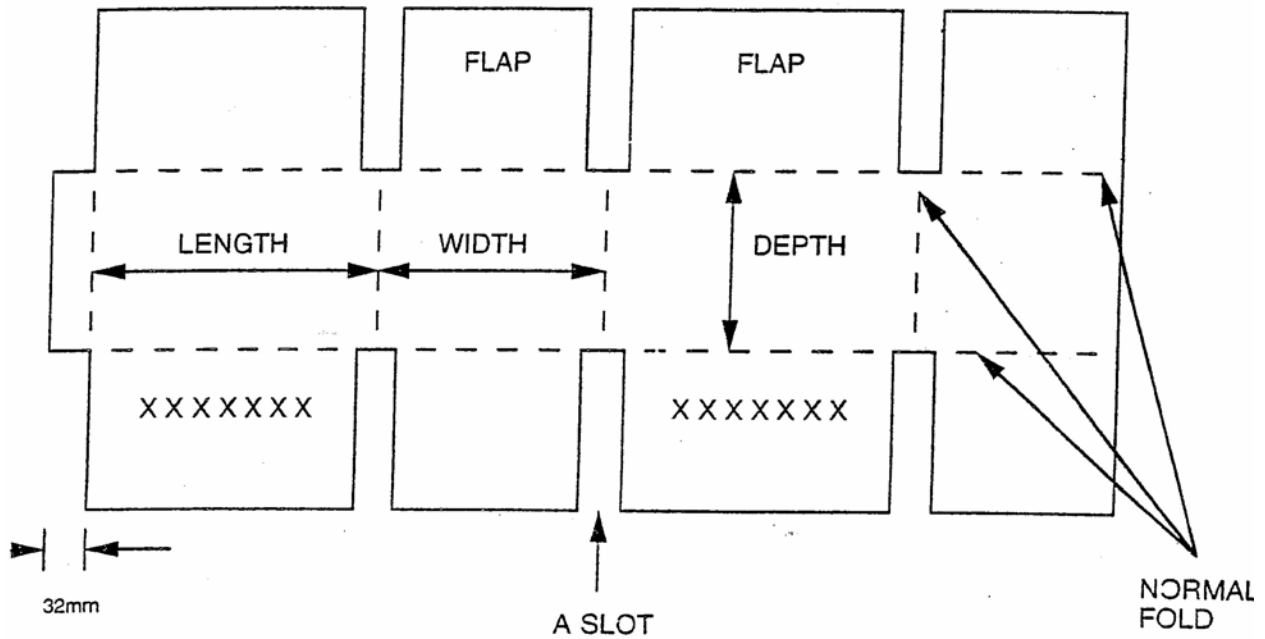
x x x x x = printing on one outside, lengthwise flap

NOTE: NOT DRAWN TO SCALE.

See each lot number and carton specification for specific details.

# CORRUGATED CONTAINER DRAWINGS *continued*

FIGURE 3: Corrugated Container (no additional scoring)  
(Lots GP 516 to 519b, inclusive)



(Lot 517 must be 10 mm wide)

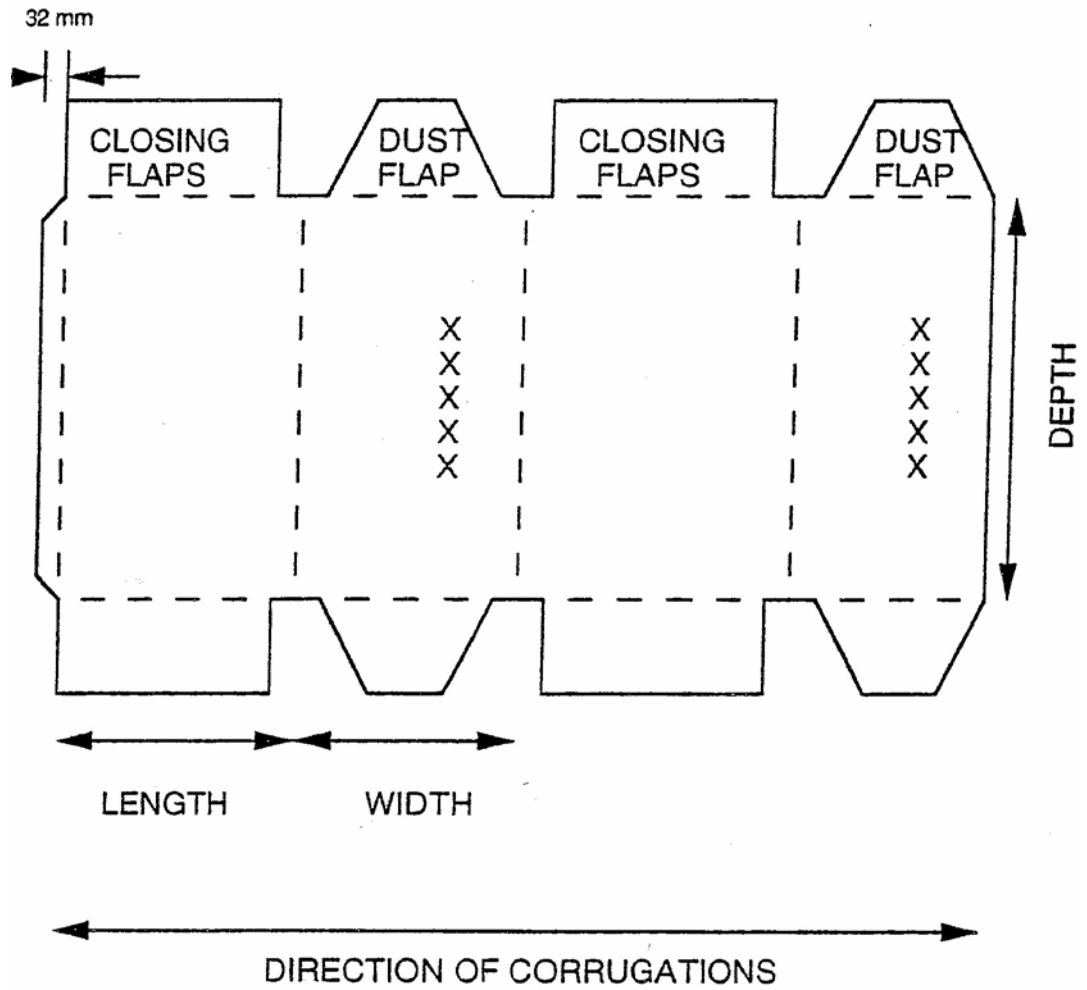
x x x x x = printing on one outside, lengthwise flap,  
except for Lots GP516 and 517 which  
have special printing requirements

