

BID OPENING: Bids shall be opened virtually at **11 am Eastern Time (ET), on September 28, 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 will not be considered for award.***

*All postage costs are included in the total bid.

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 8 to bids@gpo.gov.**

For information regarding the solicitation requirements prior to award please email at scox@gpo.gov

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. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
2. The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
3. Illegibility of bid.
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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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) – <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>.

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.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

- (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	Approved Priors
P-9. Solid and Screen Tint Color Match	Approved Priors
P-10. Process Color Match	Approved Priors

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is the printing of the tri-fold letter, mailing card and mailing envelope.

SUBCONTRACTING: The contractor may make contracts with any other party for the die-cut magnet only. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), does not apply to this procurement.

BUY AMERICAN ACT - NOTE: In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within bid submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or Foreign end product must be indicated on the face of the bid submitted for sealed bid procurements. The contractor shall indicate "product of unknown origin" when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the bid as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

The contractor **MUST** submit a Security Control Plan for approval prior to award. The Security Control Plan must be submitted within two (2) hours of notification by GPO. Award will not be made to any contractor without the approved Security Control Plan. The Security Control Plan must be emailed to scox@gpo.gov. There is a 2-workday hold from receipt for review and approved.

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).

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 nongovernment 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).

PRODUCT: Tri-Fold Letter, Mailer Card, Die-Cut Magnet and Mailing Envelope.

TITLE: C1 Mailer Packet.

GOVERNMENT TO FURNISH (GFM): The purchase order will be emailed to the contractor upon award. The digital files will be available through GPO File Sharing. Contractor must be able to receive the digital files via this access point. The digital files are Adobe Illustrator and PDF files.

One Excel spreadsheet for 70,723 mailing addresses. Contractor to use Columns A, G & H only for mailing addresses.

Contractor must create the die for the die-cut magnet. This die will be returned to CBP, under separate cover, via traceable means.

Contractor typeset the return address for the mailing envelope as follows:

1300 Pennsylvania Avenue, NW
3.5C-01, Mail Stop 1018
Washington, DC 20229

*Error-free typesetting required. Use appropriate typeface and size for envelope.

PROOFS: (One PDF proof is required for each item.)

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 to: jenny.c.fan@cbp.dhs.gov; scox@gpo.gov and cc: remon.mankourous@cbp.dhs.gov Contractor must call Remon Mankourous at (202) 515-6168 immediately upon E-Mailing proofs. Proofs will be withheld not more than (1) workday from receipt at the Department to receipt in the contractor's plant.

AFTER PDF PROOF APPROVAL PRIOR TO PRODUCTION SAMPLES ARE REQUIRED. Prior-to-Productions Samples to deliver on or before **October 9, 2026**. These prior-to-production samples do not have to deliver on the same day but before October 9, 2026.

Prior to the commencement of production of the contract production quantity, the contractor shall submit 3 complete mailing packets via traceable means to:

CBP

1300 Pennsylvania Ave, NW
Room 3.5C-01, Mail Stop 1018
Washington, DC 20229
Attn: Jenny Fan

Samples will be tested for conformance of materials and for construction. Samples must be printed and constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured. Samples must include all required elements, including hardware.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Contractor must notify the ordering agency/GPO with tracking information on the same day that the prior to production samples ships via e-mail sent to jenny.c.fan@cbp.dhs.gov; scox@gpo.gov and cc: remon.mankourous@cbp.dhs.gov. The subject line of this message shall be "Prior-to-Production Samples for Jacket 472-081, Requisition Number 6-00074".

Note: Agency must approve electronic proof and prior to production samples before going to full production.

SPECIFICATIONS:

ITEM #1: Tri-Fold Letter. Letter prints in four-color process, face only. No bleeds. Score and tri-fold to final size of approximately 8-1/2 x 3-2/3", agency seal facing out.

TRIM SIZE: 8-1/2 x 11".

QUANTITY: 70,723 Tri-Fold Letters.

ITEM #2: Mailing Card. Mailing Card prints full coverage in four-color process, face and back, bleed all sides. Flood coat both side with a gloss aqueous coating.

TRIM SIZE: 7 x 5".

QUANTITY: 70,723 Mailing Cards.

