



## United States Government Printing Office Customer Services

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### CIRCULAR LETTER NO. 464

May 10, 2000

**TO:** Printing and Publishing Officials of the Federal Government

**SUBJECT:** Geographical Area Bid Restrictions

The Government Printing Office (GPO) has been receiving an increasing number of requests from its customers to limit bidding to contractors located in specific geographical areas. As GPO's policy regarding geographical area bid restrictions has not been communicated via circular letter since 1986, this letter is to update and clarify GPO's policy in this regard.

GPO commercially procures more than 80 percent of customer agency work placed through its Central Office and Regional Printing Procurement operations. This long-standing partnership with America's printing industry enables GPO to competitively buy products and services from more than 10,000 private sector firms across the country. Recognized as one of the Federal Government's most successful procurement programs, GPO's nationwide competitive bidding system assures the most cost-effective use of the taxpayers' printing dollars.

We are committed to fulfilling our customers' needs and will specify geographical restrictions when necessary and when supported by a separate written justification. However, geographical restrictions reduce competition and can result in higher prices; alternatives can often be found to fully meet your needs without imposing these restrictions. Following are some general suggestions to keep in mind when requesting work from GPO:

1. To the extent that your geographical restriction request is made primarily because of concerns about on-time receipt of material, specify delivery dates at destinations rather than ship dates.
2. To the extent that your geographical restriction request is made primarily because of cost concerns, specify that the Government's cost to conduct press/bindery, etc., inspections is to be a factor in award. During the bid evaluation process, GPO will compute the travel and staffing costs that the Government would incur at each bidder's location. Award will then be made based on the lowest total cost to the Government.
3. To the extent that your geographical restriction request is made primarily because of limited travel funding, consider the following:

- In consultation with your GPO Account Representative or Regional Office, consider requesting a type of proof that may eliminate the need for a press sheet inspection.
- Request that GPO personnel, including regional personnel when appropriate, perform press sheet inspections for you.
- Request that GPO provide travel arrangements for your personnel and charge these costs to your printing and binding requisition.

We will work with you to ensure that you receive the products you desire at the best possible price. assistance in eliminating unnecessary geographical area restrictions in order to increase competition will help achieve this goal. If you have any questions regarding this circular letter, please contact your GPO Account Representative or Regional Office.

Sincerely,

JIM BRADLEY  
Director, Customer Services

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Questions or comments regarding this service? Contact [wwwadmin@gpo.gov](mailto:wwwadmin@gpo.gov).



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