NOTE: NOT DRAWN TO SCALE.

See each lot number and carton specification for specific details.

*CORRUGATED CONTAINER DRAWINGS continued*

FIGURE 5: End Loading Corrugated Container,  
die cut with reverse corrugation  
(Lot GP 542)



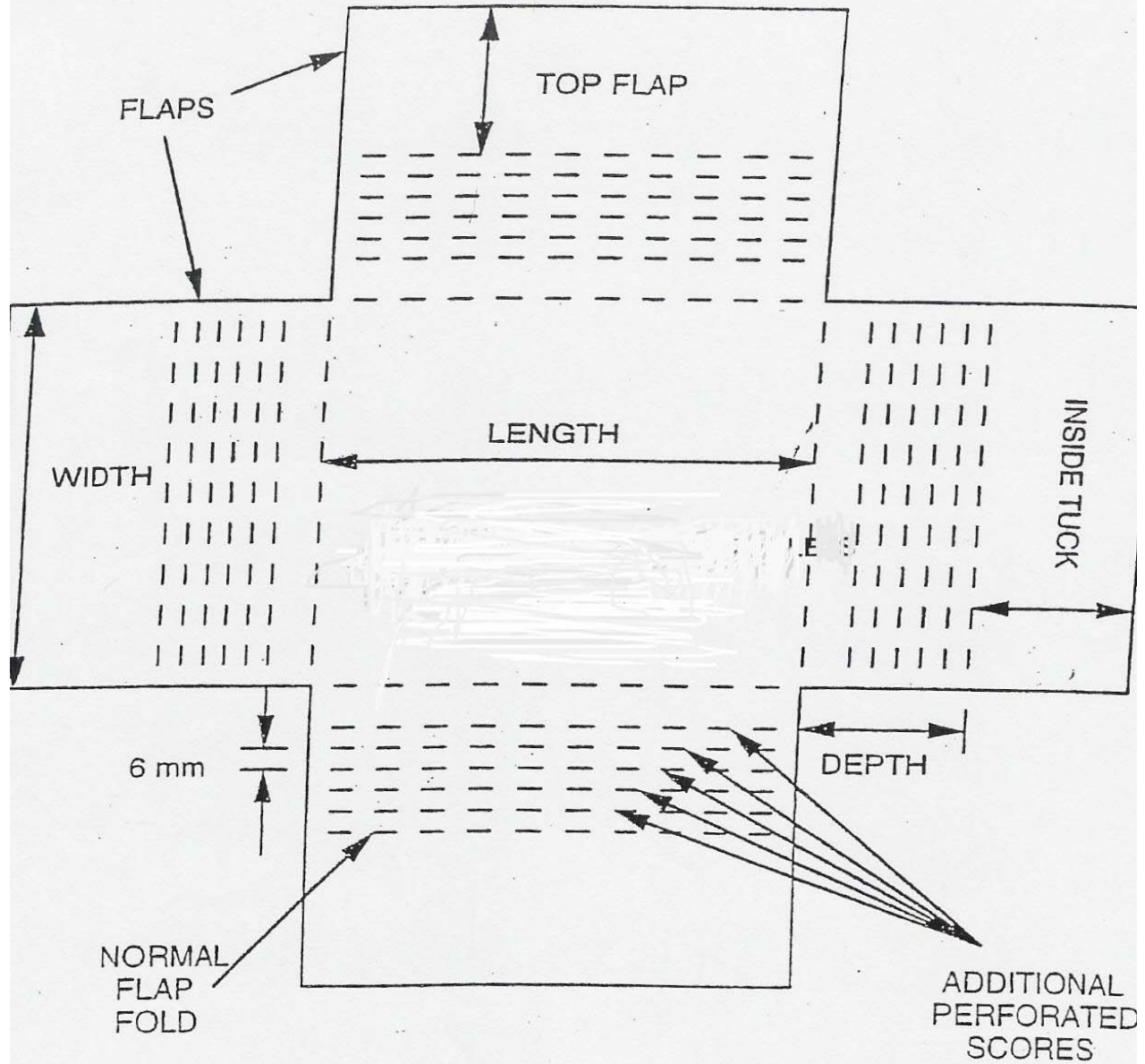
X X X X X = printing

NOTE: NOT DRAWN TO SCALE.

