

PROGRAM	4567-S TERM: Date of Award through February 28, 2026		310-35009 GAMBLE PRINT & MARKETING SOLUTIONS, LLC Hamburg, NY		290-47448  KM MEDIA Clifton, NJ	
TITLE	Change of Command Invitations and Programs	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
ITEM NO.	DESCRIPTION					
I.	PRINTING/IMAGING:					
1.	Print/Image CoC Invitations:					
(a)	Printing/Imaging Flat Panel Cards face only or face and back in single ink or full color/CMYK, all sizes...each card					
(1)	Makeready and/or Setup	6	\$12.50	\$75.00	\$100.00	\$600.00
(2)	Running per Copy	295	\$0.125	\$36.88	\$0.50	\$147.50
(b)	Printing/Imaging Tent Folded Cards face only or face and back in single ink or full color/CMYK, all sizes...each card					
(1)	Makeready and/or Setup	1	\$12.50	\$12.50	\$125.00	\$125.00
(2)	Running per Copy	30	\$0.150	\$4.50	\$1.00	\$30.00
(c)	Printing/Imaging Mail/Reply Envelopes in single ink...each envelope					
(1)	Makeready and/or Setup	5	\$12.50	\$62.50	\$75.00	\$375.00
(2)	Running per Copy	200	\$0.105	\$21.00	\$0.50	\$100.00
2.	Print/Image Change of Command Programs in full color/CMYK (includes blanks):					
(1)	Makeready and/or Setup...each page/cover	60	\$12.50	\$750.00	\$25.00	\$1,500.00
(2)	Running per copy...each page/cover	11,600	\$0.125	\$1,450.00	\$0.50	\$5,800.00
II.	STOCK/PAPER:					
1.	Change of Command Invitations:					
(a)	White Smooth and Embossed Cover (80 lbs.):					
(1)	Flat Panel Cards, all sizes...each card	295	\$0.018	\$5.31	\$0.25	\$73.75
(2)	Tent Folded Cards, all sizes...each card	30	\$0.020	\$0.60	\$0.75	\$22.50
(b)	Mail and Reply Envelopes, all sizes...each envelope	200	\$0.055	\$11.00	\$0.25	\$50.00
2.	Change of Command Programs:					
(a)	White Uncoated Text (60-lbs.)...each leaf	1,200	\$0.018	\$21.60	\$0.10	\$120.00
(b)	White Gloss Coated Text (60-lbs.)...each leaf	2,800	\$0.036	\$100.80	\$0.10	\$280.00
(c)	White Gloss Coated Cover (80-lbs.)...each leaf	1,000	\$0.063	\$63.00	\$0.20	\$200.00
(d)	White Uncoated Cover (80-lbs.)...each leaf	400	\$0.038	\$15.20	\$0.20	\$80.00
(e)	White Matte-Coated Cover (80-lbs.)...each leaf	400	\$0.063	\$25.20	\$0.20	\$80.00
	<b>CONTRACTORS TOTALS</b>			<b>\$2,655.09</b>		<b>\$9,583.75</b>
	<b>PROMPT PAYMENT DISCOUNT</b>		<b>1.00%</b>	<b>\$26.55</b>	<b>0.25%</b>	<b>\$23.96</b>
	<b>DISCOUNTED TOTALS</b>		<b>20 days</b>	<b>\$2,628.54</b>	<b>20 days</b>	<b>\$9,559.79</b>

**Awarded Contractor**

Abstracted by: Yana Rudenko 3/19/2025

Abstract reviewed by: Russ Woodmancy 3/19/2025

Awarded Contractor: KM Media



March 13, 2025

This is Amendment No. 1. The specifications in our request for quotation on Program 4567-S, scheduled for opening at 11:00 AM on 03/18/2025, are amended as follows:

On Page 16 delete I. PRINTING/IMAGING in its' entirety and replace with the following:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per Copy</u> (2)
1. Printing/Imaging Change of Command Invitations:		
(a) Printing/Imaging Flat Panel Cards face only or face and back in single ink or full color/CMYK, all sizes .....each card .....	\$ _____	\$ _____
(b) Printing/Imaging Tent Folded Cards face only or face and back in single ink or full color/CMYK, all sizes .....each card .....	\$ _____	\$ _____
(c) Printing/Imaging Mail/Reply Envelopes in single ink .....	\$ _____	\$ _____
2. Printing/Imaging Change of Command Programs in full color/CMYK (includes blanks) ..... each page/cover .....		
	\$ _____	\$ _____

All other specifications remain the same.

