

ISSUE DATE: NOVEMBER 25, 2008

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING PHILADELPHIA, PA TIME, ON DECEMBER 4, 2008.

INSPECTION OF MATERIAL The materials to be furnished by the GPO shall be examined at the U.S. Government Printing Office, 928 Jaymore Road, Suite A-190, Southampton, PA between the hours of 8:30 a.m. and 3:00 p.m., local time, on any workday prior to the day of bid opening.

Examination of the materials by the bidder is an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the materials and thoroughly understand the nature and extent of the work to be performed.

BID SUBMISSION: TELEFAXED, TELEPHONED OR E-MAILED BIDS ARE **NOT** ACCEPTABLE. BIDS MUST BE SUBMITTED UTILIZING GPO FORM 910 VIA U.S. MAIL OR CARRIER OF CHOICE.

Bidders must indicate on the GPO Form 910 the country of origin of the manufacturer they intend to use to produce this product.

GPO Form 910 can be obtained from the following web site: www.gpo.gov. Under the GPO Vendors column, click on the Contractor Connection link. On the next screen, click on the Applications and Forms link. Select the GPO Form 910-Bid link and download/print the form.

Submit bids to the U.S. Government Printing Office, 928 Jaymore Road, Suite A-190, Southampton, PA 18966. The Jacket number and bid opening date must be specified with the bid.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL KEITH MINNION AT (215) 364-6465 (Ext. 21). NO COLLECT CALLS. YOU MAY ALSO E-MAIL YOUR QUESTIONS TO: kminnion@gpo.gov .

SPECIFICATIONS
U.S. Government Printing Office (GPO)
Southampton Office Park
Suite A-190
928 Jaymore Road
Southampton, Pennsylvania 18966

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program, (GPO Pub. 310.1, effective May 1979 (revised August 2, 2002)). Quality Level III printing required.

PRODUCT: 2-sided enameled metal coin in tri-fold blister pack in clear vinyl pouch with tucking tab closure.

TITLE: "My Commitment To You" Challenge Coin

PREDOMINANT PRODUCTION FUNCTION: The predominant production function for this procurement is printing and construction of coin blister packages. This function cannot be subcontracted. Contractor can subcontract out all other products but must let GPO know at time of award who they subcontracted, name of Company, Phone number and point of contact.

QUANTITY: 200,000 PLUS 5 Samples and 3 Pre-Production Samples.

GOVERNMENT TO FURNISH: 1 CD – electronic files in Adobe Indesign, Illustrator and Photoshop; 1 similar coin sample; 1-set of laser prints of blister pack; 1-constructed blister pack sample for trim and fold sequence only; 1-similar sample of clear vinyl pouch; Packaging and Shipping instructions; Labeling & Marking Specs., GPO 905 label. **The supplied electronic files must be pre-flighted within 2 days of receipt. Notify the GPO within that time frame if any problems are encountered with the files.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PROOFS: Contractor of award must send 1-set of SWOP certified off-press proof for the blister pack; at contractor's option, a film-based composite laminated color proof may be submitted; proofs must be created using the same Raster Image Processor that will be used to produce the end product. Customer will hold and respond to received proof in 1 business day. Send proof on or before **DECEMBER 18, 2008** to the following address:

CPT Gregory J. Galligan, NGB-ASM
1411 Jefferson Davis Hwy
Arlington, VA 22202
MF: Challenge Coin, Jacket 605-959

PRIOR TO PRODUCTION SAMPLES:

Contractor of award must send 1 prior-to-production sample of coin in printed/constructed blister pack enclosed in clear vinyl pouch to each of the following 3 addresses:

1 PP Sample to:
CPT Gregory J. Galligan, NGB-ASM
1411 Jefferson Davis Hwy
Arlington, VA 22202
MF: Challenge Coin, Jacket 605-959

1 PP Sample to:
SFC Frank O'Laughlin
N2017 Orchard Valley Drive
LaCross, WI 54601
MF: Challenge Coin, Jacket 605-959

1 PP Sample to:
Keith Minnion
US GPO
928 Jaymore Rd., Suite A-190
Southampton, PA 18966
MF: Challenge Coin, Jacket 605-959

Pre-Production samples are due within 20 calendar days from receipt date of Purchase Order from the GPO - on or before **DECEMBER 29, 2008**. Prior-to-production samples will be held not more than 3 working days.

