

Jacket: 735-505
Title: USAREC Mini Billboards Set & Guidance Letters.
Agency: DLA
Bid Opening: August 21, 2023 at 2PM

Contractor Name	Bid	Terms		Discounted Total
Monarch	\$497,794.00	2.00%	20 days	\$487,838.12
			20 days	\$0.00
			days	\$0.00
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BID OPENING: Bids shall be opened at **2:00 p.m., prevailing Central Standard Time (CST)**, on **August 21, 2023** for the U.S. Government Publishing Office, Northcentral Region. This will NOT be a public bid opening.

BID SUBMISSION: Bidders MUST submit email bids to **bidsnorthcentral@gpo.gov** for this solicitation. See also "ADDITIONAL EMAILED BID SUBMISSION PROVISIONS".

No other method of bid submission will be accepted at this time.

The Jacket number "735-505" and bid opening date "**August 21, 2023**" must be specified in the subject line of the emailed bid submission. Bids received after "**2:00 p.m. Central Standard Time**" on the bid opening date 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

PRODUCT: Large poster sets mounted to foam core with a 2nd foam core backer with 2 saw-tooth hangers; and a guidance letter.

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.

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: USAREC Mini Billboards Set & Guidance Letters.

QUANTITIES:

Poster: 5,454 total copies - 1,818 sets of 3 different versions.

Guidance Letter: 1,818 copies (1 per set).

NUMBER OF PAGES: Face only.

TRIM SIZE:

Posters: 60 x 24".

Guidance Letters: 8.5 x 11".

GOVERNMENT TO FURNISH: Files will be available on the Agency's FTP site for download after award. PO to be emailed.

Distribution list: Any necessary reformatting of the distribution list be completed by the vendor at no additional cost. (Not in standard format).

Electronic media generated on a Macintosh with operating system OSX, using InDesign CC, Illustrator CC, and Photoshop CC. Files are in native & PDF formats. All printer and screen fonts are included. Color system used is CMYK. Files provide for bleeds and graphics are properly linked.

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 PDF proofs to: nicholas.a.gioia.civ@army.mil ; brandon.ellis@dla.mil ; and cszopo@gpo.gov

Call to confirm receipts: Brandon Ellis: 812-583-9544.

Proofs will be withheld not more than 2 workdays from receipt in agency until contractor is notified of an "OK to proceed". Contractor must not proceed prior to receipt of an "OK to proceed".

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.

After PDF proofs are approved.

Proofs and Priors 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.

Email tracking information after shipping proofs to nicholas.a.gioia.civ@army.mil ; brandon.ellis@dla.mil ; and cszopo@gpo.gov.

Letters:

1 set 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.

Posters:

PRIOR TO PRODUCTION SAMPLES:

*** These copies are NOT included in the bid quantity. ***

The sample requirement for this contract are not less than the following:

1 printed and constructed sample for each item (3 total posters & 1 letter).

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, and quality of reproduction. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order. 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 **3 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 therefore.

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.

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.

These sets shall be considered as samples and cannot be deducted from the total quantity ordered. No additional charges will be allowed for their production or delivery.

Labels generated from 5 destinations from the disk with the required number of labels for each of these destinations based on the number of packages required. Pick destinations at random but these must be destinations with different numbers of packages per destination. These names cannot be deleted from the distribution.

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.

Contractor must not proceed without an "OK to Print."

APPROVAL TO RELEASE COPIES:

After printing, but prior to distribution, contractor must provide:

2 Posters sets (6 total) and 2 letters to the below address.

The package containing these copies must be identified on the outside as "Release Approval Copies" and must also include the SOD number, RPI number (if applicable), requisition number, Jacket number, and the title. Packages may be sent via an expedited delivery service or hand delivered by the contractor. These sets are included in the total quantity.

The contractor will be notified within 2 workdays (no Fridays) of the Army's receipt of the copies whether to proceed with the release of the order.

Contractor must not proceed with distribution until an approval to release is granted.

An "OK" of approval copies constitutes approval to release the order. In no way does this negate any of the Government's rights under this contract.

STOCK: See below under each item.

BIDDERS, PLEASE NOTE: GPO has issued a new 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.

PRINTING, INK COLOR, UV COATING, AND MARGINS:

Posters: 3 different versions.

Face only of each item prints 4-color process illustrations, tints/solids with reversing, and type & line matter, bleeds uncommon. Top coat the entire face with a clear, non-yellowing gloss UV coating.

Construction:

After printing on stock, mount the poster to a piece of 1/2" thick black foam core board. Mounted products must have no distortion of printed matter and must remain clear and legible.

After mounting the poster to the 1/2" thick foam core, securely adhere it to a second piece of 54 x 20"- 1/2" thick black foam core center on all sides (3" from the left/right and 2" from the top/bottom edges). The two securely glued foam core pieces must not separate and must hold the weight of the mounted poster.

Place 2 suitable metal saw-tooth picture hangers to the back side of the second foam core backer. Saw-tooth picture hangers must be securely attached approx. 2" from the top edge of the second backer. Saw-tooth hangers must be centered on the back measuring 16" center-to-center to ensure meets standard building code stud placement (16"-on-center) for mounting. Saw-tooth hangers must be of a sturdy gauge and have a maximum weight capacity that can hold the weight of the final product without breaking away or loosening.

Place foam protective covers over the saw-tooth hangers to protect from damage during packing/delivery.

Contractor must assure the photo sits flat and parallel to the wall when hanging.