If amendment is not acknowledged on quote, direct acknowledgement to:  
[Bids@gpo.gov](mailto:Bids@gpo.gov).

Amended quote or acknowledgement must be submitted using the method(s) specified in the solicitation for quote submission. Telephone submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO SUBMITTING QUOTE. Failure to acknowledge receipt of amendment, by amendment number, prior to the specified date/time, may be reason for quote being declared nonresponsive.

Sincerely,

MICHAEL J. SOMMER  
Contracting Office

This procurement is being solicited as a Small Purchase Request for Quotation (RFQ). The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE

Northeast Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Change of Command Invitations and Programs

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

Department of Homeland Security for U.S. Coast Guard District Nine and Base Cleveland

Single Award

**TERM OF CONTRACT**

The term of this contract is for the period beginning **Date of Award** and ending **February 28, 2026**, plus up to four optional 12-month extension period(s) (March 1, 2026 through February 28, 2027, March 1, 2027 through February 29, 2028, March 1, 2028 through February 28, 2029, March 1, 2029 through February 28, 2030) that may be added in accordance with the [Option to Extend the Term of Contract](#) clause in [Section 1](#) of this contract. Special attention is directed to the [Economic Price Adjustment](#) clause in [Section 1](#) of this contract.

**QUOTE SUBMISSION**

Quotes shall be submitted by 11:00 a.m., prevailing Eastern Time (ET), on **March 18, 2025** at the U.S. Government Publishing Office. Submit quotes via email to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of quote submission will be accepted. The company name, program number, and date established for submission of quotes must be specified in the subject line of the email. Quotes after the quote submission date and time specified above will not be considered for award.

**BIDDERS PLEASE NOTE**

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER FROM THE PREVIOUS CONTRACT:

- See “**Additional Emailed Quote Submission Provisions**”.
- **Number of Orders per year**
- **Quantity of Copies per order**
- **Added White Matte-Coated Cover (80-lbs.)**
- **Schedule of Prices: Running Rate is per copy**

Additional changes are scattered throughout.

Abstract is available on GPO website at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature contact Yana Rudenko at [trudenko@gpo.gov](mailto:trudenko@gpo.gov) or (202) 512-1247 (No collect calls).

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**SECTION 1. – GENERAL TERMS AND CONDITION**

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**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 Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

**QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III. This shall include an image reproduced by any means.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**EXTENSION OF TERM OF CONTRACT**

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

**OPTION TO EXTEND THE TERM OF CONTRACT**

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**February 28, 2030**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the [Extension of Term of Contract](#) clause. See also [Economic Price Adjustment](#) clause for authorized pricing adjustment(s).

**ECONOMIC PRICE ADJUSTMENT**

The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through February 28, 2026**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **November 30, 2024**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause. NOTE: This contract does not have a Paper Price Adjustment clause.

### **PRE-AWARD SURVEY**

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

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

### **ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS**

A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual Print Order for each job placed with the contractor. The Print Order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

### **ORDERING**

Items to be furnished under the contract shall be ordered by the issuance of Print Orders by the Government. Orders may be issued under the contract from **Date of Award through February 28, 2026** plus for such additional period(s) as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order. A Print Order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

### **REQUIREMENTS**

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

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

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

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

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

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

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the [Ordering](#) clause of this contract.

### **ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS**

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed quote including, but not limited to, the following:

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.

4. When the email quote is received by GPO, it will remain unopened. Government personnel will not validate receipt of the emailed quote. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for receipt at the specified location.

### **PAYMENT**

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Agency Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Contractor's billing invoice must be itemized in accordance with the line items in "[Section 4. – Schedule of Prices.](#)"

At time of invoicing, the contractor shall submit a copy of the Print Order, contractor's invoice, and all delivery receipts and print-ready PDF of each Program ordered under this contract via e-mail to [infortheast@gpo.gov](mailto:infortheast@gpo.gov).

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## SECTION 2. – SPECIFICATIONS

### SCOPE

These specifications cover the production of Change of Command Invitations and Programs requiring such operations as electronic submission of orders, electronic prepress, typesetting and artwork, reproducible, proofs, printing/imaging in black ink and/or full color/CMYK, construction, binding, packing, and delivery.

### INVITATIONS

Invitations to Change of Command ceremonies will consist of one or more of the following: invitation cards, RSVP cards, seating cards, map cards, information cards, reply envelopes, and/or mailing envelopes.