Contractor must e mail Frank O'Laughlin, CPT Galligan and Keith Minnion the day the prior-to-production samples are sent.

E mail to: frank.olaughlin@us.army.mil; kminnion@gpo.gov and gregory.galligan@us.army.mil.

APPROVAL: The contractor will begin distribution only after receiving, in writing, the statement approved for production.

DESCRIPTION

COIN: Zinc alloy coin with antique brass plating,, stuck on two (2) sides with reeded edge, approximately 1/8” thick. Obverse and reverse images are to be struck head to head.

Obverse side has raised outer edge, circle of raised lettering, raised inner circle and two lines of raised logo text. Debossed portion between raised outer and inner circles to be enameled in blue; debossed portion in center is flag art to be enameled in red, white and blue. All raised letters, logo and circles must show antique brass plating.

Reverse side has raised outer edge, circle of raised lettering and stars and raised inner circle, with raised eagle image. Debossed portion between outer and inner circles to be enameled in blue; debossed area inside inner circle behind eagle is flag art to be enameled in red, white and blue. Raised eagle – feather areas only – to be enameled in black and white; eagle beak and eye, ring of lettering and stars and inner and outer rings are NOT enameled, and show antique brass plating.

TRIFOLD BLISTER PACKAGE:

Trim Size: 8 X 14” flat, folded/glued to finish size of approx. 2-11/16 X 3-1/2”, with 1/8 X 3-1/2” wide side panels

Ink: 4 color process

Stock: JCP L12, Litho (Gloss) Coated Cover, White, 100#

Front: lower panel and upper panel print background image, type, stars and logo art in 4 color process; bottom panel bleeds all sides, and top panel bleeds top, left and right sides. **Back:** lower panel prints background image and type in 4 color process, and bleeds all sides. Top three panels do not print, but have circular die-cuts that align after folding to snugly fit coin. Top panel #3 has a spacer gusset of suitable white stock securely glued to it to bring thickness of all three folded panels when constructed to the approximate thickness (1/8”) of the coin.

Binding: trim, score, fold and glue the three top panels with the suitable-thickness gusset to create a blister of sufficient thickness to match the thickness of the coin. All three upper panels and gusset have circular die-cut s that align to snugly hold the coin in place. Bottom panel is scored and folded four times vertically to create outer and inner front leaves and two side panels; it is also scored and folded horizontally with top panel #3; the blank circle on the bottom panel should aling with the die-cut circles of the constructed top panels. FOLLOW SUPPLIED DUMMY FOR PROPER FOLD SEQUENCE (A to A; B to B; C to C, and D to D).

Note: A glues to A, B glues to B, and gusset glues to back side of upper Panel 3.

POUCH:

Clear vinyl pouch with rear tuck-tab closure, 6 ml.,, approximately 3 X4” to allow for easy insertion of coin/blister package portion. Follow supplied similar pouch for material and construction only.

ASSEMBLY: 1 coin is inserted in 1 constructed blister package and both are inserted in 1 vinyl pouch, then insert tuck tab to create a single presentation coin package.

NOTE: Vender must provide Docupak (via email as an attachment: Philip@docupak.com) an image of each product (72 dpi – 600x600 pixels – white background – jpeg format) prior to shipping.

GENERAL PACKAGING REQUIREMENTS

PACKAGING: Pack 50 coin packages per inner box. Pack 2 inner boxes per shipping carton.

INNER BOXES: 44ect single wall carton, printed 2 sides with National Guard Logo and Product Description. Cases shall be taped top & bottom using 3” reinforced kraft tape or 3” polypropylene 2 mil minimum.

SHIPPING CARTONS: 42 ect double wall carton, printed two sides with Product Description, color image of product, Inventory ID (provided by Docupak) and the quantity , taped top and bottom using 3” reinforced kraft tape or 3” polypropylene 2 mil minimum. National Guard logo (include 4” height linear NG logo on smaller master cartons and 8” stacked NG logo on larger master cartons).

NOTE: Vendor must contact Docupak no later than three (3) weeks before shipping for Inventory ID and product description that is required on each carton label.