Stock:

White, glossy finish vinyl, 3-5 mil thick.

High-strength black 1/2" foam core (edges must be black) that can withstand much handling, especially when mounting to wall.

Stock used must withstand extreme temperature and humidity changes without discoloring, cracking, becoming brittle or any other deterioration for a minimum of 12 months.

Inks used must not show any appreciable change in color after exposure in an atlas fadeometer for 340 standard fading hours or its equivalent.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to "1 calendar year" from the date the check is tendered as final payment. All other provisions remain the same.

Guidance letters:

PRINTING: Face only prints 4 color process. Adequate gripper with no bleeds. Digitally print is acceptable.

Stock: White Bond, Basis Weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP G10.

PACKAGING, LABELING, AND MARKING:

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 1 of each Poster (3 total) and 1 letter on top to create a box set.

Place a same size suitable slip sheet between each Poster to protect it from damage.

Pack suitably to prevent damage during transit.

Packed in cartons. Protect corners to prevent damage.

Damaged items will be rejected and will require replacement at the contractor's expense.

Pack suitably in 275 PSI shipping container. Insert items so they are not damaged in final carton packaging. Contractor is responsible to determine the proper packaging to meet USPS shipping regulations. **Package suitably so content will not be damaged in transit.** For example, if the contractor determines packages are machineable, then the contractor is responsible to insure that packages will not burst or split open during the mailing/shipping process. Label each with GPO Jacket No., title, and quantity.

Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 275 p.s.i. Cartons MUST NOT break open or split in transit. This applies to all packages, whether or not they are machineable. Minimum bursting strength indicated is a minimum. **It is anticipated that contractor will need to use cartons with a greater bursting strength.** Contractor must determine the actual bursting strength required. This is the contractor's responsibility. Cartons must be properly taped to process through transit with no damage. Shrink wrapped package of schedulers are heavy. Any shift in the pack of schedulers can break open the outer containers unless these are packed properly. It is the contractor's responsibility to ensure that this does not happen. **Contractor will be responsible to reproduce, repack, and reship at their expense any schedulers broken open and damaged, lost, or destroyed, during shipping.**

The contractor must label each small package carrier shipped or mailed container with a shipping address label. Contractor will be required to produce labels. See "Distribution."

Contractor should use the following return address so that undeliverable packages are returned directly to the Army rather than to the contractor. Return Address:

US Army Recruiting Command
Attn: ADC (RPI 910)
9th Cavalry Regiment Avenue
Building 207
Fort Knox, KY 40121-2725

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 PRIORS
P-10 Process Color Match	Approved PRIORS

DISTRIBUTION: Deliver f.o.b. destination.

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

Deliver F.O.B. Destinations:

Proofs/PRIORS, and Approval To Release to:

U.S. Army Recruiting Command
 Attn: G7/9, Mr. Nick Gioia
 1307 Third Avenue
 Room 2019B
 Fort Knox, KY 40121
 Phone: 502-626-2032
 Email: nicholas.a.gioia.civ@army.mil

1 set (3 individual Poster plus 1 guidance letter) to each of the 1,818 locations.

INSIDE DELIVERY REQUIRED.

NOTE: APO/FPO addresses. Deliver at contractor's cost.

Email cszopo@gpo.gov to receive the excel file.

Deliver via traceable means at contractor's expense. DO NOT PALLETIZE. Upon last shipment, contractor must provide tracking numbers by RSID, city, state and zip code to Nick Gioia via email at nicholas.a.gioia.civ@army.mil.

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; Brandon.Ellis@DLA.MIL ; nicholas.a.gioia.civ@army.mil & cszopo@gpo.gov

SMALL PACKAGE CARRIER SHIPPING RECEIPTS: Contractor is required to furnish the Army with the name of the small package carrier, date each destination shipped, and the tracking number for the agency and GPO destinations. Address for each destination must be complete including the RSID number and number of packages. At contractor's option, this may be furnished in hard copy form or contractor can furnish a disk with the information.

Contractor can perhaps make a copy of the Excel file furnished and add a column for the tracking number or may be able to download this information from the delivery service on a disk. This information must be sent to the Army within one workday of the completion of the shipping. Send via overnight delivery service at contractor's expense.

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 by **August 23, 2023**.

Email PDFs PROOFS for review on or before **August 28, 2023**.
Agency hold time for proofs will be not more than **3 workdays**.

Deliver PROOFS/PRIORS on or before **September 11, 2023**.
Agency hold time for priors will be not more than **3 workdays**.

Deliver Approval to Release copies in sufficient time to meet the final delivery schedule - including required quantity and 2 workday hold.

Contractor must make complete delivery by October 16, 2023.

Contractor MUST email delivery verification information to VerifyNorthcentral@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.

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>.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ISSUED TO GPO WITHIN 10 WORKDAYS AFTER COMPLETION OF ORDER. FAILURE TO ISSUED INVOICE TO GPO WITHIN 10 WORKDAYS AFTER ORDER COMPLETION MAY RESULT IN DELAYED PAYMENT.

SHIPMENT(S):

Shipments will be made from: City _____, State _____.

TOTAL BID PRICE \$ _____ **ADDITIONAL RATES: Mark below PER 1,000 sets**

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 and 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)

See next page for specifying bid.

	BID	ADDED RATE/M
Posters:	\$ _____	\$ _____
Guidance Letters:	\$ _____	\$ _____
Delivery/Shipping Cost:	\$ _____	
Total Bid Cost		\$ _____

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

(Initials)