### PROGRAMS

Programs for Change of Command ceremonies will be saddle-folded or saddle-stitched pamphlets.

### TITLE

Change of Command Invitations and Programs

### NUMBER OF ORDERS/ITEMS/PAGES/COPIES

Based on prior years usage, approximately 10 orders per year. Up to 500 copies per order.

### INVITATIONS

Based on prior year usage, approximately 4 orders per year, up to 8 items per order, anticipate 12 items per year. Anticipate the following:

Table 1: Anticipated Items for Invitations

Product Type	Anticipated Items	Average Copies
<b>Cards</b>	3	25
	1	30
	2	60
	1	100
<b>Envelopes</b>	2	25
	1	30
	2	60

NOTE: Orders may have different quantities for each item ordered, not all orders will have 8 items. Not all orders will require a mailing or reply envelope.

### PROGRAMS

Based on prior year usage, approximately 6 orders per year. Approximately 4 to 16 pages/covers per order. Anticipate the following:

Table 2: Anticipated Orders for Change of Command Programs

Anticipated Orders	Pages	Average Copies
1	4	100
2	8	200
2	12	200
1	16	200

No Quantity Variation Allowed.

GPO Form 2511, Print Order, will indicate the quantity to be produced.

**TRIM SIZE**

All trim sizes will be indicated on the individual print orders.

**INVITATIONS**

Cards will be flat panel cards or tent-folded cards with fold on top dimension. Envelopes will be Baronial Style (BAR) or Announcement Style (A-Style). Cards will have landscape or portrait orientation. Furnished files may require contractor to re-size (enlarge or reduce) files to trim size indicated on the individual print order. Finished trim sizes between 2 x 3” and 6 x 9-1/2” as follows (not all trim sizes will be ordered):

Table 3: Invitation Trim Sizes

Trim Size Style	Finished Trim Size for Cards	Finished Trim Size for Envelopes
Small Card Style	3-1/2 x 2”	None
#4 BAR	4-7/8 x 3-3/8”	3-5/8 x 5-1/8”
#5 BAR	5-1/4 x 3-7/8”	4-1/8 x 5-1/2”
#5-1/2 BAR	5-1/2 x 4-1/4”	4-3/8 x 5-3/4”
#6 BAR and A-6	6-1/4 x 4-1/2”	4-3/4 x 6-1/2”
#7 BAR (Lee) and A-7	5 x 7”	5-1/4 x 7-1/4”
A-2	5-1/2 x 4-1/8”	4-3/8 x 5-3/4”
A-8	7-7/8 x 5-1/4”	5-1/2 x 8-1/8”
A-9	8-1/2 x 5-1/2”	5-3/4 x 8-3/4”
A-10	5-3/4 x 9-1/4”	6 x 9-1/2”

**PROGRAMS**

Trim Size: 5-1/2 x 8-1/2” – Files furnished with trim sizes other than 5-1/2 x 8-1/2” will require contractor to re-size (enlarge or reduce) files to 5-1/2 x 8-1/2” trim size.

### **GOVERNMENT TO FURNISH**

Print Orders (GPO Form 2511), PDF files and/or MS Office Suite files created on Windows platform furnished via e-mail. PDF files include scanned images from legacy documents, PDF/A native files or native files saved as PDF, and press-ready PDF/X files. MS Office Suite files include Word, Publisher, and PowerPoint files.

Files formatted to include text, rules, line art, screens, and photographs in final layout form. Photographs will be linked/embedded in final layout form. Reduce/enlarge to fit allotted spaces, as needed. Contractor required to create bleeds when required. Color i.d. is RGB, color separations have not been made. Contractor required to make necessary color changes.

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

### **SPECIAL SOFTWARE CONSIDERATION**

Office graphics (e.g., files from Presentation, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce output as per specifications.

If supplied by the Government, a color visual will be considered the color standard. Vendors should match the supplied color visual as closely as possible given the differences between inks, toners, and dyes. If no color visual is supplied, psychological reference colors (e.g., Green Grass, Blue Sky) will be used as the color standard.

If supplied by the Government, a black and white visual will be used as the standard for page integrity. Contractor must ensure that the job outputs exactly as the furnished visual.

The contractor will not receive additional compensation, or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to: 1) Color issues and Shifts (RGB color data, no spot colors, loss of Black plate), 2) Page Integrity (text reflow), 3) Missing prepress features (e.g., bleeds, trim marks), or 4) Loss of text characters from graphic elements.