LABELS: Cartons to be printed on 2 opposite sides with color image of the product (utilizing image file already created and sent to Docupak) including Inventory ID (provided by Docupak) and quantity contained therein, image to be at least 3” high. Cartons to be further labeled in black on 2 other opposite sides with National Guard Logo at least 4” high, including product description (provided by Docupak), Inventory ID and quantity contained therein. Follow supplied NG Logo shipping carton art for this label.

NOTE: **The country of origin and company who produces the item(s) cannot be included on any of the shipping cartons.

SHIPPING REQUIREMENTS:

LTL/Truck Load/Container Shipments all require palletized and stretch wrapped on standard 40 X 48” 4-way pallets, maximum height 78”. Maximum weight 2200 lbs.

All shipments must be scheduled 1 week in advance. Please contact Casey Crane at 205-621-3378.

NOTICE: Docupak will receive goods from carrier/vendor per bill of lading but assumes no responsibility of quantity (hidden miss counts) or quality of stated goods. Docupak reserves the right to refuse any shipment that does not meet the fore stated specifications. If Docupak is required to correct vendor error, charges must be pre-paid.

Please contact the following if you have questions (AFTER AWARD). Do not contact before award:

Pre-Shipping – Roxy Horrie/Jill Adams 205-621-3378

Shipping and Packaging Casey Crane/ Jerry Tidwell 205-621-3378

Design/Art – Scott Jowers / Bobby Cummings 205-621-3378

Contractor must notify by e mail casey@docupak.com and cc roxy@docupak.com 2 days prior to start of shipping to ensure that shipments meet specified packaging requirements.

DEPARTMENT COPIES: The contractor is required to submit 5 sample coin packages to be delivered to:

US Government Printing Office
928 Jaymore Rd., Suite A-190
Southampton, PA 18966
MF: JACKET 605-959
ATTN: Keith Minnion

DISTRIBUTION AND SCHEDULE:

Purchase Order, Specifications and electronic files will be issued to contractor of award on DECEMBER 8, 2008

Deliver f.o.b. destination to:

Docupak
100 Gilbert Drive
Alabaster, AL 35007

Phone 888-291-6004

Fax: 205-621-2212

200,000 coin packages due on/or before **JANUARY 16, 2009.**

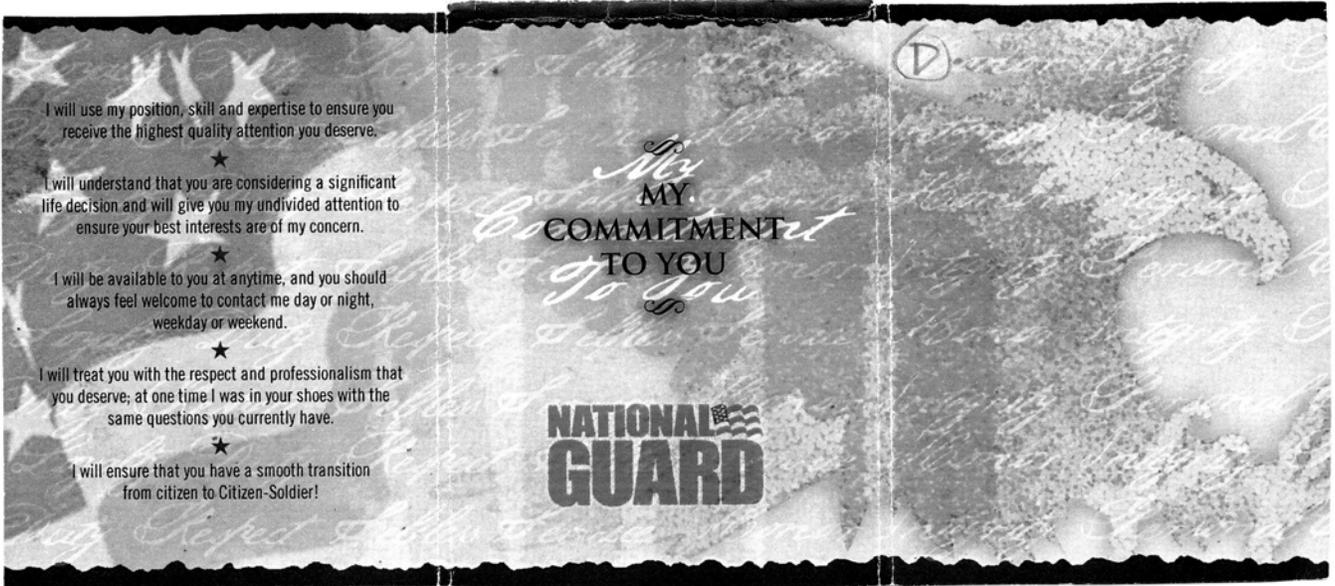
Contractor must notify the following 4 recipients via e mail 2 days prior to start of each shipping:

