





**BID OPENING:** Bids shall be opened at **2:00 p.m., prevailing Central Standard Time (CST)**, on **June 30, 2023** for the U.S. Government Publishing Office, Northcentral Region. This will NOT be a public bid opening.

STRAPPED JACKETS: THESE TWO JACKETS WILL BE AWARDED TOGETHER BASED ON THE LOWEST TOTAL COST. HOWEVER FOR BUDGETARY PURPOSES, CONTRACTOR MUST PROVIDE AN INDIVIDUAL BID PRICE FOR EACH JACKET AND THEN A TOTAL BID COST.

**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 "**735-272s**" and bid opening date "**June 30, 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](mailto:cszopo@gpo.gov)

**PRODUCT:**

Jacket 735-278: Perfect Bound Books.

Jacket 735-279: Letters and Envelopes.

**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.

**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.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is Offset printing of the books and letters. This function may NOT be subcontracted. Contractors who subcontract this function will be declared not responsible. The Econoboxes maybe be subcontracted.

**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:**

735-278: GSA Global Supply Annual Catalog 2024/2025 (23-00112).

735-279: GSA Global Supply Annual Catalog 2024/2025 LETTER and ENVELOPE (23-00113).

**QUANTITY:**

735-278: Books: 16,542 copies (includes 2 GPO inspection copies). plus 4,532 printed econoboxes for packing.

735-279: Letter: 17,152 copies (includes 2 GPO inspection copies).

**Trim Size:**

735-278: Books 8.375 x 10.875”.

735-279: Letter: 8.5 x 11”; and Envelope: 4-1/8 x 9.5”.

**Number of pages:**

**735-278:** Books: 632 text pages, 1 order form leaf (uncoated stock), plus a wraparound cover. Econobox: Prints one side only (flat prior to construction) in black only.

**735-279:** Letter: Face only and Envelopes: Face only.

**GOVERNMENT TO FURNISH:** Files will be sent via GPO Fileshare or contractor’s FTP site.

Electronic media generated on a PC, 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 and Pantone. 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.

Computer-to-plate is allowed and production of films is at the contractor's option. However, the Government will not pay for new films due to author's alterations. The Government will pay for digital correction – not new films.

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: [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov) ; [jonathon.urban@gsa.gov](mailto:jonathon.urban@gsa.gov) and [cszopo@gpo.gov](mailto:cszopo@gpo.gov)  
Contractor must confirm receipt of proofs by calling: 312-886-8193 or (312) 385-4105 (o) (773) 580-7982 (c)

PDF 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 "Press Quality" PDF "soft" proofs for all items (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 will be withheld not more than **2 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.

**Notification of shipment of proofs:** Immediately after the proofs have been shipped, the contractor must furnish shipping information to agency. Include the order title, GPO jacket number, requisition number, date of shipment, and tracking information for deliveries. Email [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov) ; [jonathon.urban@gsa.gov](mailto:jonathon.urban@gsa.gov) and [cszopo@gpo.gov](mailto:cszopo@gpo.gov)

**1 set for the cover only** of digital inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) 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 and indicate margins. Proofs will be used for color match on press.

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.

**\*\*For Individual Direct Mail addresses** (to show how the addresses will print, that the MAIL ID lines up in the yellow box, and if the barcode works) - PRINTER must create GSA Barcode, Post Net Barcode, and Yellow Box for the 10 required PDF samples. GSA requires 10 individual unique mailing address PDF samples for the individual mailings. All fields must print. Follow specs in attached document.

**\*\*\*BLANK Proof of Catalog** (to show the perfect binding of the catalog and catalog size): MUST be a BLANK constructed proof of the catalog - to show the perfect binding of the catalog. Sample must be bound using the actual cover and text stock (including the total number of text pages per order AND THE FORM) to be used in production, and must display the quality and durability of the binding to be used in actual production.

**\*\*\*\*Content Proof of Econobox:** MUST have a printed constructed proof of the Econobox. Printer is to use format below for placement of information on econobox. Printer is responsible for econobox design.

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."

#### **STOCK:**

##### **735-278:**

##### **Books:**

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

**Text:** JCP Code\* A180, White, Gloss-Coated Text, Basis Size 25 X 38", 50 lb.

**Note:** Coated stock must have minimum 10% recycled content.

**Order Form:** JCP Code\* A60, White, Uncoated Text, Basis Size 25 X 38", 70 lb. (approx. 0.005" thick).

**Econoboxes:** Corrugated Kraft, ECT 44.

##### **735-279:**

**Letters:** JCP Code\* G65, White 25% Cotton Opacified Bond, Basis Size 17 X 22", Basis Weight 24lb.

JCP G65 with exception for watermark of the Seal of the United States. NO WATERMARK IS REQUIRED.

