

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 **July 26, 2021** 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 Ledo Ulerio (757) 490-7943 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: 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's. 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.

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

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.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award. For information regarding the solicitation requirements prior to award, email Ledo Ulerio at lulerio@gpo.gov For contract administration after award, contact Ledo Ulerio at (757) 490-7943.

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 furnished material (Digital file on thumb drive, color proofs and collated lasers upon award from Jennifer Brown) will be ready for pickup no later than July 28, 2021.

PRODUCT: Direct mail package.

QUANTITY: 1,140,000 total package sets (4,560,000 total pieces)
-Envelope carrier with pocket: 1,140,000
-2 BRC: 1,140,000 of each version
-Letter: 1,140,000

PLUS: Printer is to supply the agency with 50 sealed and 50 unsealed self-mailers (These samples should be held by printer until notification has been given of office opening). Shipping Address to be provided.

PLUS: 5 self-mailer samples to Hartsdale, NY prior to shipping full run.

PLUS: 10 self-mailer samples and any other production material for this project should be returned on or before Friday, October 1st, 2021

TITLE: FY21 SY22 1HSS HISTORY PACKAGE (DSO 755015)

PAGES:

BRC: 2 pages. One side only.

Envelope with pocket: 2 pages. Head to foot.

Letter: 2 pages. One side only.

TRIM:

BRC: 6 1/2" x 5 7/16"

Envelope with pocket: Flat - 19 3/8" x 7", Converted Size - 7" x 7"

Letter: 5 7/16" x 13". Folded - 6 5/8" x 5 7/16"

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.

Inside delivery (to arrive at destination) by **September 6, 2021** by 2pm local time.

F.O.B. Destination

DESCRIPTION:

***Must be printed on a press capable of printing six colors (six printing units) plus aqueous coating in a single pass.

***All PMS color must be shown in proofs as close as possible to the actual color.

***Delivery Date is non-negotiable. Second round proofs may be required and should be considered and included in cost estimate when bidding on projects/schedule.

***SECOND ROUND PROOFS are changes to existing proofs. Corrections (color and/or copy) to be made by the printer and the output of proofs need to be included your price.

*** FINAL FILES - Upon completion of the printing, printer needs to provide two (2) labeled final digital downloads along with a directory of what was printed.

*** Press schedule must be provided along with how many shifts this will be printed over.

Direct mail package consisting of 4 versions. Each version consists of an envelope carrier with pocket, 2 Business Reply Cards, and letter, printing 4-color process, Pantone 296C, Pantone 187C plus gloss aqueous and spot varnish; collated and sealed for the letter shop.

Quantity is 4,560,000 pieces for a total of 1,140,000 complete packages.

Envelope with pocket: 1,140,000. Print head to foot.

-Size: Flat - 19 3/8" x 7", Converted Size - 7" x 7"; Inside Panel glues 3/8" on each, side to create a pocket that measures 5 3/8" with rounded top corners. Bleed.

-Die-Cuts: 1 Die-Cut: First 7" panel – 1 7/8" x 2", Color 7/7 Bleed (4/C Process Color + Pantone 187C + Pantone 296C + 100% Gloss Aqueous),

-Stock: White No.1 Coated Cover, Gloss-Finish, (basis weight: 80 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L11.

Reply Cards: 2 LOTS, Quantity: 1,140,000 each (2,280,000 total). Print Head to Head.

-BASE CODE FSHGB21, PASS CODE FSHGP21, Size: 6 1/2" x 5 7/16", One Horizontal Perf on Each Card. Perf is below the red bar (Detach here.) Code changes (black) for each card. Base & Pass have different 4/C Images face & back, Color 7/7 Bleed- (4/C Process Color + Pantone 187C + Pantone 296C + 100% Aqueous). Bleed.

-Stock: White No.1 Coated Cover, Gloss-Finish, (basis weight: 80 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L11.

Letter: – 1 VERSIONS. Quantity: 1,140,000. Print one side only.

-Size: Flat – 5 7/16" x 13". Folded – 6 5/8" x 5 7/16" (Letter short folds in back), Color 7/0 Bleed- (4/C Process Color + Pantone 187C + Pantone 296C + Spot Gloss Varnish). Bleed.

- Stock: White No. 1 Coated Text, Gloss-Finish basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

PRINTING/CONVERSION/ASSEMBLY: All type and images are in position and are high-resolution files. Proofing: Provide Agency with 1 composed color proof along with 1 digital asset proof of each component along with stock sample cover & text) for approval and a pre-production proof.

Assembly: In the center pocket the base reply card should be inserted facing the front of the carrier followed by the pass along reply card and then the letter placed on top of the reply cards with letter copy facing out.,

Sealing: Package should be fugitive glue sealed with 2 minimal dots., Assembly: PANEL Universal Gender (Female), Outside Code FSHG21, LETTER CODE FSHGL21, BASE REPLY CODE FSHGB21, PASS REPLY CODE FSHGP21.