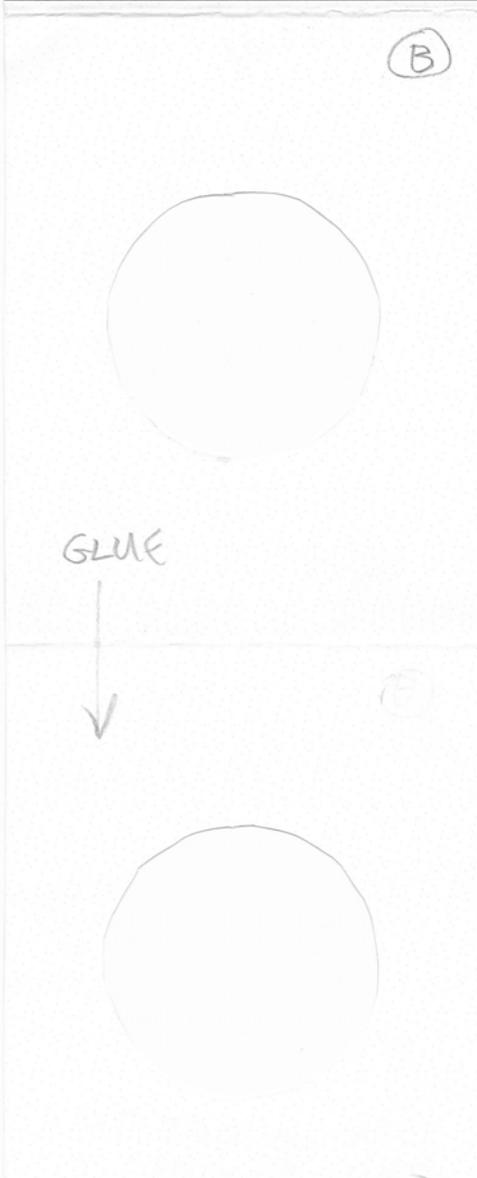
Philip@docupak.com

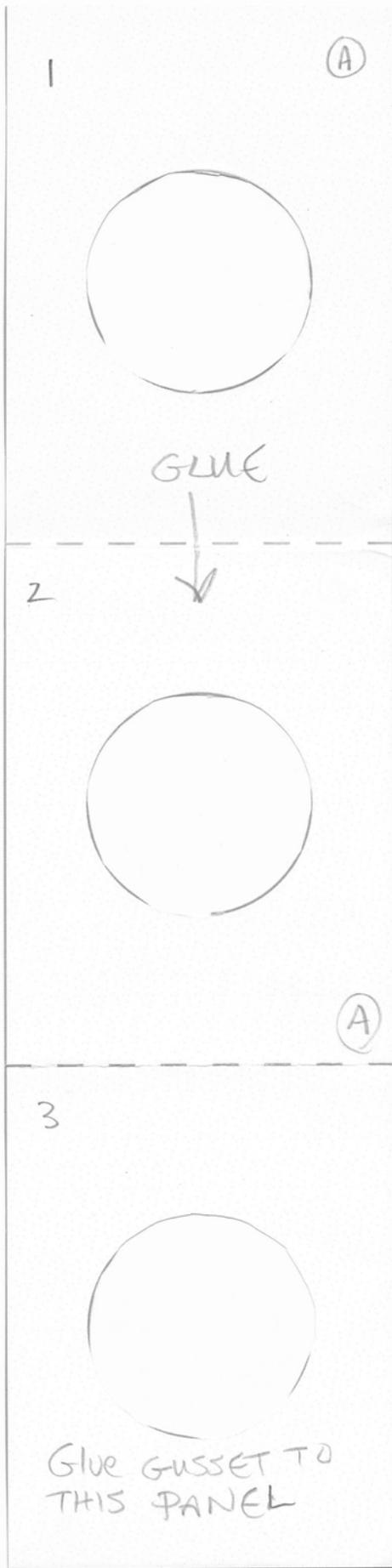
Gregory.galligan@us.army.mil

frank.olaughlin@us.army.mil

