

October 29, 2024
Specifications by WOAIH
Reviewed by RW
Jacket: 677-037 R-1

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GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
2025 Incident Response Pocket Guide NFES 001077
As requisitioned from the U.S. Government Publishing Office Northwest Team by the
Department of the Interior
BLM NIFC

REVISION #1: See “BID OPENING”, “QUANTITY”, “PROOF”, and “SCHEDULE” sections.

BID OPENING: Bids shall be opened virtually at **1:00 P.M., Eastern Time (ET), on November 6, 2024**, 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 submit 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 1:00 P.M., prevailing Washington, D.C. time, on the bid opening date specified above will not be considered for award.***

The Jacket 677-037 R-1, and bid opening date must be specified in the subject line of the emailed bid submission.

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.

For information regarding the solicitation requirements *prior to* award, email wanderson@gpo.gov. For contract administration *after* award, contact Northwest Government Publishing Office at (206)764-6890.

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 1,000 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.

SECTION 1. - 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 (revised 9-19)).

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 or any subcontractor, the Government reserves the right to conduct an on-site Preaward 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.

SUBCONTRACTING:

The predominant production function is printing. Subcontracting of the polyethylene covers is acceptable.

GOVERNMENT IN-PLANT INSPECTIONS

The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

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>.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) 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 Proofs

SECTION 2.- SPECIFICATIONS

TITLE: 2025 Incident Response Pocket Guide NFES 001077

QUANTITY: 300,000 Guides. (Including 200 “Blue Label Random” Copies).

NUMBER OF PAGES: (136 Text Pages + 2-Piece Cover)

TRIM SIZE: 3-1/4” x 5-1/4” –with rounded corners

DESCRIPTION:

COVERS: Screen-print copy on cover pages 1, 2, 3, and 4 head-to-foot in Black ink on Bright Pink Polyethylene. Copy on covers consists of type, rules, screen-tints, logos. Copy is not common between pages.

TEXT: 136 pages (68 leaves). Text prints copy head-to-foot in Black ink. Copy on text pages consist of type, rules, screen-tints, partial solids, illustrations, and photos. No blank pages.

Produce text on white and colored stock as follows:

Title Page, & i through xiii on White stock;

Pages 1 through 16 on Green stock (Green to be close to Hex number 8dd88d);

Pages 17 through 32 on Gray stock (Gray to be close to Hex number d0d0d0);

Sheets 33 through 52 on Orange stock (Orange to be close to Hex number f4ae72);

Sheets 53 through 60 on Yellow stock (Yellow to be close to Hex number fff570);

Sheets 61 through 82 on Blue stock (Blue to be close to Hex number 87cefa);

Sheets 83 through 106 on White stock;

Sheets 107 through 122 on Pink/Red Stock (Pink to be close to Hex number f2c1d1)

PRINT PAGE:

Head to Foot

MARGINS:

Follow Copy Sample. Majority of pages have Adequate Gripper. Inadequate Gripper on inside front cover (cover page 2).

BINDING:

Collate text with a 2-piece cover and spiral-bind along the 3-1/4” top with Black nylon coated wire coils of suitable capacity. Crimp both ends. Plastic coils are not acceptable.

Radius cut the two lower corners.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Order must be divided into 200 sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the agency.

A copy of the Purchase Order and a signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the

certificate may result in delay in processing the invoice.

GOVERNMENT TO FURNISH:

PDF file available for transmission.

Previous Printed Sample available for pickup.

Contractor to contact Northwest GPO to arrange transmission of file and to arrange pick-up of Previous Printed Sample.

The first page of the PDF file is the outside front cover; the second page of the file is the inside front cover; and the last two pages of the file are the back cover. The third page of the file is the first text page.

The following forms will be provided by Northwest GPO:

GPO Form 917, "Blue Box" Selection Certificate.

GPO Form 2678, Dept Random Copies (Blue Label).

GPO Form 905, Labeling and Marking Specifications.

Contractor to convert file to print in black ink only.

