

BID OPENING: April 29, 2019

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL BRIAN COLEMAN. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0310.

FACSIMILE SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Washington, D.C.

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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

SPECIFICATIONS WILL APPLY EQUALLY TO ALL ITEMS EXCEPT AS NOTED HEREIN.

PRODUCT: Six (6) 28-page self-cover publications

QUALITY LEVEL: Quality Level III Required.

TITLE:

1. 2016 National Detainee Handbook – English
2. 2016 National Detainee Handbook – Spanish
3. 2016 National Detainee Handbook – Hindi
4. 2016 National Detainee Handbook – Chinese
5. 2016 National Detainee Handbook – Portuguese
6. 2016 National Detainee Handbook – Arabic

QUANTITY: 290,000 copies (120,000 English; 150,000 Spanish; 5,000 Hindi; 5,000 Chinese; 5,000 Portuguese; 5,000 Arabic). English and Spanish quantities include 200 blue label copies and the balance of languages include 80 blue label copies.

TRIM SIZE: 8-3/8 x 10-7/8"

GOVERNMENT TO FURNISH:

One CD-R formatted for use on a Windows PC utilizing Adobe Acrobat. Files are supplied in PDF format. Fonts are not furnished. There are bleeds.

GPO Form 892 (R. 8/95) Proofs
GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

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

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, 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(s) in accordance with these specifications.

PROOFS: Contractor to submit one "Press Quality" PDF soft proof (for content only) of each language 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. Contractor must call Terrance Enders at 202-344-1597 to confirm receipt.

Email proofs to terrance.d.enders@cbp.dhs.gov.

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than 1 workday from receipt in the department to when they are made available for pickup at the department.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

STOCK/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. 12 dated March 2011.

Government Paper Specification Standards No. 12 - https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf.

JCP A240, White Matte Coated Offset Book, 80 lb.

NOTE: All stock used must be uniform in shade.

PRINTING:

Digital printing is NOT acceptable.

Each language prints text/line matter, images, and illustrations head to head in four color process. Covers 1 and 4 bleed all four sides.

INK: Four color process.

MARGINS: Follow Electronic Media. Covers 1 and 4 bleed all four sides.

BINDING:

Paste on fold on the left 8-3/8” dimension. MUST paste on fold; saddle stitching and perfect binding are not acceptable.

PACKING:

Shrink wrap in groups of 50. Wrap each language separately.

Pack suitable per shipping container. Cartons must not exceed 25 lbs. Pack each language separately and identify.

See Attachment for palletizing instructions.

LABELING AND MARKING (package and/or container label): Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: 2016 National Detainee Handbook (indicate language)

REQUISITION: 9-10012

JACKET NO.: 408-939

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

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/Electronic Media
P-10. Process Color Match	Electronic Media

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. 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.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packaged 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.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION:

Deliver f.o.b. destination.

Deliver 290,000 copies (120,000 English; 150,000 Spanish; 5,000 Hindi; 5,000 Chinese; 5,000 Portuguese; 5,000 Arabic) to USCBP, National Distribution Center, 6482 Corporate Dr., Indianapolis, IN 46278, Attn: Lori Somers 317-290-3149 x102 or Joh Herald 317-290-3149 x105.

See Attachment for additional delivery instructions.

Contractor must notify the ordering agency on the same day that the product delivers via e-mail to terrance.d.enders@cbp.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 408-939, Requisition 9-10012." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

All expenses incidental to picking up and returning materials, submitting prior to production samples, and furnishing sample copies must be borne by the contractor.

SCHEDULE: The Purchase Order will be available for pick up, or will be e-mailed, at the U.S. Government Publishing Office, Washington, D.C. 20401, no later than **April 30, 2019**.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until they are made available for pickup by the contractor.

Deliver complete by **May 17, 2019**.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for prior to production samples and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving the e-mail, call, or facsimile will be unable to respond to questions of a technical nature or transfer any inquiries.

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>

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

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the submission instructions posted in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

JACKET NUMBER	BID PRICE	ADDL M (English)	ADDL M (Spanish)
Jacket 408-939	\$ _____	\$ _____	\$ _____

JACKET NUMBER	ADDL M (Hindi/Chinese/Portuguese/Arabic)
Jacket 408-939	\$ _____

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 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 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 Address)

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

IMPORTANT

**United States Customs and Border Protection
National Distribution Center
Delivery Information**

**All Deliveries to the CBP NDC
Must follow NDC pallet specifications or**

**DELIVERY WILL
BE REFUSED!**

CARRIER AND/OR CONTRACTOR WILL BE REQUIRED

**AT THEIR EXPENSE
TO RE-PALLET AND
REDELIVER JOB!**

**CARRIER IS CAUTIONED TO PROVIDE THIS
INFORMATION TO ANY SUBCONTRACTORS**

**NDC MUST BE CONTACTED
BEFORE JOB IS ON PALLETS!
At least 48 hours prior to delivery**

Call:

Josh Herald 317-290-3149 x2010

or

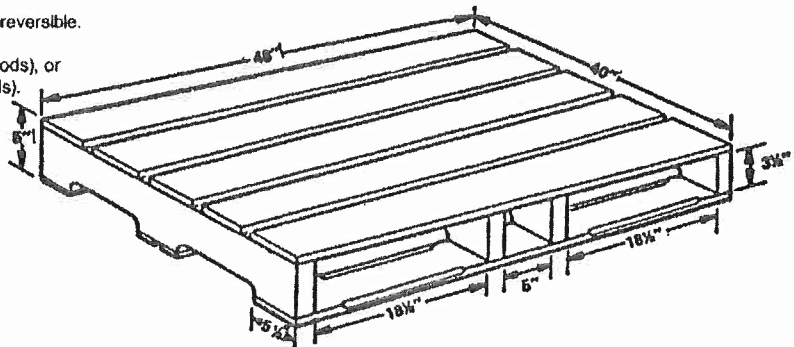
Barry Johnson 317-290-3149 x2011

*** BEFORE YOU PALLETIZE***

CONTACT: JOSH HERALD 317-290-3149 x2010 or BARRY JOHNSON (317) 290-3149 x2011
 DELIVERY WILL BE REFUSED IF THESE INSTRUCTIONS ARE NOT FOLLOWED

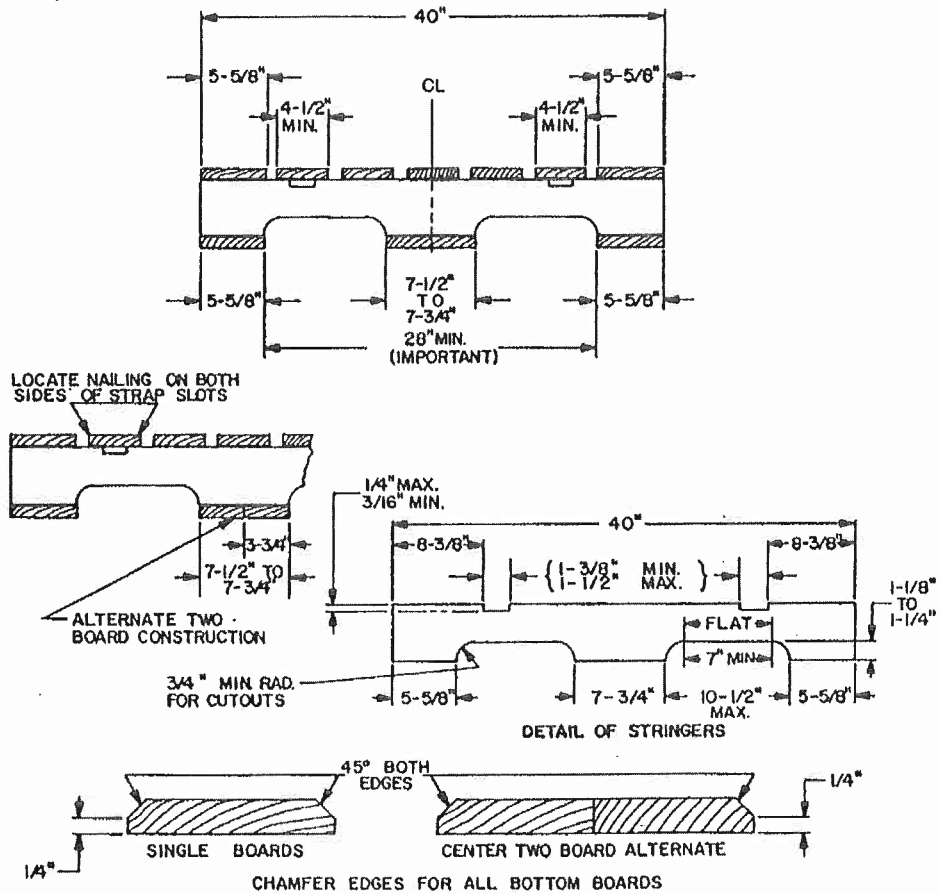
Stringer and Deckboard Design for Type III, Four-way (Partial) Flush Pallet

- a) Federal Specification Pallets, Material Handling, Wood, Stringer Construction, 2-way and 4-way (partial), NN-P-71C, dated 9-10-73.
- b) Classification:
 - 1. Type III—four-way (partial), flush, assembled, nonreversible.
 - 2. Size 2—40" x 48".
 - 3. Wood Group II—medium density woods (softwoods), or Wood Group III—high density woods (hardwoods).
 - 4. Grade A—untreated.
- c) Preproduction model not required.
- d) Moisture content as per specification.
- e) Manufacturer's identification not required.
- f) Bundling for shipment not required.



LOADED PALLET 52" MAX HEIGHT
 (including pallet height)

NN-P-71C



- 1. Dimensions are in inches.
- 2. Notches are to be centered about the centerline (CL).
- 3. Corners of notches shall be rounded as indicated.
- 4. One or two bottom deckboards may be used at the center.

**Type III,
Four-way (Partial)
Flush Pallet**

