





August 31, 2023

Dear Bidder:

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 735-613, scheduled for opening at 2:00 P.M., August 31, 2023, are amended as follows.

On page 2 of 7 which reads under **TRIM SIZE: 6 x 4"**:

Change to read 4 x 6.25" to meet Every Day Direct Mailing (EDDM) required minimum size. Contractor to resize the file as need at no added cost to the Government.

On page 3 of 7 which reads under **EDDM ADDRESS PERSONALIZATION:**

MAILING: Mail 398,734 copies via First Class Pre-sort mail rate – at contractor's expense (contractor Must include postage in its bid price). Contractor must submit the postal receipt to FEMA after dropping mail to post office.

Is changed to read:

Mail by the Every Day Direct Mailing (EDDM) rate (contractor Must include postage in its bid price). Contractor must submit the postal receipt to FEMA after dropping mail to post office.

Image per EDDM requirements: "Postal Recipient" the carrier route with City, State, and Zip Code (no street address).

**The bid opening date remains the same. All other specifications remain the same.**

If amendment is not acknowledged on bid, direct acknowledgement to:  
U.S. Government Publishing Office, Northcentral Region.

The Jacket number "**735-613**" with Amendment Acknowledgment and bid opening date "**August 31, 2023**" must be specified in the subject line of the emailed bid submission. Bids received after "**2:00 P.M.** Central" on the bid opening date specified above will not be considered for award.

Telephone acknowledgement of this amendment is not acceptable. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

CLINT J. MIXON  
Contracting Officer

**BID OPENING:** Bids shall be opened at **2:00 p.m., prevailing Central Standard Time (CST)**, on **August 31, 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](mailto:bidsnorthcentral@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. See also “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS”.

The Jacket number “735-613” and bid opening date **August 31, 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.

Any questions before award concerning these specifications call Mike Szopo, at 312-353-3916 x 4 or email at [mszopo@gpo.gov](mailto:mszopo@gpo.gov)

**PRODUCT:** Postcard mailed using USPS Every Door Direct Mail (EDDM) program.

**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 of major revisions.

**SECURITY WARNING FOR PROPER HANDLING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is the Printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared non-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 low contractor may be required to provide one or more of the following financial documents the same workday, or as required, from the notification to submit:

- 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 a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**TITLE:** Illinois Postcards.

**QUANTITY:** 398,736 copies (includes 2 unaddressed GPO inspection copies).

**TRIM SIZE:** 6 x 4".

**PAGES:** One Postcard - Face and Back (head to head).

**GOVERNMENT TO FURNISH:** PDF file of postcard and zip code list for Every Door Direct Mail (EDDM).

Purchase Order and pdf file will be emailed to contractor.

NOTE: If changes are made to the files furnished, during the proofing stage, at the agency's request, or per the specifications, the contractor must create a revised file with all changes incorporated therein for return to the FEMA agency after completion of the order.

**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.

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

**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.

**PRINTING:** Postcard prints type, FEMA seal, and line illustrations head to head in 4-color process. No bleeds.

**STOCK:** JCP Code\* L10, White Gloss Coated Cover, Basis Size 20 X 26", Basis Weight, 100lb.

**PDF PROOF:** Email PDF proofs to: [peggy.barton@fema.dhs.gov](mailto:peggy.barton@fema.dhs.gov) & [mszopo@gpo.gov](mailto:mszopo@gpo.gov)

Contractor must confirm receipt of proofs by calling: 218-464-7798.

Proofs will be withheld not more than 1 **workday** 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.

**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.

**EDDM ADDRESS PERSONALIZATION:** Personalization in black on the postcard. Must be imaged directly on the pieces using laser imaging or high quality ink jet imaging (minimum 240 x 240 dpi). Personalization approximately 3-4 lines and a barcode of variables data at the address section. Contractor must take care that the image is clear and sharp, appropriate to the space, and is in compliance with all Postal Service regulations for address standardization and must meet the Postal Service regulations for clear areas and the tap test. Addresses must be in all caps without punctuation. Contractor is responsible for any file conversions to meet these requirements. Contractor must check this prior to any production of the pieces.

Contractor to mail via First Class Pre-sort mail rate (at contractor’s expense). Contractor must submit the final postal receipt to the FEMA agency after dropping at the post office.

