

Jacket: 641-171
Title: D-400PK 2020 Census Jobs Be A Census Taker Postcard
Agency: Census
Bid Opening: August 15, 2019 at 2pm

Contractor Name	Bid	Terms		Discounted Total
* Highland Computer Forms, Hillsboro, OH	\$123,550.00	2.0%	20 days	\$121,079.00
RR Donnelley, Lewisburg, PA	\$122,611.20	0.0%	0 days	\$122,611.20
NPC, Inc, Claysburg, PA	\$131,472.00	2.0%	20 days	\$128,842.56
Colonial Press Intl., Miami, FL	\$146,491.00	12.0%	20 days	\$128,912.08
Monarch Litho, Inc., Montebello, CA	\$138,831.00	2.0%	20 days	\$136,054.38
Schmitz Press, Sparks, MD	\$136,830.00	0.5%	20 days	\$136,145.85
Consolidated Graphics/Westland, Laurel, MD	\$142,709.00	0.5%	21 days	\$141,995.46
Las Vegas Color graphics, Inc., Las Vegas, NV	\$159,555.00	5.0%	20 days	\$151,577.25
Execuprint, Chatsworth, CA	\$172,882.00	2.0%	20 days	\$169,424.36
Cenveo Worldwide Los Angles, CA	\$177,585.86	1.0%	20 days	\$175,810.00
* Awarded to contractor				

BID OPENING: August 15, 2019

Bids shall be publicly opened at 2:00 P.M. prevailing Columbus, OH time on August 15, 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 Becky Rottier at (614) 488-4616, Ext. 9. 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.

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/how-to-work-with-us/vendors/forms-and-standards>
- GPO QATAP (GPO Publication 310.1):
<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>

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: 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>.

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-400PK 2020 Census Jobs Be A Census Taker Postcard

PRODUCT: These specifications cover the printing of a face and back postcard in two colors. Shrink-wrapped in units of 500. F.O.B. Destination to one delivery address.

QUANTITY: 15,965,000 copies

TRIM SIZE: 4-1/4 x 6"

PAGES: Face and Back

DESCRIPTION/PRINTING: Post card prints face and back/head to head in Black and PMS 201 red, no bleeds. Printing consists of text/line matter, solids, and a halftone image. Post card must meet all requirements of the USPS.

GOVERNMENT TO FURNISH (GFM):

Electronic Media (Print Files) will be furnished by e-mail described as follows:

Platform: Windows 7.

Software: Adobe Acrobat Professional 17.0 (or higher).

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

Ink Colors: Black and PMS 201 red

Resolution: 2400 dpi

Additional Information: Files will be furnished in PDF format.

Contractor to receive by email a Microsoft Word file of the shipping label.

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.

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 GPO contract administrator.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Files must be output on high resolution image processors at a minimum of 2400 dpi.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish 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 storage media or e-mailed upon request. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

PROOFS - PDF PROOFS:

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.

Contractor to e-mail a suitable page proof of both sides to: William Burbano at William.a.burbano@census.gov and Becky Rottier at RRottier@gpo.gov by **August 21, 2019**.

Proofs will be OK'd within 2 workdays from date of receipt to date proof status is made available to the contractor by e-mail, contractor must give contact and # information. Do not print prior to receipt of proof approval. The date of receipt is not the first workday.

Proofs must have all elements in proper position, trimmed, and constructed to the finished size specified.

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.

White Index, grammage 165 g/m², basis weight: 90 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

MARGINS: No bleeds, adequate gripper.

BINDING: Trim 4 sides.

PACKING: Shrink-wrap in units of 500.

Pack and identify the postcard, in suitable quantities, in shipping containers not to exceed 45 pounds when fully packed. Pack chipboard on top.

NOTE: Pack in boxes constructed with a minimum bursting strength of 275 pounds per square inch. Label must be securely fastened to the carton.

Containers must be packed in such a way as to prevent crushing while in transit. The Government will NOT accept crushed containers. Crushed containers will be returned to the contractor for replacement, at the contractor's expense.

PALLETS/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 must be fastened securely to the pallet in a manner that will prevent lateral movement but will permit removal without damage to the cartons. 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 that all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or rows will not be accepted.

LABELING AND MARKING: Reproduce shipping container label from the furnished example label, fill in appropriate blanks, and attach to shipping containers. Each container must be labeled to indicate what box of how many. (Example: 1 of 3, 2 of 3, and 3 of 3).

NOTE: Carton shipping labels must indicate correct and complete Form Number and Edition Date as indicated on finished product within each carton: D-400PK, June 2019

Each container label must be numbered in numerical sequence of production and of each other.

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK Proof
P-9. Solid and Screen Tint Color Match	Pantone Matching System

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Each partial delivery 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 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 to the IN address indicated under DISTRIBUTION. A copy of the purchase 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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order and material will be e-mailed from U.S. Government Publishing Office by: **August 19, 2019.**

PDF Proof to be emailed by: **August 21, 2019.**

Deliver F.O.B. Destination (to arrive at specified destination by):

5,500,000 copies to deliver no later than **September 6, 2019.**

10,465,000 copies to deliver no later than **October 4, 2019.** These copies may be delivered in partials up to this date.

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 15,965,000 copies to: US Census Bureau, National Processing Center, 1621 Dutch Lane, 60F, Jeffersonville, IN 47130 attn: Receiving Department 812-218-2018 NOTE: Used furnished shipping label for all cartons.

Deliveries to the Jeffersonville, IN, address must be made between the hours of 8:30 a.m. and 3:00 p.m. (local time), Monday through Friday, excluding Government holidays.

NOTE: Contractor must provide 24-hour advance notice for all deliveries to the National Processing Center located at U.S. Census Bureau, Attn: Quality Assurance Analysis Section (QAAS), 1621 Dutch Lane, Receiving 60F, Jeffersonville, IN 47130. Verification of the number of copies that are guaranteed for on-time delivery must be communicated by e-mail to NPCInventoryControlandShipping@Census.gov. The subject line of each e-mail

message must contain the words "Shipping Activity Report." The message text must include (1) the Title, (2) the required delivery date, and (3) the number of copies guaranteed for on-time delivery. For print orders requiring more than one scheduled delivery date (delivery of partial quantities) a separate e-mail message must be provided in advance of each individual delivery date.

All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Deliver 2 samples to: U.S. Government Publishing Office, Columbus Regional Office, Suite 112-B, 1335 Dublin Road, Columbus, Ohio 43215-7034, Attn: B. Rottier, Sample Jacket 641-171. NOTE: Receipt of this sample does not constitute approval of the entire run or any portion thereof.

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.

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

Bid Price: \$ _____ **Additional Rate:** \$ _____ per _____.

DISCOUNTS: Discount is 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.

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

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)