**Envelopes:** JCP Code\* V20, White Envelopes, Basis Size 17 X 22", Basis Weight 24lb.

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.

#### **DESCRIPTION:**

##### **735-278: Books:**

**632 text pages** plus separate wraparound cover; plus an order form in the back of text - see below.

**Covers 1-4 and spine:** Print 4-color process plus Pantone 541 Blue, with illustrations, tints/solids with reversing, and type & line matter, bleeds uncommon. Flood coat Covers 1 and spine and spot coat Cover 4 excluding the mailing panel area which is located on approximately the top half of the back cover with a gloss UV coating.

Contractor is required to adjust the spine as needed for correct alignment - NO BLEEDS of OFC or OBC on the spine. Bleeds on spine may be cause for rejection of final product.

**Text pages:** Print 4-color process with illustrations, tints/solids with reversing, and type & line matter. Pages contain 4-color illustrations that print and align across the bind. The last page of the book is an order form and prints black only on uncoated stock.

**Order Form:** Last Text Leaf: Prints Black only. One sided. Back of form is blank. Must print form on 70# uncoated Stock, Approx. 0.005" thick. Form must be glued. Form must be perforated: Make one full vertical perforation along the 10.875" dimension on the last text leaves. Perforate (blind) approximately 3/4" from the bind edge. The perforated leaf must lay flat within the finished book.

Printer may be required to delete the text on the spine if the text is so small that it's not readable. GSA will determine if the text is readable and will let the printer know to delete/not delete text on spine.

Printer is to fix the size of the catalog (if needed) - catalog was designed for sheetfed offset printing at 8.5" x 11". If printer is printing by any other method, printer must adjust the size of the catalog at no added cost.

**Perfect Binding:** Sewn book block or soft notch bound signatures with separate wraparound adhesive bound cover along the 10-7/8" spine dimension and trim three sides. Score separate wraparound cover on folds and approximately 1/4" from folds on front and back to form hinge score. The sewn book block or soft notched bound signatures with separate wraparound adhesive bound cover MUST be durable and strong enough to hold books together during secondary shipping and must perform functionally for the life of the reader. Signature alignment of design elements such as solid color bands is required. Cover: wraparound, glued on, trim flush. Grain must run parallel to spine.

**Econoboxes (4,532 copies (includes 2 GPO copies)):** Prints one side only (flat prior to construction) in black only.

**Assembling for mailing:** ECONO BOX Suitable size to fit one book snugly – contractor is responsible for size and design. As indicated, there are individually labeled catalogs that are also shipped in bulk that must be placed in an ECONO BOX.

ECONO BOXES must be manufactured with a suitable die-cut window for the complete address – INCLUDING ALL BAR CODES - to show through.

A sample of the ECONO BOX and a sample of the pre-printed matter should be provided along with proofs for GSA approval.

The ECONO BOXES shall be preprinted with a return address, mailing indicia, mailing endorsement, penalty statement, date, website, catalog code, and "official government business."

**Delivery Instructions - GSA Global Supply Annual Catalog 2024 -2025 (Perfect Bound) Mailing Information (23-00112).**

**Advanced mailings, individual mailings and bulk mailings.**

#### **ADVANCED MAILINGS**

See " **CATALOG Advance 10 copies**" tab in Excel Spreadsheet – "23-00112 Catalog & 23-00113 Letter Mail List.Print Quantities Final\_6.12.23".

**Total Advanced Mailings: 10 copies will be shipped to eight (8) locations.**

ALL ADVANCED MAILINGS MUST DELIVER NO LATER THAN August 8, 2023. Early Delivery Acceptable, PLEASE EMAIL [Judith.magana@gsa.gov](mailto:Judith.magana@gsa.gov).

All must deliver by most economical traceable means. Tracking numbers or confirmation of delivery paperwork, must be provided to GSA immediately upon shipment (to [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov)).

Vendor is to include cost of shipping in quote for ADVANCED MAILINGS.

**NO ADVANCED MAILINGS IN AN ECONOBOX.**

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**INDIVIDUAL MAILINGS** – F.O.B Contractor’s City using government agency’s postage paid permit.

See “**CATALOG-Indiv.Direct Mail 4,006**” tab in Excel Spreadsheet – “23-00112 Catalog & 23-00113 Letter Mail List.Print Quantities Final\_6.12.23”.

