

618-704
Specifications by RW
Reviewed by RG

DHSS / 2-07388

U.S. GOVERNMENT PUBLISHING OFFICE
U.S. Government Publishing Office (GPO)
291 Virginia Beach Blvd., Ste. 401
Virginia Beach Regional Printing Procurement Office
Virginia Beach, Virginia 23462

BID OPENING: Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **September 28, 2022** at the U.S. Government Publishing Office, Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. Due to COVID-19, this will NOT be a public bid opening.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL Russ Ward (757) 490-7941 AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office of Virginia Beach Regional Office will NOT be open. Based on this, bidders MUST submit email bids to bidsvirginiabeach@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 11:00 a.m. on the bid opening date specified above will not be considered for award.

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.

OFFERS: This is a fixed-price contract. The bidder submitting a response shall bid the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$142,585.51.

Bids shall include the cost of all materials and operations for the total quantity ordered.

Award shall be made to the responsible bidder submitting a bid, whose bid specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of \$142,585.51. Bidders submitting responses to this solicitation shall submit a total quantity - for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

Additionally, the bid shall include separate unit pricing for each additional 1,000 copies.

If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

Note: Bidders are to fill out, sign/initial, as applicable, and return page 6.

The jacket number and bid opening date must be specified with the emailed bid submission. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January, 2018.

For information regarding the solicitation requirements prior to award, email Russ Ward at ward@gpo.gov For contract administration after award, contact Russ ward at (757) 490-7941.

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>.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, 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)

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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

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>

Vendors are expected to submit invoices within 15 days of job shipping/delivery.

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

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

GOVERNMENT TO FURNISH: Purchase Order and PDF files will be emailed to contractor after award.

PREFLIGHT: 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 wward@gpo.gov.

PRODUCT: Magnets printed in 4CP plus UV coating suitable for outdoor use as well as indoors.

QUANTITY: As many as possible for \$142,585.51.

TITLE: PEP22-08-03-003 988 Lifeline Magnets 1

DESCRIPTION:

Magnets, print face only 4CP on 30 mil. magnetic base sheeting with white vinyl facing with UV coating suitable for outdoor use as well as indoors. Shrink wrap each in packs of 50. PDF proof required.

Size: 3.25" x 6"

SUBCONTRACTING: The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), 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.

An end product manufactured in the United States if the cost of its components mined, produced, or manufactured in the United States exceed 50 percent of the cost of all its components. The cost of components shall include transportation costs to the place of incorporation into the end product and shall include duty in the case of components of foreign origin.

"United States" means the 50 States, the District of Columbia, Guam, Puerto Rico, American Samoa, The U.S. Virgin Islands and the Northern Mariana Islands.

"Foreign end product" means an end product other than a domestic end product.

“Domestic bid” or “domestic offer” mean either a bid or an offer for a domestic end product, including transportation to destination.

“Foreign bid” or “foreign offer,” mean either a bid or an offer other than a domestic bid or domestic offer, including transportation to destination and duty.

NOTE: Vendors are required to provide either a link to a website containing the item description and a visual for the product specifications along with a visual for the product, within 2 hours request from GPO; for review and acceptance prior to award. Information must definitively demonstrate that the product meets the specifications

SCHEDULE:

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

STOCK: The specifications of all 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.

Magnetic Base Sheeting with White Vinyl Facing or equal with combined 30 mil. thickness.

DISTRIBUTION: Deliver f.o.b. destination. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

-Partial delivery of 250,000. Inside delivery (to arrive at destination) by **October 28, 2022** by 3pm local time.

-Deliver remaining in 3 equal quantities one month apart. Inside delivery (to arrive at destination) by **November 28, 2022** by 3pm local time, **December 28, 2022** by 3pm local time, **January 31, 2023** by 3pm local time.

PROOF:

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. Include REMINDER that agency can keep proof Three (3) workdays. Date of receipt is NOT considered first workday.

Contractor must call *James Helton* at 301-594-0553 to confirm receipt.

Email PDF to: James.Helton@psc.hhs.gov and wward@gpo.gov.

Packing: Vendor to ensure all packaging and labeling on product is in clear and legible english. Request 48 hours advance notice to James Helton by email James.Helton@psc.hhs.gov . Also, telephone James Helton at (301-594-0553). This email notice should include the following: Shipper Name, Approximate date of arrival. Number of pallets being delivered. Printer should print or label each box with Product Title and Product ID (Product ID usually starts with PEP or SMA) Printer should only use standard sized pallets. No half-pallets Shipping Invoice should include Title(s), Product ID(s), number of boxes per each Product ID, total number of units per each Product ID, and Work Order # Deliveries should arrive between 7:30 a.m.-3:30 p.m. ET Monday - Friday, and not on government holidays. Calling ahead to James Helton is advised. If shipper uses a trailer to ship product, the SHIN warehouse will off load the truck using their forklift. If shipper uses a Straight Truck or Box Truck, the shipper is required to off load the truck using their own pallet jacks. The SHIN warehouse will not be able to off load these types of trucks.

PALLETS/PALLETIZING: Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier. Maximum gross weight is 2,000 lbs. Pack flush to corners, top side up, label facing out, without overhang at any edge. Voids must be to the center of the pallet. Pack with care. Loaded pallets may be stored four high at destination. Noncompliance with the palletizing specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at their expense. The Government may, at its option, offer the contractor an opportunity and a reasonable time to correct, however, the Government may choose to repackage in accordance with the specifications and charge all costs to the contractor.

NOTE: Failure to properly palletize may cause for re-palletizing at contractor's expense. See GPO Contract Terms.

NOTIFICATION OF SHIPMENT: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to James.Helton@psc.hhs.gov and wward@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 618-670, 618-704. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver all to:

SHIN Warehouse
 21580 Beaumeade Circle #180
 Ashburn, VA 20147

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

Product Quality Levels:

- (a) Printing Attributes -- Level 3
- (b) Finishing Attributes -- Level 3
- (c) Exceptions: None

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

- (a) Non-destructive Tests - General Inspection Level 1.
- (b) Destructive Tests - Special Inspection Level S-2.

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Approved Preproduction proof
P-8. Halftone Match	Approved Preproduction proof
P-9. Solid and Screen Tint Color Match	Approved Preproduction proof
P-10. Process Color Match	Approved Preproduction proof

Bidders must fill out this page and return it.

Quantity _____ Price \$142,585.51

A cost must be submitted for each additional 1,000 copies.

Additional 1,000 copies \$ _____, Country of Origin _____

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 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 email, fill out and return one completed copy of all applicable pages 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 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)