ITEM #3: Die-Cut Magnet. Magnet prints full coverage in four-color process, face only, bleeding all sides. Die-cut to match the digital file. Precision die-cut to contour/edge of the supplied artwork is required. This magnet is an irregular shape.

TRIM SIZE: 3.2315"W x 3.5"H.

QUANTITY: 70,723 Mailing Cards.

ITEM #4: Mailing Envelope. Envelope prints return address in black ink, front panel only. Envelope is open-end with optional seams and gummed flap. Opening is on the 9" dimension. Contractor must typeset the return mailing address.

TRIM SIZE: 6 x 9".

QUANTITY: 70,723 Mailing Envelopes.

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

Tri-Fold Letter: JCP G10 White Bond 24lb.

Mailer Card: JCP L11, White Gloss Coated Cover 120lb.

Magnet: White Magnet, 30 mil thick

Mailing Envelope: JCP V20 Writing Envelope, White, 28lb.

INK: Four-Color Process and Black ink.

MARGINS: Follow Electronic Files.

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 calendar year from the date the check is tendered as final payment. All other provisions remain the same.

ASSEMBLY: Insert one folded tri-fold letter, mailing card and magnet into one mailing envelope. Seal each envelope and prepare for mailing. Mail 70,723 stuffed and sealed envelopes that are individually addressed.

MAILING: Mail to 70,723 addresses. Contractor to imprint variable address from excel file in black ink on outside front of envelope and contractor's postage permit. Excel spreadsheet is sorted in alphabetically order. Contractor to only use the employees name, address, city, state and zip code (Columns A, G & H.) Do not print anything related to title, grade, series, agency name or organization name (Columns B through F, Column I and J).

Contractor must run the provided address list through the National Change of Address (NCOA) software prior to addressing the product. Contractor must report bad/undeliverable addresses back to the GPO at scox@gpo.gov and

CBP at remon.mankourous@cbp.dhs.gov The contractor must have the ability to mail to updated addresses after the agency reviews and provides updated/corrected addresses.

Sort as necessary to meet all postal requirements and deliver to the post office.

PREPARATION FOR MAILING AND NCOA Link & Delivery Point Validation: Contractor is responsible for taking the furnished address file and, using a licensed full service NCOALink provider, passing the file against the National Change of Address Link (NCOALink), LACSLink, and Delivery Point Validation (DPV) file. Contractor must provide the customer with a file of the NCOALink Return Codes listing the return code, the address designation, and the how description code. In addition, contractor must provide all applicable reports. Email report to: scox@gpo.gov. NOTE: The running of the NCOA certification must NOT delay the completion of the mailing. Submit mailing receipts with invoice for verification. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service. All mailings shall be at the most economical method.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for Domestic Mail or International Mail as applicable. Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

POSTAGE: The postage costs are included in the bid submitted on this jacket. Contractor to mail using most economical method. Postage is NOT reimbursed.

NOTIFICATION OF MAILING: Email the verifiable mailing receipts to compliance@gpo.gov; scox@gpo.gov and cc remon.mankourous@cbp.dhs.gov The mailing is through the U.S. Postal Service is required and to be used as proof of delivery for payment.

SCHEDULE: The Purchase Order and GFM will be available via e-mail or contractor's FTP site/GPO filesharing site after award no later than **October 6, 2026**.

Contractor to submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule and no later than **October 8, 2026**.

Contractor to submit pre-production samples on or before **October 13, 2026**. Do not deliver on October 12, 2026. It is a federal holiday.

Mail F.O.B. contractor's city on or before **October 30, 2026**.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and mailing schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov. Personnel receiving the e-mail will be unable to respond to questions of a technical nature or transfer any inquiries.

BIDS: Bids must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award. Bids must be received by the exact date and time specified. Late bids will not be considered.

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, 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>.

Bidders must fill out this page and return it. Bids must be received by the exact date and time specified.

BIDS: Bids must include the cost of all materials and operations in accordance with these specifications. In addition, a price must be submitted that includes an additional rate for each item. This will not be a factor for determination of award.

Total Bid Amount* for Jacket 472-081: _____ Additional Rate: \$ _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation 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 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 email, fill out and return one completed copy of all applicable pages (pg. 7) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including 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 State & 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)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