Total Individual Mailings and Instructions on Specs: 4,006 copies to be individually addressed. One copy per individual. **MUST SHIP IN AN ECONOBOX.** Here is the breakdown:

4,006 copies are to be sent to individuals on the “CATALOG-Indiv.Direct Mail 4,006” tab. Printer must follow the mailing specs below, Specifications #1 - Individual Mailing Specs for mailing instructions. One copy per individual. **MUST SHIP IN AN ECONOBOX.**

MUST DROP IN THE MAIL- Individual Mailings: NO LATER THAN August 8, 2023. Early Delivery Acceptable, PLEASE EMAIL [Judith.magana@gsa.gov](mailto:Judith.magana@gsa.gov) prior to drop date.

**NOTE: Approx. 213 total: 149 APO and 64 FPO addresses. Ship at contractor’s cost.**

Postal Receipts required and must be sent to GSA POC JUDITH MAGANA upon mail drop off.

Must use G-30 Permit.

For Individual Direct Mail addresses - PRINTER must create Post Net Barcode, and Yellow Box for the 10 required samples. GSA requires 10 individual unique mailing address samples for the individual mailings. All fields must print. Follow specs below.

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**BULK SHIPMENT/MAILININGS – F.O.B Destination.**

See “**Bulk - DOS Pouch - 524 copies**” tab, “**DOS Pallet INFO**” tab and “**CATALOG BULK -CMLS-12,000**” tab in Excel Spreadsheet – “23-00112 Catalog & 23-00113 Letter Mail List.Print Quantities Final\_6.12.23”.

Total Bulk Mailings and Instructions on Specs: **12,524 copies** will be shipped to **two (2)** locations. Here is the breakdown:

524 copies are to be bulk sent to the Department of State (DOS) in Sterling, VA. Two copies individually addressed by American Embassy, then bulk packed in shipping cartons or brick stacked on a pallet and shipped to Sterling, VA. All addresses are on the “Bulk - DOS Pouch - 524 copies” tab and “DOS Pallet INFO” tab. Printer must follow the mailing specs below, Specifications #2 - DOS Mailing Specs for mailing instructions. Two copies per location. **MUST SHIP EACH CATALOG IN AN ECONOBOX.**



12,000 copies are to be sent to CMLS Pueblo on the “CATALOG BULK -CMLS-12,000” tab. Printer must follow the mailing specs below, Specifications #3 – “Delivery to CMLS Pueblo Specs” for mailing instructions. **NO ECONOBOX for this shipment.**

ALL BULK MAILINGS MUST DELIVER NO LATER THAN August 11, 2023. Early Delivery Acceptable, PLEASE EMAIL [Judith.magana@gsa.gov](mailto:Judith.magana@gsa.gov).

ALL MUST DELIVER BY MOST ECONOMICAL TRACEABLE MEANS. TRACKING NUMBERS OR CONFIRMATION OF DELIVERY PAPERWORK, MUST BE PROVIDED TO GSA IMMEDIATELY UPON SHIPMENT (to [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov)).

Vendor is to include cost of shipping in quote for BULK MAILINGS.

Printer - FOR PACKAGES GOING TO GSA CMLS Pueblo (a.k.a. GPO PuDDC) VENDOR MUST MARK OUTSIDE OF ALL BOXES WITH:

Publication Number – #5-23-00112

Publication Name – GSA Global Supply Annual Catalog 2024-2025 (Perfect Bound)

Quantity – 12,000 copies (Total of 12,000 copies, but printer must mark how many are in each individual box)

As soon as the printer knows, let [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov) know: how many copies are per case, unit depth, unit weight, unit cube, thickness, bulk quantity, bulk width, bulk height, bulk depth, bulk weight, bulk cube, bulk packing.

**Specifications Below:**

Specifications #1 -- “INDIVIDUAL MAILING SPECS” (for “CATALOG-Indiv.Direct Mail 4,006” tab)

Specifications #2 -- “DOS MAILING SPECS” (for “CATALOG Bulk- DOS Pouch-524” tab addresses and “DOS Pallet INFO” tab)

Specifications #3 – “DELIVERY TO CMLS PUEBLO SPECS” (for “CATALOG BULK -CMLS-12,000” tab -CMLS ADDRESS ONLY)

**Specifications #1 -- “INDIVIDUAL MAILING SPECS” (for CATALOG-Indiv.Direct Mail 4,006” addresses):**

Address Format A is indicated below. Please note the format contains the **INTELLIGENT MAIL** barcode and a GSA Mail ID barcode. The designed mail face of the brochure back cover will contain a yellow box. The GSA Mail ID number must print in the yellow box. 10 samples of the address label must be provided with proofs for GSA approval.