COLLATION and STUFFING: In center pocket the base reply card should be inserted facing the front of the center followed by the pass along reply card and then the letter placed on top of the reply cards with letter copy facing out. Follow previous similar sample. End user will be addressing.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Envelope and BRC: JCP Code* L11, No. 1 Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 80#
Letter: JCP Code* A181, No. 1 Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 80#

COLOR OF INK: 4/C Process Color + Pantone 187C + Pantone 296C

MARGING: Bleed.

PROOF: PDF, High Resolution proof, Stock sample, ink drawdowns for each pantone and Preproduction proof are required.

***PDF 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) workDAY. Date of receipt is NOT considered first workday.

Contractor must call *Jennifer Brown at 757-278-8264* to confirm receipt.

Email PDF to: jackie.mcgowan@wundermanthompson.com, jennifer.2.brown@dla.mil and Lulero@gpo.gov.

***High Resolution proof:**

Contractor MUST supply a proof sign-off sheet and a return airbill. Also please include a reminder that the agency can only keep proofs 3 days.

1 set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractors option, (1) set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: www.gpo.gov/gporestarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-endors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers and must show areas consisting of minimum 1/8 x 1/8 solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product. Half of draw down must show varnish or coating, as applicable.

Digital color content proof shall be used to represent spot varnish.

*Content proof:

1 set(s) of digital color content proofs. 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, as applicable.

One set of proofs to be sent to the address provided and one set to be held by contractor for reference, corrections and/or approvals.

*Stock samples: At the same time as submission of the proofs, submit a minimum of 1 set, 8-1/2 x 11 blank sheets to proof addressee of the actual paper to be used in the production of the contract requirements. Samples must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper.

STOCK APPROVAL NOTE: Stock sample must be sent to the address provided below for customer review PRIOR to any contractor stock procurement or use. The customer will not be held financially responsible for any stock procurement for this job that was not previously provided to the customer for review and in conformance to the paper specifications. The requested stock sample is for approval of the actual stock and paper should not be purchased prior to approval of sample.

*After PDF, High Resolution, content proof, stock paper proof and ink drawdowns for each pantone are approved send a Prior to production Proof:

Contractor must supply a proof sign-off sheet and return airbill. Also please include a reminder that the agency can only keep Samples 3 days.

The Prior to Production Samples must be produced as specified using the format, ink, stock, equipment, and methods of production that will be used in producing the final product. Do not print the entire quantity until receipt of the OK from the Government.

Samples will be tested for conformance of material(s). 1 sample will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. 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.

-Send proofs to:
Ms. Jackie McGowan
2 Maple Street
Hartsdale, NY 10530

BINDING: Die cuts where applicable, folding, gluing, perforations where applicable. See description.

PACKING and SHIPPING: Inserted, sealed packages are to be packed in cartons by outside code and shipped to the final destination. Pack in new corrugated solid fiberboard containers with minimum bursting strength of 275 psi. DO NOT SHRINK WRAP ITEMS. Supplied GPO 905 carton labels must be followed. Bulk packaging must be stabilized to avoid bursting or shifting on truck(s) during the delivery process, of which, may cause damage and/or hamper the letter house process.

All inbound materials must arrive on pallets, Pallet size: GMA1 or GMA2 (4-way), length: 48 inches, width: 40/42 inches, Maximum height per pallet: 48 inches, Maximum weight per pallet: 2,500 pounds, Maximum weight per carton: 45 pounds. Failure to properly palletize may be cause for re-palletizing at contractor's expense. See GPO Contract Terms.

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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be 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>
1,140,000 Sets	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which 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 signed 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.

NOTIFICATION OF SHIPMENT: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to jennifer.2.brown@dla.mil / jackie.mcgowan@wundermanthompson.com and lulerio@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 522-056. 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:

Shipping cost must be included in the bid price. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Deliver f.o.b. destination as follows:

Deliver final product including Blue Label copies to:
Data Mail,
240 Hartford Avenue
Newington, CT 06111
Attn: Colleen Costin/Scott Stickles, 860-666-0399

FINAL SAMPLES - Printer is to supply the agency with 50 sealed and 50 unsealed self-mailers: (These samples should be held by printer until notification has been given of office opening:). Shipping Address to be provided.

FINAL FILES - Upon completion of the printing, printer needs to provide two (2) labeled final digital downloads along with a directory of what was printed.

RETURN OF MATERIALS

Upon completion both downloads; 15 self-mailer samples and any other production material for this project should be returned on or before Friday, October 1st, 2021 to:

Ms. Jackie McGowan
2 Maple Street
Hartsdale, NY 10530

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

Product Quality Levels:

- (a) Printing Attributes -- Level 1
- (b) Finishing Attributes -- Level 1
- (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 Sample
P-8. Halftone Match (Single and Double Impression)	Approved Preproduction Sample
P-9. Solid and Screen Tint Color Match	Ink Draw Down/Pantone Matching System
P-10. Process Color Mat	Approved Preproduction Sample

Bidders must fill out this page and return it.

BID PRICE: \$ _____ **ADDITIONAL RATE:** \$ _____ **PER:** _____

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 copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. *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)