See each lot number for specific details.

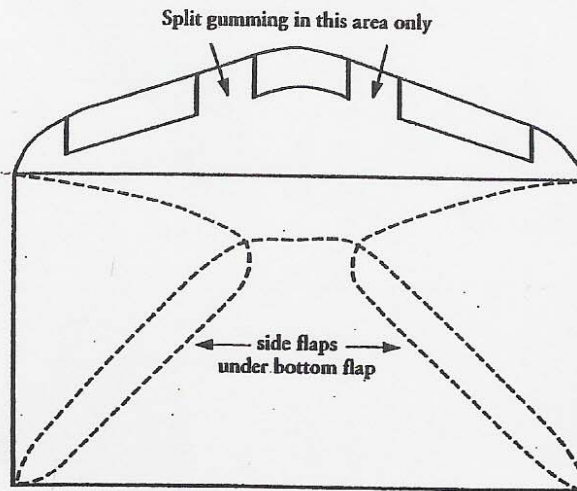
CORRUGATED CONTAINER DRAWINGS continued

FIGURE 6: Corrugated 1-Piece Folder  
(Lots GP 550 and 551; Lot 560 without additional perforated scores)

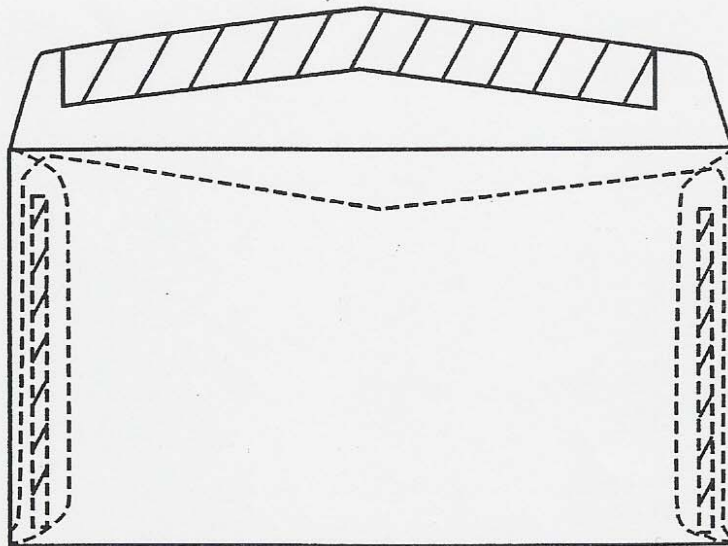


NOTE: NOT DRAWN TO SCALE.

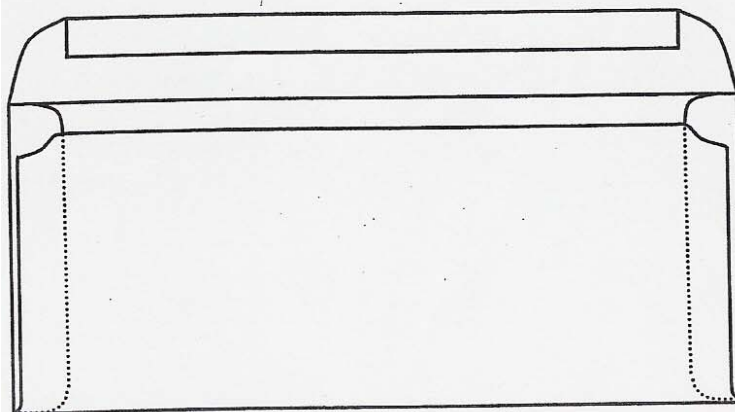
# ENVELOPE STYLE



Style A: High cut diagonal seam open side envelopes.  
The broken lines show style of cut on back of envelopes.



Style C: Web style side seam envelopes.



ENV Style D: Web style side seam envelopes with straight flap

# WATERMARKS



\* YEAR—9.5 mm (3/8") Figures

**JCP G45:** Watermark Design for Recycled 25% Bond and Ledger Papers



\* YEAR—9.5 mm (3/8") Figures

**JCP G70:** Watermark Design for Recycled 50% Bond and Ledger Papers

<b>BID BOND</b> <i>(See instruction on reverse)</i>	DATE BOND EXECUTED <i>(Must not be later than bid opening date)</i>	OMB NO.: <b>9000-0045</b>
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Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION STATE OF INCORPORATION
--	--

SURETY(IES) *(Name and business address)*

PENAL SUM OF BOND					BID IDENTIFICATION	
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS		
					FOR <i>(Construction, Supplies, or Services)</i>	

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL				
SIGNATURE(S)	1.	2.	3.	<i>Corporate Seal</i>
	<i>(Seal)</i>	<i>(Seal)</i>	<i>(Seal)</i>	
NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.	3.	