**LABEL A: ADDRESS FORMAT:**

Endorsement Line	Carrier Route
<Mail ID>	C123456789012
<MailStop>	12342
<Contact>	MR JOHN SMITH
<Title>	PURCHASING MGR
OR Alternate	
Contact/SLUG>	
<Agency>	<b>DEPT OF INTERIOR</b>
<Bureau>	<b>FLEET BUREAU</b>
<Address line 1>	123 STREET

<Address line 2>

BLDG 12345

<City ST Zip>

CHICAGO IL 60604-1234

**Barcode**

**INTELLIGENT MAIL BARCODE**

**SAMPLE LABEL BELOW. SAMPLE IS NOT TO ACTUAL SIZE SPECS.**

Label sample:

Data in black and yellow are part of government supplied print files.

Data in blue below must be inkjet or laser printed onto mail face from data files by mailer.

<p><b>GPO PUDDC</b>  <b>GENERAL SERVICES ADMINISTRATION</b>  <b>FEDERAL ACQUISITION SERVICE</b>  <b>31451 UNITED AVE.</b>  <b>PUEBLO, CO 81001</b></p>	<p>PRSRT STD  POSTAGE AND FEES  PAID  GENERAL SERVICES  ADMINISTRATION  Permit # G-30</p>	
<p><b>OFFICIAL BUSINESS</b>  <b>Penalty for Private Use \$300</b></p>		
<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;"> <p>G10681-MIS-000123234  MS 1234435  CPT JOHN SMITH  SUPPLY OFFICER  OR CURRENT GSA Customer  DOD  ARMY 5<sup>th</sup> ID, 2<sup>nd</sup>BN, A CO  1 ARMOR DRIVE, BLDG 234  DOOR 1  FT SILL, OK 12345-1234 9  <b>INTELLIGENT MAIL BARCODE</b></p> </td> </tr> </table>		<p>G10681-MIS-000123234  MS 1234435  CPT JOHN SMITH  SUPPLY OFFICER  OR CURRENT GSA Customer  DOD  ARMY 5<sup>th</sup> ID, 2<sup>nd</sup>BN, A CO  1 ARMOR DRIVE, BLDG 234  DOOR 1  FT SILL, OK 12345-1234 9  <b>INTELLIGENT MAIL BARCODE</b></p>
<p>G10681-MIS-000123234  MS 1234435  CPT JOHN SMITH  SUPPLY OFFICER  OR CURRENT GSA Customer  DOD  ARMY 5<sup>th</sup> ID, 2<sup>nd</sup>BN, A CO  1 ARMOR DRIVE, BLDG 234  DOOR 1  FT SILL, OK 12345-1234 9  <b>INTELLIGENT MAIL BARCODE</b></p>		

The mail list file provided is for the purpose of this printing only. It should be destroyed or returned to GSA after use. Any printed or electronic material(s) containing information from the supplied file(s) that is not being used for its specified purpose should be destroyed. Information should not be disclosed beyond what is required for the purpose of this project.

The mail list file is provided in a format consistent with USPS addressing standards and has been CASS **corrected** within the last 30 days. The mail list file provided should not be altered without prior approval from GSA. If the contractor has concerns related to font, capitalization, or punctuation contact GSA.

All provided records must be mailed. GSA desires to mail certain records which cannot be CASS certified. Approval must be obtained from GSA prior to omitting "incomplete" or "error-coded" records. Mail list should be CASS certified by mailer prior to mailing. Contractor will return all copies of the PS Form 3553 to GSA. Lists may be split into separate mailings to obtain the best possible postal rates. The printer must obtain the best postal discounts at the postal rate specified. If the postal service rejects mail pieces or charges a higher rate because of failure on the contractor's part to comply with the postal service regulations, the contractor will be responsible for

the difference in cost between the rates that would have been applicable if done properly and the rate actually charged by the postal service because of the contractor's error.

Contractor must align mailing address so that customer mail id prints in the yellow box printed on the mail panel. All fields in ADDRESS FORMAT table above must be printed on the mailing piece. The <Alt Tag (slug)> is always used as included. .All addresses must include the appropriate <Mail ID> number and <Mail ID> barcode. The <Mail ID> must be printed on the first line of the address. The ID must be barcoded above the address in barcode font 3 of 9, 16 pt. The POSTNET barcode is printed as part of the address.

**Specifications #2 -- “DOS MAILING SPECS” (for “Bulk - DOS Pouch - 524 copies” tab addresses and “DOS Pallet INFO” tab):**

Printer will inkjet addresses on two (2) catalogs per embassy in the following format (see the specific list on the Bulk - DOS Pouch - 524 copies” **tab**):

<Contact/Addressee>  
< Embassy Address\_1>  
< Embassy City> <Embassy State> < Embassy Entire Zip Code>

262 addresses and 2 catalogs per embassy address, equals total of 524 copies.

