

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on October 27, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

ACCELERATE SCHEDULE: Contractors are directed to pay special attention to the accelerated schedule for bid submission, production and delivery.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
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 bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. 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 bid receipt at the specified location.

GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 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>.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

SUBCONTRACTING: Subcontracting is **NOT** authorized.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number; b. Address information, such as street address or personal email address; c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

NOTE: Security control plan MUST be submitted within one hour after the review and confirm call or email. If contractor fails to submit SCP within one hour after the review and confirm call/email, GPO will disqualify his/her bid.

SECURITY CONTROL PLAN: The contractor shall maintain in operation an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- (2) Explain how all accountable materials will be handled throughout all phases of production
- (3) How the disposal of waste materials will be handled;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.

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

Product Quality Levels:

- (a) Printing Attributes - Quality Level III
- (b) Finishing Attributes - Quality Level III

Inspection Levels from ANSI/ASQC Z1.4 (MIL-STD 105):

- (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	Furnished Electronic Files
P-10. Process Color Match	Furnished Electronic Files

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. Instructions 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, Office of 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>.

PRODUCT: Newsletter

TITLE: FY26 Annual Member Newsletter- 2025 Year in Review

QUANTITY: 144,291 Pamphlets. NOTE: Contractor responsible for shipping.

TRIM SIZE: 8.5 x 11"

PAGES: 12 pages plus separate wraparound cover.

PRINT PAGE: Head-to-Head

DESCRIPTION:

DIGITAL PRINITNG IS NOT ACCEPTABLE.

Cover: Print face and back head-to-head with type/rule matter, illustrations, tints/solids, agency logos, QR codes, and photos in 4-color process with some type reversing out to appear white. Flood coat the face with a clear, non-yellowing gloss UV coating to prevent scratching and smearing. Full bleeds with heavy coverage.

Text Pages: Print face and back (head-to-head) with type/rule matter, illustrations, photos, solids, screens, agency logos in 4-color process with some type reversing out to appear white. Full Bleeds

STOCK: The specifications of all stock 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, and any subsequent amendments thereto.

Cover: JCP Code* L11, No. 1 Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 100 lbs.

Text: JCP Code* A261, No. 1 Silk / Dull-Coated Text, Basis Size 25 X 38" Basis Weight 80 lbs.

INKS: 4-color process + UV Coating

MARGINS: Cover and Text: Inadequate gripper. Follow electronic files.

GOVERNMENT TO FURNISH Via Email After Award:

One (1) Purchase Order

One (1) PDF file for production.

One (1) Excel sheet for delivery addresses.

GPO Form 892c (R. 12/17) Proofs.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection)

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

The contractor shall create or change 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.

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:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) 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. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at wti5@cdc.gov and cc: ebattle@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proof and immediately upon receiving the returned proof (or OK E-Mail) back from the Department. Proof will be withheld not more than (1) workday from receipt at the Department to receipt in the contractor's plant.

PACKING: Pack suitably in cartons and shipping containers to prevent shifting and ensure no damage of any kind.

CUSTOMER DELIVERY NOTIFICATION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to wti5@cdc.gov and ebattle@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 441-207, Req. No 6-00007. The notice must provide all applicable tracking numbers, shipping methods, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

DISTRIBUTION: All expenses incidental to picking up and returning materials and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised June 2018.

All Shipments must be made via traceable means: Contractor is responsible for all postage to domestic addresses. Contractor to mail merge domestic address from Excel File. Delivery - Deliver to local post office. Contractor to provide postal service form 3602 or 3607R {mailing transaction receipt} upon delivery.

Deliver via traceable means to 144,291 Domestic locations per the distribution list. Contractor to receive password for excel file including addresses after award. Deliver Blue Label Copies to address given after award.

SCHEDULE: The Purchase Order will be furnished via email no later than **November 6, 2026**. Furnished material (as applicable) except for the sample will be made available after **November 6, 2026**.

Delivery complete by COB **November 30, 2026**.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

PREAWARD 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.

JACKET NUMBER: 441-207**BID PRICE:****ADDITIONAL/M**

\$ _____

\$ _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision 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 points(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.

Bidder _____

(Contractor Name)

(GPO Contractor's Code)

(Street Address)_____
(City – State – Zip Code)

By _____

(Printed Name, and Title of Person Authorized to Sign this Bid)

(Signature)_____
(Date)_____
(Telephone Number)_____
(Email)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)