

Jacket: 740-058

Title: D-444A, #10 ENV O.S.

Agency: Census

Bid Opening: November 4, 2019 at 2PM

Contractor Name	Bid	Terms		Discounted Total
* Husky Envelope, Walled, MI	\$261,332.09	5.0%	20 days	\$248,265.49
Printing Resources, Inc., Cleveland, OH	\$260,801.78	0.0%	30 days	\$260,801.78
* = Awarded				

Specifications by ES
Reviewed by LP

Jacket No. 740-058
Department: Commerce/Census
Requisition: 0-00060

BID OPENING: November 4, 2019.

Bids shall be publicly opened at 2:00 P.M. prevailing Columbus, OH time on November 4, 2019. Submit bids to: U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **FACSIMILE BIDS ARE ACCEPTABLE.**

Any questions before or after award concerning these specifications call Ellen Sommer at (614) 488-4616, Ext. 4. No collect calls.

SPECIFICATIONS

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

BID SUBMISSION: Using the bid return sheet (p.8 of these specifications), submit bids to the U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **Facsimile bids in response to this solicitation are permitted.** Facsimile bids may be submitted directly to the GPO Columbus bid Section, Fax No. (614) 488-4577. The Jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

BIDDERS PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, page 8.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, (Rev. 9-19)).

- GPO Contract Terms (GPO Publication 310.2): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>
- GPO QATAP (GPO Publication 310.1): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management,
Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

TITLE: D-444A, #10 ENV O.S.

FORM NO.: D-444A (10-19).

PRODUCT: These specifications cover the production of custom window envelopes.

QUANTITY: 10,606,010 Envelopes.

TRIM SIZE: 4-1/8 x 9-1/2" (#10).

DESCRIPTION/PRINTING/CONSTRUCTION: Envelopes are 4-1/8 x 9-1/2" and print type and rule copy face and back, head to head, in black ink. Additionally, the entire interior must be printed with an overall security tint of contractor's choice in black ink.

Envelopes are open side, high cut diagonal seams, with fully gummed flap which must be minimum 1-5/8" deep; maximum 2". Flap must be folded down. Throat minimum .81", maximum 1" tapered at an 8 to 15 degree angle. Envelopes must be sufficiently high cut to prevent flap adhesive from coming in contact with envelope contents.

Die cut two windows as follows:

Window 1 is 3/4" x 4-1/4" with slightly rounded corners covered with transparent polystyrene or similar material. Window is positioned 1/2" from left edge and 3" from bottom edge of envelope.

Window 2 is 1-1/4" x 4-1/4" with slightly rounded corners covered with transparent polystyrene or similar material. Window is positioned 1/2" from left edge and 1-1/4" from bottom edge of envelope.

Window patch is to be securely adhered to interior of envelopes at a minimum of 4 mm (0.157") and a maximum of 5 mm (0.197") beyond die-cut area. The patch material is not to extend beyond 2 mm (0.079") of adherence line.

Products must accept printing, ink pen and barcoding with no feathering, blurring, smearing or penetrating to reverse side.

Envelopes will be used on and must successfully process on the following equipment:

Pitney Bowes Flowmaster FL61 High Speed Inserting System
Pitney Bowes Flowmaster FLZ6 High Speed Inserting System
Pitney Bowes Direct Connect ZXOB High Speed Inserting System
Gunther International Finishing System: Model EP-4000.

MARGINS: Follow copy. Adequate gripper, no bleeds.

GOVERNMENT TO FURNISH: PDF file will be e-mailed at time of award. File was originally created on Windows 10 platform using OneForm Designer Plus by Amgraf version 8.4.0.0; resolution set to 1270; color FCP 700 Black – convert as necessary. Keylines for die cut windows do not print. Fonts embedded. Font list. Gunther system spec sheet. M.S. Word file of shipping container label for IN address.

The contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

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

Upon completion of the order, if requested by the Government, the contractor must return the final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on suitable storage media or e-mailed as directed.

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

PROOFS: 4 sets of digital 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 have all elements in proper position (not pasted up), imaged face and back, trimmed to the required finished size.

Content proofs may be inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers and 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, be in press configuration, and indicate margins. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

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. The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs by the date specified in the contract, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default. However, failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications

Deliver proofs directly to the following addresses: **Deliver 2 sets to:** U.S. Census Bureau, ACSD/PSB/Printing Services, Attn: William Burbano (3K412), 4600 Silver Hill Rd., Suitland, MD 20746 (301-763-4418).