The catalogs should be addressed and bulk packed in shipping cartons or brick stacked on a pallet and shipped to:

Department Of State  
44132 Mercure Circle  
Sterling, VA 20166

Carrier must contact Michael Walker or Robert Catlin (at Department of State (DOS) warehouse at Sterling) minimum of 48 to 72 hours prior to delivery to schedule. No deliveries on Mondays. Tuesday – Friday deliveries ONLY from 10 am to 1:00 pm ET. Patrick Stein can be reached at [steinpb@state.gov](mailto:steinpb@state.gov). Robert Catlin can be reached at [CatlinRJ@state.gov](mailto:CatlinRJ@state.gov) (703) 302-7572.

**Specifications #3 – “DELIVERY TO GSA CMLS PUEBLO SPECS” (for CATALOG BULK -CMLS-12,000” tab CMLS ADDRESS ONLY):**

For the copies to GSA CMLS Pueblo address them to:

GPO PuDDC  
GSA/FAS  
31451 UNITED AVE  
PUEBLO, CO 81001  
Phone: 719-295-2680  
Email: [cruckoldt@gpo.gov](mailto:cruckoldt@gpo.gov) or [rstimmel@gpo.gov](mailto:rstimmel@gpo.gov)

**\*\*\*FOR PACKAGES GOING TO CMLS Pueblo (a.k.a. GPO PuDDC) VENDOR MUST MARK OUTSIDE OF ALL BOXES WITH:**

- Publication Number – #5-23-00112
- Publication Name – GSA Global Supply Annual Catalog 2024-2025 (Perfect Bound)
- Quantity – 12,000 copies (Total of 12,000 copies, but printer must mark how many are in each individual box)

AND MUST LET [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov) know how many copies are per case.

**IMPORTANT:**

- Packing list with carton count per line item and total number of copies per item required.
- Each shipping container must have a shipping label permanently affixed to one end (never top, bottom, or sides).
- Deliveries from 6:30 to 2:00 pm on Federal workdays for truck and LTL
- 24 hr notice prior to shipment is preferred.
- Shipments are accepted on a first-come, first-served basis.
- Contact Rodney Stimmel at 719-295-2680 or [rstimmel@gpo.gov](mailto:rstimmel@gpo.gov)
- Maximum height allowed including pallet is 42 inches. From the floor, including the pallet and stock, the height cannot be more than 42 inches.

**CMLS SPECS:****Shipping Instructions To Pueblo.**

Publications shipped will be produced and shipped using the GPO SF1, SPA or GPO Express program and therefore should meet the requirement outlined in [GPO Pub 310.2](#).

Print order awardees are directed to the GPO Supplemental Specifications for Packaging and Labeling, Shipping, Delivery and Palletizing. Listed below are especially important specifications for this order. Additional requirements are highlighted in yellow.

**Supplemental Specification 3. Packaging:**

- Max Case weight limit is 45 lbs.
- Create innerpacks, at quantities of 50, when the case quantity exceeds 200.
- Preferred innerpack is a belly-band of recycled content paper.
- Shrink film is acceptable when belly band is unsuitable.
- GSA requests the most environmentally responsible execution that falls within GPO Pub 310.2.

**Supplemental Specification 4. Labeling and Marketing.**

- Packing list with carton count per line item and total number of copies per item required.
- Note required labeling on page 11 of Pub 310.2 for innerpacks, cases and pallets.
- Each shipping container must have a shipping label permanently affixed to one end (never top, bottom, or sides).
- Labeling includes following information: Department Name: GSA, Publication Number: ( from Request), example 5-13-00019, and Quantity.

**Supplemental Specification 5. Deliveries.****Ship (FedEx, UPS, LTL):**

GPO PuDDC

GSA/FAS

(5-20-00322)

ATTN: RECEIVING

31451 UNITED AVE

PUEBLO CO 81001

PH: 719-295-2680

Email: [cruckoldt@gpo.gov](mailto:cruckoldt@gpo.gov) or [rstimmel@gpo.gov](mailto:rstimmel@gpo.gov)**Mail (USPS):**

GPO PuDDC

(5-20-00322)

ATTN: RECEIVING

FEDERAL CITIZEN INFORMATION CENTER

PUEBLO CO 81009

- Deliveries from 8:30 to 2:00 pm on Federal workdays for truck and LTL
- 24 hr notice prior to shipment is preferred.
- Contact Clint Ruckoldt or Rodney Stimmel at 719-295-2680, [cruckoldt@gpo.gov](mailto:cruckoldt@gpo.gov) or [rstimmel@gpo.gov](mailto:rstimmel@gpo.gov)

**Supplemental Specification 6. Shipping Instructions.**

- Deliveries accepted via all modes, USPS, commercial bill of lading, or a small package premium delivery.