### **ELECTRONIC PREPRESS**

Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Northeast GPO Contracting Officer prior to further performance.

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

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

### **OTHER FURNISHED MATERIAL**

GPO Form 952 (Desktop Publishing – Disk Information).

Delivery/Shipping Status Report Form.

Print Order (GPO Form 2511).

Blue Labels and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., carried on copy or film, must not print on finished product.

NOTE: Exception to GPO Pub. 310.2, GPO imprint is not to appear on finished product

### **CONTRACTOR TO FURNISH**

All materials and operations, other than those listed under “Government to Furnish”, necessary to produce the product(s) in accordance with these specifications.

### **TYPESETTING AND ARTWORK**

Some orders will require contractor to typeset files, re-create artwork for page layout, and/or re-size artwork for page layout. **Contractor will be reimbursed for these operations under Section 4 – Schedule of Prices Makeready and/or Setup charges.**

#### **TYPESETTING**

Anticipate some items will require contractor to typeset up to 50 lines per file, usually scanned PDF files. Set typelines, rules, and logos/seals in same or similar typeface and size as provided on file unless specific typeface and size is indicated on the individual print order. Contractor shall be responsible for error-free typesetting.

Upon award notification, the successful bidder may be required to provide the ordering agency with a complete listing of typefaces and sizes which are available for use under this contract. The listing should include actual font specimens.

#### **ARTWORK**

Some files will require contractor to re-create artwork for page layout or re-size (reduce or enlarge) artwork for page layout. All Change of Command Programs are to be sized at 5-1/2 x 8-1/2”.

Contractor may be required to insert blank pages into Change of Command Programs as appropriate to facilitate saddle-stitching. If print order does not indicate blank page position as required, contractor to contact GPO before proceeding.

### **REPRODUCIBLES**

The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractor’s production environment.

### **PROOFS**

All orders will require PDF proofs of each item to be e-mailed to the address indicated on the individual print order.

Contractor to submit one “Press Quality” PDF “soft” proof (for content only) for each item ordered using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. When viewed within the contractor’s controlled and calibrated proofing environment, the .PDF proof shall be expected to reasonably predict accuracy of color to the final printed product.

Contractor to submit proofs to [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov) and to the address indicated on the individual print order. Contractor must contact the individual listed on the print order within 60 minutes of receipt to confirm receipt of e-mail.

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

Author's Alterations (refer to page 17 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's Alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "OK to Print" or "OK to Print with Corrections".

## **STOCK/PAPER**

The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s). The individual print order will indicate the stock/paper required.

All cover stock/paper must have the grain parallel to the spine. The stock/paper to be used will be indicated on each print order.

## **INVITATIONS**

Cards: White Smooth and Embossed Cover, basis weight 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L21.

Mailing Envelopes and Reply Envelopes: White envelopes to match invitations and cards. Baronial and A-Style envelope standard sizes.

Envelope to match invitation stock color and be of suitable size, weight, and construction to accommodate up to 5 card inserts and reply envelope insert.

## **PROGRAMS**

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Gloss Coated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White Gloss Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White Uncoated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L23.

White Matte-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP L50.

## **PRINTING/IMAGING**

Print face only or face and back in black ink or in full color/CMYK.

At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

## **INVITATIONS**

Cards will print face only or face and back in black ink or full color/CMYK. Some cards will print one side in black ink and one side in full color/CMYK. Some cards will print RSVP information on face and mailing address on back (post card style).

Mailing and reply envelopes will print face only (after construction) in black ink. No postal markings required on envelopes or cards with mailing addresses.

## **PROGRAMS**

Print text and cover pages head-to-head in full color/CMYK. Some pages may be blank.

## **MARGINS**

Margins will be as indicated on the print order or furnished file. May bleed up to 4 sides. Contractor to create bleeds.

## **CONSTRUCTION/BINDING**

Invitations require construction as described below. Programs require binding as described below.

## **INVITATIONS**

Most cards trim 4 sides with no folding required. Some cards will fold with fold on top dimension (tent fold), contractor to score on fold, fold card to finished trim size, and trim 3 sides after folding. Individual print order will indicate construction required.

Baronial envelopes to have high cut, diagonal seams with deep, pointed, and fully gummed flap.

A-Style envelopes to have side seams and square, fully gummed flap.