The contractor must provide their own mailing permit to accomplish saturation mailing under the USPS Every door Direct Mail (EDDM) program for the specified city/zip codes

The contractor must provide all support for mail preparation, bundling, handling, completion of forms, etc., as required under the USPS EDDM program. Contractor must provide with their voucher for payment to GPO all required USPS receipts as evidence of number of pieces mailed and postage paid. Include all mailing costs in bid.

Zipcode	Community	Quantity
60644	Austin	48,648
60402	Berwin	63,448
60804	Cicero	84,905
60623	North/South Lawndale	77,352
60632	Archer Hgts/Brighten Park	87,395
60624	Garfield Park	36,986
	Total	398,734

Contractor may visit <https://www.usps.com/business/every-door-direct-mail.htm> for more information.

**MAILING: Mail 398,734 copies via First Class Pre-sort mail rate – at contractor’s expense (contractor Must include postage in its bid price).** Contractor must submit the postal receipt to FEMA after dropping mail to post office.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable. The contractor is responsible for completing all forms required by the Postal Service for this type and class of mail and complying with all Postal Service regulations.

The contractor will be responsible to provide all materials and operations, including but not exclusive to addressing, sorting, bundling, packaging, and documentation forms necessary to comply with all U.S. Postal Service regulations to achieve the lowest Standard Marketing Mail rate. Addresses are not in Zip code sequence.

The contractor will be required to accurately complete all appropriate mailing statements required by the U.S. Postal Service.

The FEMA and GPO must be furnished with copies of all such completed forms stamped by the Post Office and signed copies of all shipping receipts within 1 workday of the completed mailing. Email to [peggy.barton@fema.dhs.gov](mailto:peggy.barton@fema.dhs.gov) and [mszopo@gpo.gov](mailto:mszopo@gpo.gov).

NOTIFICATION: Immediately after the order has been shipped/mailed, the contractor MUST furnish shipping information. Include the order title, GPO jacket number, requisition number, date of shipment, quantity, and any tracking information for required deliveries. Email and [mszopo@gpo.gov](mailto:mszopo@gpo.gov).

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

Product Quality Level:

- (a) Printing (page related) Attributes-Level 3.
- (b) Finishing (item related) Attributes-Level 3.
- (c) Exception – None.

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. 4-color process:	Furnished files

**DISTRIBUTION** – Mail f.o.b. Contractor’s City (at contractor’s expense) except for sample copies which must be delivered f.o.b. destination. See below.

Sample copies for GPO and the agency are included in the total quantities. All expenses incidental to picking up and returning materials, submitting and picking up proofs/priors, and furnishing sample copies must be borne by the contractor.

**Deliver 2 unaddressed copies** marked Inspection Copies and with GPO jacket number to U.S. GPO, Attn: Compliance -Mike Szopo, residential Chicago IL address to come. Email [mszopo@gpo.gov](mailto:mszopo@gpo.gov) for address after award.

**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 on or before **September 1, 2023**.

**PDF proofs are due on or before September 5, 2023.** Proof will be withheld not more than **1 workday** from receipt by the Government.

**Contractor must make complete mailing by September 11, 2023.**

**TIME CRITICAL:** Notify [mszopo@gpo.gov](mailto:mszopo@gpo.gov) of the mailing status two workdays prior to the complete USPS mailing.

This is a time-critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub. 310.2 (Rev. 6-01) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

Contractor MUST email delivery verification information to [VerifyChicago@gpo.gov](mailto:VerifyChicago@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 per each item**. 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.**

LOCATION(S) OF POST OFFICE(S). All mailing will be made from:

Post Office located at Street Address: \_\_\_\_\_,

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_.

**BID PRICES:** \$ \_\_\_\_\_ **ADDITIONAL RATE** \$ \_\_\_\_\_ **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 fax or mail, fill out and return one copy of pages 8 and 9," 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 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)

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**See next page for placing bid.**

	PRICE	ADDED RATE/M
<b>Postcard:</b>	\$ _____	\$ _____
<b>First-class Postage:</b>	\$ _____	
<b>TOTAL BID</b>	\$ _____	

\_\_\_\_\_  
(Initials)

Note: Bidders must include page 6 and 7 with their submitted Bid.