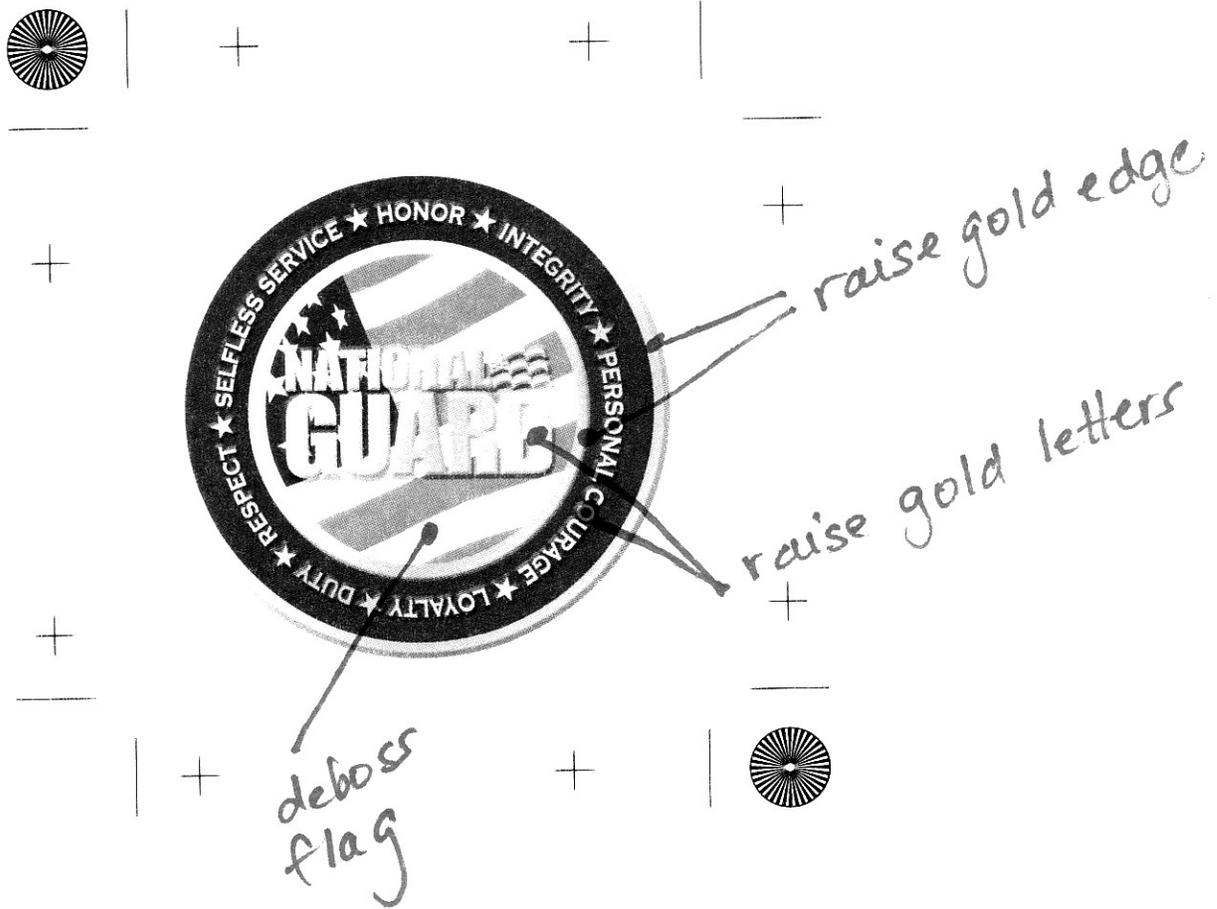
kminnion@gpo.gov







Pledge.coin1.2.psd @ 100% (Layer 8, CMYK/8)



Pledge.coin2.psd @ 100% (Layer 7, CMYK/8)

