

BID OPENING: Bids shall be opened virtually at **11:00 a.m., Eastern Time (ET), on December 3, 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 email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket **634-575** 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 specified above will not be considered for award.*

All the requirements of these specifications apply equally to all items unless otherwise indicated.

Any questions before award concerning these specifications call Chuck Szopo, at 312-353-3916 x 6 or email at cszopo@gpo.gov

Products:

5 different 3-Panel Folders with Permaclip Type Fasteners.
1 Folded Form.

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 revisions.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is Offset printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared not responsible.

Schedules and other adjustments will be made in accordance with [GPO Contract Terms](#). Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

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 10 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.

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.

TITLE: Bulk Printing Request.

QUANTITY: 320,006 total copies – see below for quantities of 6 different items.

Folders:

Cow Folders: 50,001 copies.
Horse Folders: 50,001 copies.
Apple Folders: 50,001 copies.
Wheat Folders: 50,001 copies.
Mighty Mini: 20,001 copies.

Folded Forms:

Bee a Friend to Pollinators: 100,001 copies.

Includes 6 total GPO inspection samples, 1 of each item.

GOVERNMENT TO FURNISH: A Files will be sent via FTP after award. Contractor to resize/create bleeds as necessary at no added cost to the government.

BASIC CHECK OF FURNISHED MEDIA AND FILES: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim

size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned quality assurance through attributes program (QATAP) level.

RIGHTS ON DATA: The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

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.

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

REPRODUCIBLES: The contractor must make all reproducibles required. All halftones are to be 175-line screen or finer. Minimum resolution for line copy and type is 2400 dpi.

At the completion of the project, contractor will be required to provide the Government with a DVD-R or CD-R's that contains the entire project suitable for reproduction. This must be returned with all of the Government furnished material. This is required regardless of the contractor's method of production.

PROOFS:

Email tracking info to: SamuelL.Johnson@usda.gov and ebattle@gpo.gov

Proofs will be withheld not more than 3 workdays from receipt in agency until contractor is notified to pick them up. Contractor must not print prior to receipt of an "OK to print". A copy of the Purchase Order and a return air bill must also be furnished with the proofs.

2 sets of proofs of each item, 1 set each to 2 addresses.

NOTE: Send samples of the stock and a blank construction sample for each item.

2 sets each 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.

2 sets each of inkjet proofs that are G7 profiled and use pigment-based inks. 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 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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's 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.

STOCK: The specifications of all stock 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. Prospective bidders should carefully read this publication as the applicable standards 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.

Folders: JCP Code* L12, White No. 2 Gloss-Coated Cover, Basis Size 20 X 26" 100 lb.

Folded Forms: JCP Code* L21, White Smooth Cover, Basis Size 20 X 26" 65 lb.

PRINTING:

5 different 3-Panel Folders with 1 pocket & 2 Permaclip type Fasteners.

Quantity: 220,005 total folders as follows:

Cow Folders: 50,001 copies.

Horse Folders: 50,001 copies.

Apple Folders: 50,001 copies.

Wheat Folders: 50,001 copies.

Mighty Mini: 20,001 copies.

Pages: Face and back, Head to head.

Face (including pocket) prints 4-color process illustrations, tints/solids, and type & line matter, bleeds uncommon. Heavy ink coverage. Follow files. Topcoat the face (excluding glue areas) with a clear, non-yellowing gloss varnish or gloss aqueous coating.

Back prints solid Pantone Blue. Topcoat the back (excluding glue areas) with a clear, non-yellowing gloss varnish or gloss aqueous coating.

Approx. size: 27-7/8 x 16" with a 4" pocket (flat) constructed and folded to 9.25 x 12" with 4" high inside pocket.

CONSTRUCTION: 4" high inside pocket with V-cut. 3/4" pocket tab, at outside edge to be securely glued to the inside of pocket. All outer corners are squared. Follow files.

Tri-fold folder with 2 top center approximate 1" capacity fasteners along the top each on 2 panels.

Fold constructed kit pocket folders to 9.25 x 12". Score on all folds with paper grain parallel to spine. Cracking on the folds will not be acceptable and may result in rejection.

Folder has 4 additional vertical scores for expansion - Follow file.