INDIVIDUAL SURETY(IES)		
SIGNATURE(S)	1.	2.
	<i>(Seal)</i>	<i>(Seal)</i>
NAME(S) <i>(Typed)</i>	1.	2.

CORPORATE SURETY(IES)				
SURETY A	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)
	SIGNATURE(S)	1.	2.	<i>Corporate Seal</i>
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.	



<b>SURETY B</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY C</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY D</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY E</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY F</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY G</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

#### INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., (e.g., 20% of the bid price but the amount not to exceed \_\_\_\_\_ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designed "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.  
  
(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."

**PERFORMANCE BOND**  
(See instructions on reverse)

DATE BOND EXECUTED (Must be same or later than date of contract)

OMB No.: 9000-0045

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405

PRINCIPAL (Legal name and business address)	TYPE OF ORGANIZATION ("X" one) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION STATE OF INCORPORATION																				
SURETY(IES) (Name(s) and business address(es))	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">PENAL SUM OF BOND</th> </tr> <tr> <td style="width:25%;">MILLION(S)</td> <td style="width:25%;">THOUSAND(S)</td> <td style="width:25%;">HUNDRED(S)</td> <td style="width:25%;">CENTS</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2">CONTRACT DATE</td> <td colspan="2">CONTRACT NO.</td> </tr> <tr> <td colspan="2"> </td> <td colspan="2"> </td> </tr> </table>	PENAL SUM OF BOND				MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS					CONTRACT DATE		CONTRACT NO.					
PENAL SUM OF BOND																					
MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS																		
CONTRACT DATE		CONTRACT NO.																			

**OBLIGATION:**

We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

**CONDITIONS:**

The Principal has entered into the contract identified above.

**THEREFORE:**

The above obligation is void if the Principal -

(a)(1) Performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of the contract during the original term of the contract and any extensions thereof that are granted by the Government, with or without notice to the Surety(ies), and during the life of any guaranty required under the contract, and (2) performs and fulfills all the undertakings, covenants, terms conditions, and agreements of any and all duly authorized modifications of the contract that hereafter are made. Notice of those modifications to the Surety(ies) are waived.

(b) Pays to the Government the full amount of the taxes imposed by the Government, if the said contract is subject to the Miller Act, (40 U.S.C. 270a-270e), which are collected, deducted, or withheld from wages paid by the Principal in carrying out the construction contract with respect to which this bond is furnished.

**WITNESS:**

The Principal and Surety(ies) executed this performance bond and affixed their seals on the above date.


PRINCIPAL			
SIGNATURE(S)	1. _____ (Seal)	2. _____ (Seal)	3. _____ (Seal)
NAME(S) & TITLE(S) (Typed)	1. _____	2. _____	3. _____
			Corporate Seal

INDIVIDUAL SURETY(IES)	
SIGNATURE(S)	1. _____ (Seal)      2. _____ (Seal)
NAME(S) (Typed)	1. _____      2. _____

CORPORATE SURETY(IES)			
<b>SURETY A</b>	NAME & ADDRESS	STATE OF INC.	LIABILITY LIMIT \$
	SIGNATURE(S)	1. _____	2. _____
	NAME(S) & TITLE(S) (Typed)	1. _____	2. _____
			Corporate Seal

**CORPORATE SURETY(IES) (Continued)**

<b>SURETY B</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY C</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY D</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY E</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY F</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY G</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

<b>BOND PREMIUM</b> 	RATE PER THOUSAND (\$)	TOTAL (\$)
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**INSTRUCTIONS**

1. This form is authorized for use in connection with Government contracts. Any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE

SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual Surety (Standard Form 28) for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning their financial capability.

4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.

5. Type the name and title of each person signing this bond in the space provided.

## **SECTION - K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS**

1. SMALL BUSINESS CONCERN REPRESENTATION
2. TAXPAYER INFORMATION
3. WALSH-HEALY PUBLIC CONTRACTS ACT REPRESENTATION
4. PREVIOUS CONTRACTS AND COMPLIANCE REPORTS
5. AFFIRMATIVE ACTION COMPLIANCE
6. PROHIBITION OF SEGRATED FACILITIES
7. NOTICE OF TOTAL HUBZONE SET-ASIDE
8. EQUAL LOW BIDS
9. PLACE OF PERORMANCE
10. CERTIFICATE REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT AND OTHER RESPONSIBILITY MATTERS
11. CERTIFICATE OF INDEPENDENT PRICE DETERMINATION
12. CONTINGENT FEE REPRESENTATION AND AGREEMENT
13. CLEAN AIR & WATER CERTIFICATION
14. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
15. ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATE
16. NOTICE OF PARTICIPATION BY ORGANIZATIONS FOR THE HANDICAPPED

Representations and Certifications	Reference
Name and Address of Offeror	Date of Offer

"SOLICITATION" MEANS "INVITATION FOR BIDS" IN SEALED BIDDING AND "REQUEST FOR PROPOSAL" OR "REQUEST FOR QUOTATION" IN NEGOTIATION.

"OFFER" MEANS "BID" IN SEALED BIDDING AND "PROPOSAL" IN NEGOTIATION.