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

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.

ELECTRONIC PREPRESS:

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 agency.

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.

PAPER:

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.

Color of 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 paper the color of which, in his opinion, materially differs from that of the color specified.

COVER:

19-gauge polyethylene, Bright Pink in color.

TEXT:

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

{White; Green; Gray; Orange; Yellow; Blue; Pink/Red (see description section)} Uncoated Colored Text***, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A63.

***Contractor has option to tint white text paper with the specified colors. If contractor chooses this option the Paper Samples submitted with the proof must be tinted with the specified colors.

INK: Black

Cover requires clear, sharp screen printing in Black ink. Printing must withstand a "Scotch Tape Test". Press a strip of "Scotch" tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape.

The Screen Printing on the Cover must withstand a minimum of 170 hours in an Atlas Fadeometer or equal.

PROOF: Contractor must provide 3 sets of high resolution inkjet proofs that are "contract quality" that represents the actual image quality and color of the finished product. Proofs shall be collated with all elements in proper position (not pasted up), and must indicate margins and/or trim lines.

+ Paper Samples of each paper color

Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

If any contractor's errors 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.

Paper samples must be sent to the agency for approval prior to any contractor stock procurement or use. The customer will not be held financially responsible for any paper procurement for this job that was not previously approved by the customer.

Deliver proofs, Paper Samples, Proof Slip and a return air-bill to:

BLM/NIFC

ATTN: Erica Lamb

BLDG 100

3833 South Development Avenue

Boise ID 83705

All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Jacket 677-037 R-1 and publication title.

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

PACKING:

Must use GPO form 905 to mark all shipping containers.

Shrink wrap in units of **10 guides**. Pack consistently in cartons in **units of 200**. Pack securely in sturdy shipping containers to prevent damage.

SHIPPING CONTAINERS: Only new corrugated or solid fiberboard containers may be used.

Containers must be made in accordance with ASTM D5118 and any amendments thereto. Unless otherwise provided in the specifications, containers shall have a *minimum bursting strength of 275*

pounds per square inch or a minimum ECT of 44 pounds per inch width. Containers must be packed solidly (top and sides) with material laid flat on the bottom of the containers (never stand on end); top and bottom pads of corrugated fiberboard shall be used and be in contact with the top and bottom of the container. In the event the material does not fit snugly on the top or sides, open-cell pads or thicknesses of corrugated board must be added. Top and bottom flaps must be closed and fastened firmly with water-resistant adhesive. Adhesive must be applied over not less than 50 percent of the area of contact between the inner and outer flaps. The bottom flaps may be stapled instead of glued, provided this is done before the container is packed.

NOTE: Full requirements can be found in GPO Contract Terms”

SCHEDULE:

Furnished Material will be available for pickup by 11/08/2024
Deliver all Finished Guides to arrive at destination by 01/31/2025
F.O.B. Destination

The Proofs will be held seven workdays by the agency. The contractor must deliver and pick up proofs at the department.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to m81brown@blm.gov and to infonorthwest@gpo.gov. Call Michael Brown (208) 891-1955 to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for Jacket 677-037 R-1 IRPG". 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.

DISTRIBUTION:

Deliver f.o.b. destination.

Deliver all partial copies and balance of the 300,000 copies to:
BLM NIFC
BLDG 215
3833 S. Development Avenue
Boise ID 83705

Upon completion of each order, all originals must be returned to the ordering Department. Return Government Furnished Material and one new sample to Boise ID address under a separate shipment, ATTN: Michael Brown.

All expenses incidental to picking up Government furnished material, returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

BID OFFER

SHIPMENT(S): Shipment(s) will be made f.o.b. destination from: City _____, State _____

Jacket No: 677-037 R-1

BID PRICE: \$ _____ **ADDITIONAL RATE:** \$ _____ per 1,000

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 agrees, 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 that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature. 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)

FOR GPO USE ONLY

Contracting Officer Review _____ Date _____ Certifier _____ Date _____