**Supplemental Specification 7. Palletizing**

- Maximum weight of any shipping crate is 250 pounds.
- Maximum height allowed including pallet is 42 inches. From the floor, including the pallet and stock, the height cannot be more than 42 inches.
- Pack pallet flush to corners, top side up, label facing out, without overhang at any edge.
- Voids must be to the center of the pallet. Pack with care. Loaded pallets may be stored four high at destination.
- Pallets must be type III, size 2, group 2 (or group 3 contractor's option). Type II pallet size is pallet size is 48" X 40" X 5". Use 4 way pallets with the width being 48 inches and the length being 40 inches with the stringers notched on the length (40 inches) and the open side is the 48 inches.
- Material may be secured on pallet by stretch-wrap plastic, plastic shrink-wrap, steel strapping or plastic or nylon strap.

**Return Address To Be Printed On Publication:**

GPO PuDDC  
GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
31451 UNITED AVE  
PUEBLO CO 81001

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**Jacket 735-279:****Letters:**

**\*\*\* Note: The letters will have to have the date updated to match the date 2 weeks after the books have deliver to CMLS. Contact the agency prior to printing to confirm the date of the letter.**

**Email [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov) to confirm. \*\*\***

Face only print 4-color process illustrations, tints/solids with reversing, and type & line matter, no bleeds.

**Envelopes:**

Face only print 4-color process illustrations, tints/solids with reversing, and type & line matter, No bleeds. Construction: Open side, suitable seams, gummed flap.

Color note: The GSA logo color is Pantone 541 Blue. Closest match to this color on both letter and envelope is requested, as well as color quality control inspection for matching of this color for the two pieces together.

Each letter must have an envelope.

The letter must be accordion folded and inserted into envelopes, addressed, and mailed via INDIVIDUAL MAILINGS. See instructions below and attached (FOR INDIVIDUAL MAILINGS).

Accordion folding must be - Two folds (score at folds) with three "panels". Head/top 1/3 of the letter must be facing up when stuffed in envelope - AVOID having the images "crack" when folded.

Envelope Addressing: It is critical that the contractor follow the instructions in the furnished word document of additional instructions. Contractor must use furnished mail list files and address **approximately 17,150 total**. Addresses must be ink jet or laser imaged directly on copies. Addresses must print in the exact order as they appear on the mail list. It is the contractor's responsibility that the COMPLETE address information be placed in the address area per USPS regulation. NOTE: Contractor will need to run a CASS certification to comply with Postal requirements and return the CASS certification to the GSA Chicago POC Judy Magana.

All addresses must include the appropriate Mail ID number & Intelligent Mail Barcode. There are approx. 10 lines of address info and barcode to print. The Mail ID must be printed on the first line of the address and the Intelligent barcode below the city, state, zip.

Contractor is responsible for NCOA processing.

Mailing will be done using Government bulk rate, pre-sort, pre-paid postal G-30 permit. Contractor must sort and enter the mail steam per USPS regulations.

Make address all caps.

Remove "OR" from Slug when there is no contact.

Printer must apply the CASS certification process to implement address correction.

Printer must send GSA a list of all error coded records and GSA will provide removal instruction on error coded records by listing which error codes to remove. GSA will remove by error code groups not record by record.

A list of all the error'd out people will be needed. GSA will need an opportunity to look at the error file and provide direction.

For the letter/envelope, any names removed will reduce the overall quantity/cost of the job. Contractor to provide GPO contract administrator [cszopo@gpo.gov](mailto:cszopo@gpo.gov) with the final counts and adjusted order amount (per submitted bid price for additionals) when order is completed.

**Global Supply Catalog Letter and Envelope Mailing – F.O.B Contractor’s City using agency’s paid permit.**

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### **Individual mailings ONLY.**

#### INDIVIDUAL MAILINGS

See Excel “23-00112 Catalog & 23-00113 Letter Mail List.Print Quantities Final\_6.12.23”, tab “NEW Individ LETTER LIST 17,150”.

Total Individual Mailings and Instructions on Specs: 17,150 letters/envelopes to be individually addressed. One copy per individual. Printer must follow the mailing specs below for mailing instructions -- Specifications #1 -- “INDIVIDUAL MAILING SPECS”.