"OFFEROR" MEANS THE PERSON OR FIRM SUBMITTING THE OFFER.

**THE OFFEROR MAKES THE FOLLOWING REPRESENTATIONS AND CERTIFICATIONS AS A PART OF THE OFFER IDENTIFIED ABOVE. (CHECK APPROPRIATE CIRCLE AND FILL IN BLANKS.)**

**1. 552.219-1 SMALL BUSINESS CONCERN REPRESENTATION (MAY 1991) (DEVIATION MMAR 52.219-1)**

(a) Representation. The offeror represents and certifies as part of its offer that it  is or  is not a small business concern.

(b) Definition. Small business concern, as used in this provision, means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in this solicitation.

© Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or, any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies including suspension and debarment; and (3) be ineligible for participation in programs conducted under the authority of the Act.

**2. 52.204-3 TAXPAYER IDENTIFICATION (Oct 1998)**

(a) *Definitions.*

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (MMAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in MMAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN).*

\* TIN: \_\_\_\_\_.

\* TIN has been applied for.

\* TIN is not required because:

\* Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

- \* Offeror is an agency or instrumentality of a foreign government;
- \* Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

- \* Sole proprietorship;
- \* Partnership;
- \* Corporate entity (not tax-exempt);
- \* Corporate entity (tax-exempt);
- \* Government entity (Federal, State, or local);
  - Foreign government;
  - International organization per 26 CFR 1.6049-4;
- \* Other \_\_\_\_\_.

(f) *Common parent.*

- \* Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

\* Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

ITEMS 3, 4, 5, AND 6 NEED TO BE CHECKED ONLY IF OFFER EXCEEDS \$10,000 IN AMOUNT.

**3. 52.222-20 WALSH-HEALY PUBLIC CONTRACTS ACT (DEC 1996)**

If this contract is for the manufacture or furnishing of materials, supplies, articles or equipment in an amount that exceeds or may exceed \$10,000, and is subject to the Walsh-Healey Public Contracts Act, as amended (41 U.S.C. 35-45), the following terms and conditions apply:

(a) All stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR Chapter 50) are incorporated by reference. These stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.

(b) All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (41 U.S.C. 40).

**4. 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)**

The offeror represents that--

- (a) It \* has, \* has not participated in a previous contract or subcontract subject the Equal Opportunity clause of this solicitation;
- (b) It \* has, \* has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

**5. 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)**

(Applicable to contracts, which include the clause at MMAR 52.222-26, Equal Opportunity, except for construction contracts.)

The offeror represents that --

(a) It  has developed and has on file,  has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or

(b) It  has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**6. 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)**

(a) "Segregated facilities," as used in this clause, 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, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(b) The Contractor agrees 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 Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

**ITEMS 7-19 DO NOT APPLY TO PROCUREMENTS OF \$25,000 OR LESS MADE THROUGH SMALL PURCHASE PROCEDURES.**

**8. 52.219-2 EQUAL LOW BIDS (OCT 1995)**

(a) This provision applies to small business concerns only.

(b) The bidder's status as a labor surplus area (LSA) concern may affect entitlement to award in case of tie bids. If the bidder wishes to be considered for this priority, the bidder must identify, in the following space, the LSA in which the costs to be incurred on account of manufacturing or production (by the bidder or the first-tier subcontractors) amount to more than 50 percent of the contract price.

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(c) Failure to identify the labor surplus areas as specified in paragraph (b) of this provision will preclude the bidder from receiving priority consideration. If the bidder is awarded a contract as a result of receiving priority consideration under this provision and would not have otherwise received award, the bidder shall perform the contract or cause the contract to be performed in accordance with the obligations of an LSA concern.

**9. 52.215-6 PLACE OF PERFORMANCE (OCT 1997)**

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, \* intends, \* does not intend [*check applicable block*] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance Name and Address of Owner (Street Address, City, and Operator of the Plant , State, County, Zip Code) or Facility if Other than Offeror or Respondent.

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**10. 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (APR 2001)**

(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 \* are not \* presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(b) Have \* have not \*, within the three-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; **[This language stayed indefinitely. Please use paragraph (a)(1)(i)(D) below.]**

(c) Are \* are not \* presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and **[This language stayed indefinitely. Please use paragraph (a)(1)(i)(E) below.]**

(D) Have [ ] have not [ ], within a three-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

(E) Are [ ] 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)(D) of this provision.

(ii)(A) **[This paragraph (a)(1)(ii) is stayed indefinitely.]** The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, has \* has not \* within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws--

(1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or

(2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or

(3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

(B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and

(iii) The Offeror has \* 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 this 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 nonresponsible.



(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 is 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 this solicitation for default.

#### 11. 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that--

(1) The prices in this 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 this 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 this 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) above; 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) above

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[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this 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) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

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

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

#### 12. 52.203-4 CONTINGENT FEE REPRESENTATION AND AGREEMENT (APR 1984)

(a) Representation. The offeror represents that, except for full-time bona fide employees working solely for the offeror, the offeror-

[NOTE: For interpretation of the representation, including the term "bona fide employees," see Subpart 3.4 of the Federal Acquisition Regulation.]