See attachment for construction.

1 Folded Form:

Bee a Friend to Pollinators: 100,001 copies.

Size: 4.75 x 24" folded to 4.75 x 3".

Face and back, (head to head) prints 4-color process illustrations, tints/solids, and type & line matter, bleeds uncommon. Heavy ink coverage.

Score and fold to 4.75 x 3" using 7 parallel wraparound folds. Score on folds with grain parallel to folds. Cracking on the folds will not be acceptable and may result in rejection.

Shrink wrap in units of suitable. Pack suitably per shipping container.

MARGINS: Follow files, bleeds uncommon.

PACKAGING, LABELING AND MARKING:

Pack items separate and identify.

Shrink-wrap in suitable units.

No loose items in cartons are permitted.

Include sufficient inner packaging in submitted price. Ensure sufficient inner packaging to ensure no damage occurs during shipping.

Any items damaged during production or shipping may be required to be re-fulfilled in an expedited manner, including expedited handling, expedited production, and expedited shipping.

All cartons/boxes must be uniform (same qty per carton) and label outside of boxes with quantities and title.

Mark each carton with Title and quantity within each carton.

Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

Pack suitable in shipping containers not to exceed 45 lbs. when fully packed.

Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 p.s.i.

PALLETIZING: Contractor will be required to furnish pallets, for bulk shipments, in shipping containers, when the containers fill two or more layers on the pallet. Palletize in accordance with GPO Pub. 310.2.

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

Product Quality Level:

- (a) Printing (page related) Attributes-Level 2.
- (b) Finishing (item related) Attributes-Level 2.

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
P-10. Process Color Match	Approved Proofs

DISTRIBUTION: Deliver F.o.b. Destination.**1 set of Proofs of each item to:**

1400 Independence Ave. SW
Washington, DC 20250
Room 0103
Attn: Sam Johnson
Work Phone: 202-720-5338
Cell Phone: 202-222-5419
SamuelL.Johnson@usda.gov

1 set of Proofs of each item to:

Chris Radley
USDA-FPAC-BC
10500 Buena Vista Court
Urbandale, IA 50322
Christopher.Radley@usda.gov
515-331-8437

320,000 total copies (including Blue Labels) to:

USDA/FPAC, B.C./ Warehouse
Attn: Ralph Garcia, 816-823-4703
2312 E Bannister Rd
Kansas City, MO 64131

Blue Label Copies: All orders must be divided into equal (**200 each**) 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.

6 total samples, 1 of each item marked Inspection Copies and with GPO jacket number to

U.S. Government Publishing Office
Northcentral Region
810 Oriole Avenue
Glen Burnie, MD 21060
ATTN: Eric Battle
Email ebattle@gpo.gov for address after award.

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor **MUST** furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries.

Email SamuelL.Johnson@usda.gov and ebattle@gpo.gov

SCHEDULE: See Notice of Compliance with Schedules in GPO Publ. 310.2.

Award will be made and Government furnished material and purchase order will be available for pickup at the Chicago GPO by **December 5, 2024**.

Deliver **PROOFS** for review on or before **December 11, 2024**. Proofs will be withheld not more than **3 workdays** from receipt.

Contractor must make complete production and delivery (at all destinations) by January 22, 2025.

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.

Contractor **MUST** email delivery verification information to compliance@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

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, (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.

PAYMENT:

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment. Additionally, please send a copy of the POD to: compliance@gpo.gov.

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>.

SHIPMENT(S): Shipments will be made from: City _____, State _____.

BID PRICE: \$ _____ **ADDITIONAL RATES** ___ Mark below _____ **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 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 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.

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)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

THIS SECTION FOR GPO USE ONLY

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

TOTAL BID: \$ _____

ADDED RATES

Cow Folders: 50,001 copies	\$ _____ /M.
Horse Folders: 50,001 copies	\$ _____ /M.
Apple Folders: 50,001 copies	\$ _____ /M.
Wheat Folders: 50,001 copies	\$ _____ /M.
Mighty Mini: 20,001 copies	\$ _____ /M.
Bee a Friend to Pollinators: 100,001 copies	\$ _____ /M.

Initials _____

Note: Bidders must include this sheet with their submitted Bids.

