

Jacket: 409-042_043
Title: USCIS Civics Flash Cards in Custom Tuck Cases (English/Spanish)
Agency: Department of Homeland Security/United States Citizenship and Immigration Services
Bid Opening: May 24, 2019 at 11:00 AM

Contractor Name	Jacket	Bid	Terms		Discounted Total
Monarch Litho	409-042	\$113,785.00	2.0%	20 days	\$111,509.30
	409-043	\$57,386.00	2.0%	20 days	\$56,238.28
	Total	\$171,171.00			\$167,747.58
Cenveo Worldwide Los Angeles	409-042	\$156,060.61	1.0%	20 days	\$154,500.00
	409-043	\$78,712.12	1.0%	20 days	\$77,925.00
	Total	\$234,772.73			\$232,425.00
Gray Graphics	409-042	\$179,357.00	2.0%	20 days	\$175,769.86
	409-043	\$90,457.00	2.0%	20 days	\$88,647.86
	Total	\$269,814.00			\$264,417.72
Las Vegas Color Graphics, Inc.	409-042	\$185,555.00	4.77%	20 days	\$176,704.03
	409-043	\$94,222.00	4.77%	20 days	\$89,727.61
	Total	\$279,777.00			\$266,431.64

BID OPENING: May 24, 2019

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

BEFORE AWARD, ANY QUESTIONS CONCERNING THESE SPECIFICATIONS PLEASE CALL MARY WHEELER. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512- 1239 OR (202) 512-0307. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Washington, D.C.

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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

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.

****SPECIFICATIONS APPLY EQUALLY TO BOTH JACKETS UNLESS OTHERWISE SPECIFIED****

PRODUCT: 2 Different Flash Card sets inserted into custom tuck case

TITLE: Jacket 409-042: USCIS Civics Flash Cards in Custom Tuck Cases – English
Jacket 409-043: USCIS Civics Flash Cards in Custom Tuck Cases – Spanish

QUANTITY 409-042 (English) – 51,245 Total Sets Plus 50 QARCS
409-043 (Spanish) – 25,845 Total Sets Plus 32 QARCS
Total 77,090 Sets

TRIM SIZE: Flash Cards: 7 x 4-1/4" (rounded corners)
Custom Tuck Case: Approx. 11-1/2 x 11-1/2" (approx. size prior to construction) to 7 x 4-1/4 x 1- 1/16".
Contractor is to resize case if necessary to fit cards.

PAGES: 204 page (102 Cards) + Custom Tuck Case

GOVERNMENT TO FURNISH: One CD-R of each Item, generated on a Mac Computer, utilizing System Version 10.8, using Adobe InDesign CS6, Adobe Illustrator CS6, and Adobe Photoshop CS6. Files are furnished in native format and PDF. Fonts and Bleeds are furnished with all graphics properly linked. Color Identification System used: CMYK, Pantone Cool Grey 11 and Pantone 187 (Red). One CD-RW of shipping label for each item in PDF Format

Visuals in the form of one color laser for each custom tuck box at less than 100%; one shipping label, and one sample shipping label for each item. One previously completed sample set of each.

One(1)GPO Form 952 - Desktop Publishing - Disk Information
One(1)GPO Form 892 - Proofs
One(1)GPO Form 917 - Certificate of Selection of Random Copies
One(1)GPO Form 2678 - Blue Label
One(1)GPO Form 2686 - Quality Assurance Random Copies - Sampling/Shipping Instructions
One(1)GPO Form 915 - Quality Assurance Random Copies - BRE Label

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers

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

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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.

PROOFS: 1 set of digital color content proofs for each item Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Plus

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for entire publication for all Jackets.

At contractor's option, One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found www.gpo.gov/gporestarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Submit proofs together with the furnished media (copy /electronic files) to DHS/USCIS/Office of Citizenship, 131 M Street, NE, 7th floor-Mail Stop 2010, Washington, DC 20529-2010, Attn: Claudia M. Conlon, 202-357-7920, Front Desk: 202-357-7901. Furnished proof label must be filled in by the contractor and used on all proof packages.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Proofs will be withheld not more than 2 workdays from receipt in the department to when they are made available for pickup at the department.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

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.

Government Paper Specification Standards No. 12 http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf

All paper used in each copy must be of a uniform shade.

Cards: White, No. 2 Coated Cover, Gloss-Finish, Basis Weight: 100 lbs per 500 sheets, 20 x 26", equal to JCP Code L12.

Custom Tuck Case: White, Coated One Side (CIS) Cover, 10 Point, equal to JCP Code L70.

The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

PRINTING:

FLASH CARDS: Print face and back, head to head, in 4-Color Process, Cool Grey 11 plus Pantone 187 Red in heavy coverage with full bleeds consisting of a solid Pantone background with process images or illustrations and type/ line/ rule matter reversing out to white or as process build on both sides, and a process built fine line departmental logo on face of each card. After printing, flood coat the entire surface of the face and back with gloss aqueous to prevent scratching and smearing.

CUSTOM TUCK CASE (before Construction): Prints one side only in 4-Color Process, Cool Grey 11 plus Pantone 187 Red in heavy coverage with full bleeds consisting of type matter that reverses out solid Pantone background to appear white, small process built fine line departmental logo, and Bar Code with ISBN Number printing in black inside reversed out white area.