(1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and

(2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) Agreement. The offeror agrees to provide information relating to the above Representation as requested by the Contracting Officer and, when subparagraph (a)(1) or (a)(2) is answered affirmatively, to promptly submit to the Contracting Officer --

(1) A completed Standard Form 119, Statement of Contingent or Other Fees, (SF 119); or

(2) A signed statement indicating that the SF 119 was previously submitted to the same contracting office, including the date and applicable solicitation or contract number, and representing that the prior SF 119 applies to this offer or quotation.

#### 13 52.223-1 CLEAN AIR AND WATER CERTIFICATION (APR 1984)

(Applicable if the 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.)

The offeror certifies that --

(a) Any facility to be used in the performance of this proposed contract is , is not  listed on the Environmental Protection Agency List of Violation Facilities;

(b) The offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

© The offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**14. 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)** (Deviation)  
(Applicable if the offer exceeds \$100,000)

(a) The definitions and prohibitions contained in the clause, at MMAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation.

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and certificate to the Contracting Officer prior to the award of a contract to the SBA.

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

© Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

**15. 52-209-7 ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATE--MARKETING CONSULTANTS (NOV 1991)**  
(Applicable to negotiated acquisitions if the offer exceeds \$200,000.)

(a) Definitions.

(1) Marketing consultant means any independent contractor who furnishes advice, information, directions, or assistance to an offeror or any other contractor in support of the preparation or submission of an offer for a government contract by that offeror. An independent Contractor is not a marketing consultant when rendering--

(i) Services excluded in Subpart 37.204;

(ii) Routine engineering and technical services (such as installation, operation, or maintenance of systems, equipment, software, components, or facilities);

(iii) Routine legal, actuarial, auditing, and accounting services; or,

(iv) Training services.

(2) Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectively in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

(b) An individual or firm that employs, retains or engages contractually one or more marketing consultants in connection with a contract, shall submit to the Contracting Officer, with respect to each marketing consultant, the certificates described below, if the individual or firm is notified that it is the apparent successful offeror.

(c) The certificate must contain the following:

(1) The name of the agency and the number of the solicitation in question.

(2) The name, address, telephone number, and federal taxpayer identification number of the marketing consultant.

(3) The names, addresses, and telephone number of a responsible officer or employee of the marketing consultant who has personal knowledge of the marketing consultants involvement in the contract.

(4) A description of the nature of the services rendered by or to be rendered by the marketing consultant.

(5) The name, address, and telephone number of the client or clients, and the name of a responsible officer or employee of the marketing consultant who is knowledgeable about the services provided to such client(s), and a description of the nature of the services rendered to such client(s), if, based on information provided to the Contractor by the marketing consultant, any marketing consultant is rendering or, in the 12 months preceding the date of the certificate, has rendered services respecting the same subject matter of the instant solicitation, or directly relating to such subject matter, to the Government or any other client (including any foreign government or person).

(6) A statement that the person who signs the certificate for the prime Contractor has informed the marketing consultant of the existence of Subpart 9.5 and Office of Federal Procurement Policy Letter 89-1.

(7) The signature, name, title, employer's name, address, and telephone number of the persons who signed the certificates for both the apparent successful offeror and the marketing consultant.

(d) In addition, the apparent successful offeror shall forward to the a certificate signed by the marketing consultant that the marketing consultant has been told of the existence of Subpart 9.5 and Office of the Federal Procurement Policy Letter 89-1, and the marketing consultant has made inquiry, and to the best of the consultant's knowledge and belief, the consultant has provided no unfair competitive advantage to the prime Contractor with respect to the services rendered or to be rendered in connection with the solicitation, or that any unfair competitive advantage that, to the best of the consultant's knowledge and belief, does or may exist, has been disclosed to the offeror.

(e) Failure of the offeror to provide the required certifications may result in the offeror being determined ineligible for award. Misrepresentation of any fact may result in the assessment of penalties associated with false certifications or such other provisions provided for by law or regulation.

**16. 52.219-15 NOTICE OF PARTICIPATION BY ORGANIZATIONS FOR THE HANDICAPPED (APR 1991)**

(Applies if solicitation is total or partial small business set-aside)

(a) Definitions.

"Handicapped individual" means a person who has a physical, mental, or emotional impairment, defect, ailment, disease, or disability of a permanent nature, which in any way limits the selection of any type of employment for which the person would otherwise be qualified or qualifiable.

"Public or private organization for the handicapped" means one (1) which is organized under the laws of the United States or of any State, operated in the interest of handicapped individuals, the net income of which does not inure in whole or in part to the benefit of any shareholder or other individual; (2) which complies with any applicable occupational health and safety standard prescribed by the Secretary of Labor; and (3) employs in the production of commodities and in the provision of services, handicapped individuals for not less than 75 percent of the direct labor required for the production of provision of the commodities or services.

(b) Certification. The offeror certifies that it is  is not  a public or private organization for the handicapped. An offeror certifying in the affirmative is eligible to participate in any resultant contract as if it were a small business concern.

Agreement. An offeror certifying as a public or private organization for the handicapped agrees that at least 75 percent of the direct labor required in the performance of the contract will be performed by handicapped individuals.