## **PROGRAMS**

Saddle-fold (4-pages/covers) or saddle-wire stitch (8 to 16 pages/covers) in two places, with or without separate cover, as indicated on the individual print order and trim 3 sides.

## **PACKING**

Pack in contractor furnished inner-packages and shipping containers. Inner-Package like items together, neatly stacked. Do not inner-pack different items together. Multiple items, after inner-packing, may be packed in same shipping container. Shipping containers are not to exceed lbs. when fully packed.

## **LABELING AND MARKING**

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

## **INSPECTION SAMPLES**

When indicated on the Print Order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, exact address will be provided on the individual Print Order.

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

**DISTRIBUTION**

Deliver f.o.b. destination to the location indicated on the individual Print Order.

It is anticipated that deliveries will be made to U.S. Coast Guard District 9 consisting of Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania, and Wisconsin.

Inside delivery is required. Inside delivery is defined as delivery to a Government-controlled space as directed.

**SCHEDULE**

Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be emailed with furnished material. The workday after receipt of print order will be the first workday.

Orders may be placed at any time during the contract period however most orders will be placed between March and June.

Anticipate most of the orders for invitations will be placed between the months of March and June.

Anticipate most orders for programs will be placed between the months of April and June.

Up to 5 orders may be placed on the same day with the same delivery date.

Print Order and furnished material will be e-mailed to the contractor. Contractor to confirm receipt via e-mail.

Contractor to e-mail proofs to the address indicated on the individual print order 2 workdays after receipt of print order and furnished material. Contractor to include [infonortheast@gpo.gov](mailto:infonortheast@gpo.gov) on the proof e-mail.

The Government will hold the proofs for up to 2 workdays.

Contractor to make complete production and delivery 5 to 30 workdays after proof approval as indicated on the individual print order.

The ship/delivery date indicated on the Print Order is the date products must be received at the location(s) listed on the individual Print Order.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**RECEIPT FOR DELIVERY**

Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's invoice for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.



**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

I.		(1)	(2)
1.	(a)	6	295
	(b)	1	30
	(c)	5	200
2.		60	11600
II.	1.	(a) (1)	295
		(2)	30
		(b)	200
	2.	(a)	1200
		(b)	2800
		(c)	1000
		(d)	400
		(e)	400

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania, and Wisconsin.

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

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

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

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

**I. PRINTING/IMAGING:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and delivery in accordance with these specifications except for Item II. Stock/Paper.

NOTE: Reimbursement for “Typesetting and Artwork” as described in Section 2 will be made under Makeready and/or Setup charges.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per Copy</u> (2)
1. Printing/Imaging Change of Command Invitations:		
(a) Printing/Imaging Cards face only or face and back in single ink or full color/CMYK		
(1) Flat Panel Cards, all sizes..... each card .....	\$ _____	\$ _____
(2) Tent Folded Cards, all sizes..... each card .....	\$ _____	\$ _____
(b) Printing/Imaging Mail/Reply		
Envelopes in single ink .....	each envelope .....	\$ _____
2. Printing/Imaging Change of Command Programs		
in full color/CMYK (includes blanks).....	each page/cover .....	\$ _____

\_\_\_\_\_  
*(Initials)*

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**SCHEDULE OF PRICES**

**II. STOCK/PAPER:** Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the finished trim size of the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

1. Change of Command Invitations:

(a) White Smooth and Embossed Cover (80 lbs.):

(1) Flat Panel Cards, all sizes..... each card ..... \$ \_\_\_\_\_

(2) Tent Folded Cards, all sizes..... each card ..... \$ \_\_\_\_\_

(b) Mail and Reply Envelopes, all sizes ..... each envelope ..... \$ \_\_\_\_\_

2. Change of Command Programs:

(a) White Uncoated Text (60-lbs.)..... each leaf ..... \$ \_\_\_\_\_

(b) White Gloss Coated Text (60-lbs.) ..... each leaf ..... \$ \_\_\_\_\_

(c) White Gloss Coated Cover (80-lbs.)..... each leaf ..... \$ \_\_\_\_\_

(d) White Uncoated Cover (80-lbs.) ..... each leaf ..... \$ \_\_\_\_\_

(e) White Matte-Coated Cover (80-lbs.) ..... each leaf ..... \$ \_\_\_\_\_

\_\_\_\_\_  
*(Initials)*

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**SCHEDULE OF PRICES**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated, and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder: \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State - Zip Code)

By: \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_

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