INK: 4-color process + Pantone 187 (Red) + Pantone Cool Grey 11

MARGINS: Follow Electronic Media. Bleeds All Sides

BINDING: Die cut all cards with round corners. Die cut, score, fold and glue to create Custom Tuck Case.

PACKING: Contractor to insert a sequential set of the 102 cards into each custom case to create a complete set.

Shrinkwrap each individual set. Pack in suitable shipping containers. Pallets Are Required.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

BAR CODE LABELING AND SPECIAL MARKING

BAR CODE REQUIREMENTS: Include Title, Form Number, Revision Date, Title, Dept. Requisition Number, GPO Jacket Number, Print Order Number, Quantity per Container and Package. Height must be 1/2". Please follow sample provided.

NOTE: Revised Shipping label provided with barcode embedded, and sample.

When completing the label you must:

1. Have at least Adobe Reader 7
2. The keyboard CAPS must be locked
3. The date must be typed as MM/DD/YYYY

Department: Department of Homeland Security / USCIS
 Jacket Numbers: 409-042 and 409-043
 Requisition Number: CIS-19-00843 and CIS-19-00844
 Form Number: M623-English and M-623-S-Spanish
 Revision Date: (Rev. 05/2017)
 Title: USCIS Civics Flash Cards – English and Spanish
 Quantity per Container:
 Quantity per Package:

*USCIS REQUESTS A SIGNED PROOF OF DELIVERY RECEIPT FOR EACH DELIVERY FAXED TO (202) 526-0804

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level II
- (b) Finishing Attributes – Level II

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

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD/ALTERNATE STANDARD
P-7. Type Quality and Uniformity	OK'd Proofs/Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10 Process Color Match	OK'd Proofs/Electronic Media

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to complete a certificate furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

Contractor must notify the ordering agency on the same day that the product ships/delivers, via e-mail to Matthew Gaines (matt.j.gaines@uscis.dhs.gov). The subject line of this message shall be "Distribution Notice for Jackets 409-042 and 409-043, Requisitions 9-00843 and 9-00844". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request

DISTRIBUTION: F.O.B. DESTINATION – Must deliver on or before scheduled delivery date
 Deliver 49,500 (Jacket 409-042) and 25,000 (Jacket 409-043) finished/assembled sets (includes 200 blue label copies for Jacket 409-042 and 125 blue label copies for Jacket 409-043) to: USCIS Western Forms Center, 5160 Richton Street, Suite G, Montclair, CA 91763. Attn: Receiving (909-949-7131 or 909-949-7193).

Deliver 500 copies (Jacket 409-042) to: USCIS Eastern Forms Center, 124 Leroy Road, Williston, VT 05495. Attn: Receiving/ Steve Richards, 802-652-0419 or Todd Alberts, 802-652-0418.

Deliver 5 copies (Jacket 409-042) and 5 copies (Jacket 409-043) to: DHS/USCIS/Office of Citizenship, 131 M Street, NE, 7th Floor-Mail Stop 2010, Washington, DC 20529-2010, Attn: Claudia M. Conlon, 202-357-7920, Front Desk: 202-357-7901.

Contractor to provide one (1) sample copy of each item to: U.S. Government Publishing Office, Customer Service, DC Team 2, Attn: Mary Wheeler, Mail Stop CSAPS, Room C-838, 732 North Capitol Street NW, Washington, DC 20401.

Deliver 625 copies of each jacket to: U. S. Government Publishing Office, Federal Depository Library Program (FDLP), Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986, Marked: Item No. 0520-G-

Deliver 15 copies of each jacket "Depository File Copies" via traceable means to: Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver 597 SALES copies (Jacket 409-042) and 197 SALES copies (Jacket 409-043), marked "Sales Copies, Req. No 9-01202", BAC: 1510-01 (Jacket 409-042) and Req. No 9-01201, BAC: 1510-01 (Jacket 409-043) to: Documents Warehouse (Sales), Receiving Branch, STOP SSWR, U.S. Government Publishing Office, 8660 Cherry Lane, Laurel, Maryland 20707-4950.

Deliver 3 SALES copies (Jacket 409-042) and 3 SALES copies (Jacket 409-043) to: Manager, GPO Bookstore, Stop SSFM, GPO Bookstore, US Government Publishing Office, 732 North Capitol St, NW, Washington, DC 20401-0003. All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor

SCHEDULE: The Purchase Order and Government furnished materials will be available for pick up at the U.S. Government Publishing Office, 27 G Street NW, Washington, D.C. 20401, by no later than May 31, 2019.

Submit proofs for each Item, as soon as the contractor deems necessary, in order to comply with the shipping schedule.

Deliver No Later than June 18, 2019.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

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

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>.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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 (Rev 01-18). Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

JACKET NUMBER	BID PRICE:	ADDITIONAL/M
Jacket 409-042	\$ _____	_____
Jacket 409-043	\$ _____	_____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision in GPO Contract Terms (Publication 310.2).

BID PRICE AFTER DISCOUNT: \$ _____ \$ _____

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.

Bidder _____
 (Contractor Name) (GPO Contractor's Code)

 (Street Address)

 (City - State - Zip Code)

By _____
 (Printed Name, and Title of Person Authorized to Sign this Bid)

 (Signature) (Date)

 (Telephone Number) (Email)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
 (Initials) (Initials)