## **SECTION L INSTRUCTIONS, CONDITIONS AND NOTICES**

1. AMENDMENTS TO INVITATION TO BID
1. FALSE STATEMENTS IN BIDS
2. SUBMISSION OF BIDS
3. EXPLANATION TO PROSPECTIVE BIDDERS
4. LATE SUBMISSION, MODIFICATIONS AND WITHDRAWALS OF BIDS
5. FAILURE TO SUBMIT BID
6. CONTRACT AWARD – SEALED BIDDING/OTHER THAN CONSTRUCTION
7. PREPARATION OF BIDS – OTHER THAN CONSTRUCTION
8. “ALL OR NONE” OFFERS
9. PRE-AWARD ON SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW
10. SITE VISIT
11. FINANCIAL STATEMENT
12. AUTHORIZED DIVIATIONS OR VARIATIONS IN PROVISIONS

## SOLICITATION PROVISIONS (Sealed Bid)

### 1. MMAR 52.214-3 Amendments to Invitations for Bids. ((Dec 1989)

(a) If this solicitation is amended, then all terms and conditions, which are not modified, remain unchanged.

(b) Bidders shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on the form for submitting a bid, (3) by letter or telegram, or (4) by facsimile, if facsimile bids are authorized in the solicitation. The Government must receive the acknowledgment by the time and at the place specified for receipt.

### 2. MMAR 52.214-4 FALSE STATEMENTS IN BIDS (Apr 1984)

Bidders must provide full, accurate, and complete information as required by this solicitation and its attachments. The penalty for making false statements in bids is prescribed in a quantity less than the quantity offered, at the unit prices offered, 18 U.S.C. 1001

### 3. MMAR 52.214-5-SUBMISSION OF BIDS (Mar 1997)

(a) Bids and bid modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means)--(1) Addressed to the office specified in the solicitation; and(2) Showing the time and date specified for receipt, the solicitation number, and the name and address of the bidder. (b) Bidders using commercial carrier services shall ensure that the bid is addressed and marked on the outermost envelope or wrapper as prescribed in subparagraphs (a)(1) and (2) of this provision when delivered to the office specified in the solicitation. (c) Telegraphic bids will not be considered unless authorized by the solicitation; however, bids may be modified or withdrawn by written or telegraphic notice. (d) Facsimile bids, modifications, or withdrawals, will not be considered unless authorized by the solicitation. (e) Bids submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

### 4. MMAR 52.214-6-EXPLANATION TO PROSPECTIVE BIDDERS (Apr 1984)

Any prospective bidder desiring an explanation or interpretation of the solicitation, drawing, specifications, etc., must request it in writing soon enough to allow a reply to reach all prospective bidders before the submission of their bids. Oral explanations or instructions given before the award of a contract will not be binding. Any information given a prospective bidder concerning a solicitation will be furnished promptly to all other prospective bidders as an amendment to the solicitation, if that information is necessary in submitting bids or if the lack of it would be prejudicial to other prospective bidders.

### 5. MMAR 52.214-7 LATE SUBMISSION, MODIFICATIONS, AND WITHDRAWALS OF BIDS Nov 1999)

(a) Bidders are responsible for submitting bids, and any modifications or withdrawals, so as to reach the Government office designated in the invitation for bids (IFB) by the time specified in the IFB. If no time is specified in the IFB, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that bids are due. (b)(1) Any bid, modification, or withdrawal received at the Government office designated in the IFB after the exact time specified for receipt of bids is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late bid would not unduly delay the acquisition; and-- (i) If it was

transmitted through an electronic commerce method authorized by the IFB, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of bids; or

(ii) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of bids and was under the Government's control prior to the time set for receipt of bids.

(2) However, a late modification of an otherwise successful bid that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(c) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the bid wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(d) If an emergency or unanticipated event interrupts normal Government processes so that bids cannot be received at the Government office designated for receipt of bids by the exact time specified in the IFB and urgent Government requirements preclude amendment of the IFB, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(e) Bids may be withdrawn by written notice received at any time before the exact time set for receipt of bids. If the IFB authorizes facsimile bids, bids may be withdrawn via facsimile received at any time before the exact time set for receipt of bids, subject to the conditions specified in the provision at 52.214-31, Facsimile Bids. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for receipt of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

### 6. MMAR 52.214-9-FAILURE TO SUBMIT BID (Jul 1995)

Recipients of this solicitation not responding with a bid should not return this solicitation, unless it specifies otherwise. Instead, they should advise the issuing office by letter, postcard, or established electronic commerce methods, whether they want to receive future solicitations for similar requirements. If a recipient does not submit a bid and does not notify the issuing office that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

### 7. MMAR 52.214.10-CONTRACT AWARD – SEALED BIDDING/OTHER THAN CONSTRUCTION (Jul 1990)

(a) The Government will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the Government considering only price and the price-related factors specified elsewhere in the solicitation. (b) The Government may--

(1) Reject any or all bids;

(2) Accept other than the lowest bid; and

(3) Waive informalities or minor irregularities in bids received.

(c) The Government may accept any item or group of items of a bid, unless the bidder qualifies the bid by specific limitations. Unless otherwise provided in the Schedule, bids may be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for unless the bidder specifies otherwise in the bid.