Deliver 2 sets to: U. S. Census Bureau, ATTN: Procurement, Receiving Section, BLDG 60F, 1621 Dutch Lane, Jeffersonville, IN 47132.

Each proof package to be clearly marked PROOFS – URGENT DELIVERY using a florescent label. Include GPO Jacket Number, Requisition Number, and publication title.

All proofs must arrive not later than **NOVEMBER 8, 2019**; and will be withheld not longer than **3**

WORKDAYS from date of receipt, to date proofs are made available for pick up by the contractor (see NOTE

below). The date of receipt is NOT the first workday. THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF PROOF APPROVAL.

NOTE: If proof return is required, it is the responsibility of the contractor to make the necessary pickup arrangements when notified that the reviewed proofs are available. Only one set of proofs will be made available for pickup. If a courier is to be used, a fully completed airbill (prepaid by the contractor) must be delivered with the proofs to MD for this purpose.

PRE-PRODUCTION SAMPLES REQUIRED. The sample requirement for this contract is 250 envelopes; 125 each to 2 delivery addresses. Samples must be constructed as specified using the form, ink, equipment, paper and method of production which will be used in producing the finished products. 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, quality of reproduction and satisfactory processing on the machines specified.

After proof approval and prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the following addresses:

Deliver 125 samples to: U.S. Census Bureau, ACSD/PSB/Printing Services, Attn: William Burbano (3K412), 4600 Silver Hill Rd., Suitland, MD 20746 (301-763-4418).

Deliver 125 samples to: U. S. Census Bureau, ATTN: Procurement, Receiving Section, BLDG 60F, 1621 Dutch Lane, Jeffersonville, IN 47132

The packages must be marked "PRE-PRODUCTION SAMPLES, DO NOT DELAY"; and must include the GPO jacket #, dept. req # & title.

The samples must arrive not later than **November 19, 2019** to allow Government testing of the samples and production and shipment of the final products. 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 therefor.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and testing, 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.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final products prior to approval of the samples 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.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP number specified.

White Writing/Wove Envelope, basis size 17 x 22", basis weight 24-lbs. per 500 sheets, equal to JCP Code V20.

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

Product Quality Levels:

- (a) Printing Attributes - Level 3
- (b) Finishing Attributes - Level 3

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests--General Inspection Level I.
- (b) Destructive Tests ----- Special Inspection Level S-2.

Specified Standards--The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Pre-Production Samples

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

Inner box in units of 500. Pack 2,500 per shipping container, not to exceed 45 lbs. per carton. 30 cartons per pallet.

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

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

LABELING AND MARKING: Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2) and with furnished MS Word file provided. (All info as depicted on furnished label examples must be included).

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks (including all info on furnished MS Word file), and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Each bulk delivery must be divided into 200 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the IN delivery address. A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included. A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

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

Purchase Order and material will be e-mailed from U.S. Government Publishing Office by: November 6, 2019.

DELIVERY DATES: Deliver 5,000,010 envelopes on or before December 6, 2019.

Deliver the balance of 5,606,000 on or before December 13, 2019.

Deliver one sample on or before December 6, 2019 to the U.S. Government Publishing Office, Columbus Regional Office, Suite 112-B, 1335 Dublin Road, Columbus, Ohio 43215-7034, Attn: E. Sommer, Sample jacket 740-058. NOTE: Receipt of this sample does not constitute approval of the entire run or any portion thereof and is in addition to contract stated quantity.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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

DISTRIBUTION: Deliver F.O.B. Destination. Deliver to destinations by traceable means. All expenses incidental to picking up and returning materials, proofs, and random copies must be borne by the contractor.

Deliver 10 envelopes (on or before December 6) to: U.S Census Bureau, Census Headquarters, Remote Delivery Facility (RDF), 4600 Silver Hill Road, Suitland, MD 20746

Deliver 10,606,000 (in the quantities and dates per **SCHEDULE**) to: U.S. Census Bureau, National Processing Center, 1621 Dutch Lane, 60F, Jeffersonville, IN 47132; ATTN: Receiving Office, Jenny Bowers/Patti Algeien

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

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

DISCOUNTS: Discount is offered for payment as follows: _____ Percent, _____ calendar days.

See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2.

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

(Company Name)

(GPO Contractor's Code)

(Street Address, City, State and Zip Code)

(Printed Name and Title)

(Telephone number)

(Signature)

(Date)

(E-Mail)

(Facsimile Number)

THIS SECTION FOR GPO USE ONLY

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