MUST DROP IN THE MAIL Individual Mailings NO LATER THAN August 18, 2023 (Letter date must be 1 week after delivery of catalogs to Pueblo). Before printing – confirm with [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov).

**NOTE: Approx. 587 total: 468 APO and 119 FPO addresses. Ship at contractor’s cost.**

Postal Receipts required and must be sent to GSA POC “Judith Magana” upon mail drop off.

Must use G-30 Permit.

For Individual Direct Mail addresses - PRINTER must create Post Net Barcode, and Yellow Box for the 10 required samples. GSA requires 10 individual unique mailing address samples for the individual mailings. All fields must print. Follow specs below.

Specifications #1 - "INDIVIDUAL MAILING SPECS" (For Excel Mailing list " "):

Address Format A is indicated below. Please note the format contains the INTELLIGENT MAIL barcode and a GSA Mail ID barcode. The designed mail face of the brochure back cover will contain a yellow box. The GSA Mail ID number must print in the yellow box. 10 samples of the address label must be provided with proofs for GSA approval.

LABEL A: ADDRESS FORMAT:

Endorsement Line	Carrier Route
<Mail ID>	C123456789012
<Contact>	MR JOHN SMITH
OR Alternate	
Contact/SLUG)>	
<Business/Organization>	DEPT OF INTERIOR
<Address line 1>	123 STREET
<Address line 2>	BLDG 12345
<Mail Stop>	12342
<City ST Zip>	CHICAGO IL 60604-1234
Barcode	INTELLIGENT MAIL BARCODE

PRINTER MUST ALWAYS INCLUDE SLUG LINE (provided in list document).

MUST HAVE "Or" in Slug Line when there is a Contact, for example:

M6A123-NCSC-470831  
Michelle Lukowski  
Or GSA Customer  
230 S. Dearborn, Room 3800  
Chicago, IL 60604

Printer is to delete the "Or" when there is no Contact (so when there is no Contact, the Slug Line will appear with no "Or".), for example:

M6A123-NCSC-470831  
GSA Customer  
230 S. Dearborn, Room 3800  
Chicago, IL 60604

SAMPLE LABEL BELOW. SAMPLE IS NOT TO ACTUAL SIZE SPECS.

Label sample:

Data in black and yellow are part of government supplied print files.

Data in blue below must be inkjet or laser printed onto mail face from data files by mailer.

GPO PUDDC  
 GENERAL SERVICES ADMINISTRATION  
 FEDERAL ACQUISITION SERVICE  
 31451 UNITED AVE.  
 PUEBLO, CO 81001

PRSRT STD  
 POSTAGE AND FEES  
 PAID  
 GENERAL SERVICES  
 ADMINISTRATION  
 Permit # G-30

OFFICIAL BUSINESS  
 Penalty for Private Use \$300

G10681-MIS-000123234  
 MS 1234435  
 CPT JOHN SMITH  
 SUPPLY OFFICER  
 OR CURRENT GSA Customer  
 DOD  
 ARMY 5<sup>th</sup> ID, 2<sup>nd</sup>BN, A CO  
 1 ARMOR DRIVE, BLDG 234  
 DOOR 1  
 FT SILL, OK 12345-1234 9  
**INTELLIGENT MAIL BARCODE**

The mail list file provided is for the purpose of this printing only. It should be destroyed or returned to GSA after use. Any printed or electronic material(s) containing information from the supplied file(s) that is not being used for its specified purpose should be destroyed. Information should not be disclosed beyond what is required for the purpose of this project.

The mail list file is provided in a format consistent with USPS addressing standards and has been CASS corrected within the last 30 days. The mail list file provided should not be altered without prior approval from GSA. If the contractor has concerns related to font, capitalization, or punctuation contact GSA.

All provided records must be mailed. GSA desires to mail certain records which cannot be CASS certified. Approval must be obtained from GSA prior to omitting "incomplete" or "error-coded" records. Mail list should be CASS certified by mailer prior to mailing. Contractor will return all copies of the PS Form 3553 to GSA. Lists may be split into separate mailings to obtain the best possible postal rates. The printer must obtain the best postal discounts at the postal rate specified. If the postal service rejects mail pieces or charges a higher rate because of failure on the contractor's part to comply with the postal service regulations, the contractor will be responsible for the difference in cost between the rates that would have been applicable if done properly and the rate actually charged by the postal service because of the contractor's error.