(d) A written award or acceptance of a bid mailed or otherwise furnished to the successful bidder within the time for acceptance specified in the bid shall result in a binding contract without further action by either party.

(e) The Government may reject a bid as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices, which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that allowing an advance payment, the bid will result in the lowest overall cost to the Government even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to

**8. MMAR 52.214-12-PREPARATION OF BIDS - OTHER THAN THAN CONSTRUCTION (APR 1984)**

(a) Bidders are expected to examine the drawings, specifications, Schedule, and all instructions. Failure to do so will be at the bidder's risk.

(b) Each bidder shall furnish the information required by the solicitation. The bidder shall sign the bid and print or type its name on the Schedule and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(c) For each item offered, bidders shall (1) show the unit price, including, unless otherwise specified, packaging, packing, and preservation and (2) enter the extended price for the quantity of each item offered in the "Amount column of the Schedule." In case of discrepancy between a unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

(d) Bids for supplies or services other than those specified will not be considered unless authorized by the solicitation.

(Bidders must state a definite time for delivery of supplies or for performance of services, unless otherwise specified in the solicitation.

(f) Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.

**9. GSAR 552.214-73-"ALL OR NONE" OFFERS (Sep 1999)**

(a) Unless awards in the aggregate are specifically precluded in this solicitation, the Government reserves the right to evaluate offers and makes awards on an "all or none" basis as provided below:

(b) (Applicable to definite quantity contracts.) An offer submitted on an "all or none" or similar basis will be evaluated as follows: The lowest acceptable offer exclusive of the "all or none" offer will be selected with respect to each item (or group of items when the solicitation provides for aggregate awards) and the total cost of all items thus determined shall be compared with the total of the lowest acceptable "all or none" offer. Award will be made to result in the lowest total cost to the Government.

(c) (Applicable only to requirements and indefinite quantity contracts.) An offer submitted on an "all or none" or similar basis will not be considered unless the offer is low on each item to which the "all or none" offer is made applicable. The term "each item" as used in this clause refers either to an item that under the terms of the solicitation may be independently awarded, or to a group of items on which an award is to be made in the aggregate.

**10. MMAR 52.222-24-PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW (Evaluation (Feb 1999)**

a contract in the amount of \$10 million or more will result from this solicitation, the prospective Contractor and its known first-tier subcontractors with anticipated subcontracts of \$10 million or more shall be subject to a pre-award compliance evaluation by the Office of Federal Contract Compliance Programs (OFCCP), unless, within the preceding 24 months, OFCCP has conducted an evaluation and found the prospective Contractor and subcontractors to be in compliance with Executive Order 11246.

**11. MMAR R 52.237-1-SITE VISIT (Apr 1984)**

Applies when services other than construction are to be performed on Government installations.)

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

**12. MMAR 52.247-6-FINANCIAL STATEMENT (Apr 1984)**

(Applies to solicitations for transportation or for transportation related services.)

The offeror shall, upon request, promptly furnish the Government with a current certified statement of the offeror's financial condition and such data as the Government may request with respect to the offeror's operations. The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for information will subject the offeror to possible rejection on responsibility grounds.

**13. GSAR 552.252-5- AUTHORIZED DEVIATIONS OR VARIATIONS IN PROVISIONS (Sept 1999)**

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation or variation is indicated by the addition of "(DEVIATION)" or "(VARIATION)" after the date of the provision, if the provision is not published in the General Services Administration Acquisition Regulation (48 CFR Chapter 5). The use in this solicitation of any Federal Acquisition Regulation (FAR) provision with an authorized deviation or variation that is published in the General Services Administration Acquisition Regulation is indicated by the addition of "(DEVIATION (FAR provision no.))" or "(VARIATION (FAR provision no.))" after the date of the provision.

(b) The use in this solicitation of any General Services Administration Acquisition Regulation provision with an authorized deviation or variation is indicated by the addition of "(DEVIATION)" or "(VARIATION)" after the date of the provision.

(c) Changes in wording of provisions that are prescribed for use on a "substantially the same as" basis are not considered deviations. Therefore, when such provisions are not worded exactly the same as the FAR or the GSAR provision, they are identified by the word "(VARIATION)."

## **SECTION - M - EVALUATION FACTORS FOR AWARD**

### **1. BASIS FOR AWARD**

Award will be made in the aggregate to the lowest responsive, responsible bidders meeting all the requirements of the solicitation and whose bid is most advantageous to the Government. Prompt payment discounts will not be considered. Whenever a discrepancy exists between the unit price and the aggregate, the unit price shall prevail.

The items listed in this solicitation have been grouped together.

**Bidders may submit prices in any of the following ways:**

- a. Items 1a – 1c**
- b. Items 2a – 2f**
- c. Items 3a – 3j.**
- d. Item 4a**
- e. Items 5a-5f**
- f. Items 6a-6g**
- g. Items 7a-7e**
- h. Items 8a-8b**
- i. Items 9a-9e**
- j. Items 10a-10c**
- k. Items 11a-11g**
- l. Items 12a-12c**
- m. Item 13**
- n. Items 1a - 13**

Bidders must submit separate prices for each item. However, they must bid on each item in the group. Award will be made by group items. Bids, which fail to comply with this requirement, will not be considered.