

Jacket: 641-299

Title: D-CN-GE(E/S) Confidentiality Notice

Agency: Commerce/Census

Bid Opening: September 5, 2019 at 2:00 p.m.

Contractor Name	Bid	Terms		Discounted Total
* Monarch Litho, Inc., Montebello, CA	\$137,731.00	2.0%	20 days	\$134,976.38
Gray Graphics, Capitol Heights, MD	\$144,600.00	2.0%	20 days	\$141,708.00
Cenveo Worldwide, Los Angeles, CA	\$146,919.19	1.0%	20 days	\$145,450.00
Las Vegas Color Graphics, Las Vegas, NV	\$167,777.00	4.77%	20 days	\$159,774.04
Highland Computer Forms, Hillsboro, OH	\$170,110.00	2.0%	20 days	\$166,707.80
NPC Inc, Claysburg, PA	\$193,741.00	2.0%	20 days	\$189,866.18
* Awarded to contractor				

Specifications by JH
Reviewed by WL

Jacket 641-299
Department: Commerce/Census
Requisition: 9-00248

BID OPENING: September 5, 2019.

Bids shall be publicly opened at 2:00 PM prevailing Columbus, OH time on September 5, 2019. Submit bids to: U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **FACSIMILE BIDS ARE ACCEPTABLE.**

Any questions before or after award concerning these specifications call Juliann Handziak at (614) 488-4616, Ext. 3. No collect calls.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
1335 Dublin Road, Suite 112-B
Columbus, OH 43215-7034

BID SUBMISSION: Using the bid return sheet (p.7 of these specifications), submit bids to the U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **Facsimile bids in response to this solicitation are permitted.** Facsimile bids may be submitted directly to the GPO Columbus bid Section, Fax No. (614) 488-4577. 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.

BIDDERS PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, page 7.

GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clause (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.

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 1000 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.

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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 8/2002).

- GPO Contract Terms (GPO Publication 310.2):
 - <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms-01-18.pdf>
- GPO QATAP (GPO Publication 310.1):
 - <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

PREAWARD SURVEY: 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.

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>.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function of this contract is printing of the forms. Any bidder who cannot perform the predominant production function in their entirety will be declared non-responsible.

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.

TITLE: D-CN-GE(E/S) Confidentiality Notice

Form No.: D-CN-GE(E/S)(8-21-2019)

PRODUCT: These specifications cover the production and shipping of a face and back form, black only. Padded in units of 50.

QUANTITY: 395,554 pads of 50 sheets each (19,777,700 total forms); includes 200 pads of Blue Label copies.

NUMBER OF PAGES: Face and Back; head to head.

TRIM SIZE: 8-1/2 x 5-1/2".

DESCRIPTION: Form prints Commerce logo, type, and line rules face and back in black ink only. No bleeds. Forms are padded in units of 50 sheets each, with a chipboard backer. Face (English side) prints on the front side and Spanish side prints on the back side of each sheet. Forms are to be padded along the top 8-1/2" edge, English side up.

GOVERNMENT TO FURNISH: PDF file to be emailed at time of award, with P.O. and Word file of shipping label.

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 the assigned quality level.

PREFLIGHT: The contractor shall preflight the furnished file prior to image processing (i.e. verify completeness and presence of all components required to process image in accordance with the visual provided such as fonts, graphic files, trim size, etc.). It is further recommended that the contractor produce laser output or other acceptable digital proofing of files prior to imaging. Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Contracting Officer prior to further performance.

Upon completion of the order, the contractor must return the final film negatives or final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on suitable of storage media or emailed as directed.

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

PROOFS: 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.

CONTENT PROOFS:

2 sets 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 have all elements in proper position (not pasted up), imaged face and back, trimmed to the finished size of the product.

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.

Delivery of Proofs: (Proof package us to be clearly marked PROOFS – URGENT DELIVERY using a florescent label). Include GPO Jacket Number, Requisition Number, and publication title.

Deliver **2** sets of proofs, GPO Proof Memo, directly to the **delivery address below**.

Proof must arrive no later than **September 10, 2019**, and will be withheld not longer than **2 workdays** from date of receipt, to date proofs are made available for pick up by the contractor (see NOTE below). The date of receipt is NOT the first workday. **THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF PROOF APPROVAL.**

NOTE: It is the responsibility of the contractor to make the necessary pickup arrangements when notified that the reviewed proofs are available. NOTE: Only one set of proofs must be made available for pickup, the customer has the option to keep the other sets. If a courier is to be used, a fully completed airbill (prepaid by the contractor) must be furnished to the specified address with the delivered proofs for this purpose.

Deliver proofs to: U.S. Census Bureau, ACSD/PSB/Printing Services, Attn: George Williams, 4600 Silver Hill Rd., Suitland, MD 20746 (301-763-96-9619)

BINDERY: Pad along top 8-1/2" edge with chipboard backing. 50 sheets per pad.

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. All paper used must be of a uniform shade.

White Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A60. The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

INK: Black ink

MARGINS: Follow Copy. Adequate gripper. No bleeds.

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

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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	O.K. Proofs

PACKING: Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

Shrink wrap in units of 5 pads - Pack suitable per shipping container.

LABELING AND MARKING: Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2). Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Palletizing: All orders shall be shipped on pallets. Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48 x 42 (stringer measurement shall be the 48 dimension). Full two-sided entry on the 42 width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48.

Cartons shall be of the appropriate dimensions so as to be stacked on the pallets, so that the length of each carton runs in the opposite direction to the row of cartons beneath/above, (i.e., interlocking 90-degree palletizing scheme), with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or row will not be accepted.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

Order must be divided into 200 equal 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 a statement furnished by GPO certifying that copies were selected as directed. 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 government-furnished blue label, affixed to each container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Department.

A copy of the PURCHASE ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government-furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing the voucher.

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2. Furnished material will be emailed from U.S. Government Publishing Office, Columbus Regional Procurement Office, Suite 112-B, 1335 Dublin Road, Columbus, OH 43215 by:

PO and material will be emailed on September 6, 2019.

DELIVERY DATE:

Partial delivery of 100,000 pads on or before September 19, 2019.

Deliver remaining 295,554 pads on or before September 25, 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.

RECEIPT FOR DELIVERY: As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's voucher for payment.

DISTRIBUTION: Deliver f.o.b. Destination in the quantities stated, as listed. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials, proofs, and random copies must be borne by the contractor.

Deliver 395,554 pads to: U.S. Census Bureau, NPC (Decennial Logistics), 100 Logistics Avenue, Jeffersonville, IN 47130; Receiving (812-218-2012)

Deliver 5 pads (samples) to: Columbus GPO, Attn: Juliann Handziak, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034, (614-488-4616, x3)

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.

JACKET NO: _____

Bid Price \$ _____ **Additional** _____ **Rate** _____

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).

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.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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.

Failure to sign the signature block below may result in the bid being declared non-responsive.

(Company Name)

(GPO Contractor's Code)

(Street Address, City, State and Zip Code)

(Printed Name and Title)

(Telephone number)

(Signature)

(Date)

(E-Mail)

(Facsimile Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)