Contractor must align mailing address so that customer mail id prints in the yellow box printed on the mail panel. All fields in ADDRESS FORMAT table above must be printed on the mailing piece. The <Alt Tag (slug)> is always used as included. All addresses must include the appropriate <Mail ID> number and <Mail ID> barcode. The <Mail ID> must be printed on the first line of the address. The POSTNET barcode is printed as part of the address.



**PACKAGING, LABELING AND MARKING: See under each item in description**

**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	OK'd PROOFS.
P-8 Halftone Match	OK'd PROOFS.
P-10. Process Color Match	OK'd PROOFS.

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

**DISTRIBUTION: F.O.B. destination** for delivered destinations. **F.O.B. Contractor's city/origin** for mailing - see excel list.

All expenses incidental to picking up and returning materials and furnishing sample copies must be borne by the contractor. Contractor must pickup all furnished materials from the GPO location (Chicago, IL) as specified below.

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

**TIME CRITICAL:** Notify [cszopo@gpo.gov](mailto:cszopo@gpo.gov) of the delivery status in the morning 2 days prior to the first shipment to meet the at destination delivery date.

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.

**Award** will be made and Government furnished material and purchase order will be available for pickup at the Chicago GPO by **July 3, 2023**.

**Email PDF proofs** to: [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov) and [jonathon.urban@gsa.gov](mailto:jonathon.urban@gsa.gov) on or before **July 6, 2023**.

**Proofs** to deliver on or before **July 10, 2023**.

See above under each item in the description area.

**PROOFS** to: Judie Hernandez, (Residential address), GSA/FAS, 747 E Oakwood Blvd, Chicago, IL 60653, Phone: (312) 886-8193.

**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 [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov) ; [jonathon.urban@gsa.gov](mailto:jonathon.urban@gsa.gov) and [cszopo@gpo.gov](mailto:cszopo@gpo.gov)

**10 ADVANCED MAILINGS** MUST DELIVER no later than, **August 8, 2023**.

See excel sheet for full addresses.

- 2 copies to 2024 South Wabash, Chicago, IL 60616
- 2 copies to 1050 W. Balmoral Ave, Chicago, IL 60640
- 1 copy to 747 E Oakwood Blvd, Chicago, IL 60653
- 1 copy to 7506 W. 57th Place, Summit, IL 60501
- 1 copy to Brook Hill Drive, Orland Park, IL 60467
- 1 copy to 12905 Canoe Ct., Fort Washington, MD 20744
- 1 copy to 4278 Daniel Drive, Eagan, MN 55123
- 1 copy to 7211 Fall Creek Bend, Humble, TX 77396

**Individual Mailings (in ECONOBOX) – 4,006 copies** (see excel list). MUST DROP IN THE MAIL by **August 8, 2023**. using agency permit. **NOTE: Approx. 213 total: 149 APO and 64 FPO addresses. Ship at contractor's cost.**

**Deliver Bulk copies (12,524 total) addresses by August 11, 2023.** 2 addresses below (see excel list) at contractor's expense:

- **524 copies (In ECONOBOX) to:** Department Of State, 44132 Mercure Circle, Sterling, VA 20166 (see above for addressing).
- **12,000 copies (Without ECONOBOX)** (Include 200 Blue label copies) **to:** GPO PuDDC, GSA/FAS, ATTN: RECEIVING, 31451 UNITED AVE, PUEBLO, CO 81001, PH: 719-295-2680. Email: [cruckoldt@gpo.gov](mailto:cruckoldt@gpo.gov) or [rstimmel@gpo.gov](mailto:rstimmel@gpo.gov)

**Mailed Letters:**

**17,150 mailed copies** MUST DROP IN THE MAIL NO LATER THAN **August 18, 2023**. using the agency permit. **NOTE: Approx. 587 total: 468 APO and 119 FPO addresses. Ship at contractor's cost.**

**NOTE"** (Letter date must be 1 week after delivery of catalogs to Pueblo). Before printing – confirm with [judith.magana@gsa.gov](mailto:judith.magana@gsa.gov).

**2 samples of each item marked "Inspection Copies" (Econobox books)** and with GPO jacket number by **August 8, 2023** to U.S. Government Publishing Office, Residential address to come in the Chicago, IL area. Attn: Compliance -Chuck Szopo.

**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>.

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

TOTAL BID PRICE \$ \_\_\_\_\_ ADDITIONAL RATE \$ \_\_\_\_\_ (List below) PER 1000

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)

**COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID**

\*\*\*\*\*  
THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\*\*\*\*\*

**JACKET COST**

**ADDED RATES PER 1,000**

**Jacket 735-278 Books:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Jacket 735-279 Letter/Envelopes:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Total Bid Cost:**

\$ \_\_\_\_\_

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)