

| Jacket: | 409-783 | | | | |
|------------------------------|---|--------------|---------|---------|------------------|
| Title: | 9 Different Self Cover Saddle-Stitched | | | | |
| Agency: | FTC | | | | |
| Bid Opening: | October 8, 2019 | at | 11:00am | | |
| | | | | | |
| Contractor Name | | Bid | Terms | | Discounted Total |
| Colonial Press International | | \$117,976.00 | 5.0% | 20 days | \$112,077.20 |
| Monarch Litho, Inc. | | \$134,431.00 | 2.0% | 20 days | \$131,742.38 |
| Kelvyn Press Inc. | | \$171,482.00 | 1.0% | 20 days | \$169,767.18 |
| Gray Graphics Corp | | \$254,720.00 | 2.0% | 20 days | \$249,625.60 |
| | | | | days | \$0.00 |
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BID OPENING: October 8, 2019

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL DALTON EVERETT/KEN KERNS at (202) 512-0307. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. 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)).

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

All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

PRODUCT: 9 Different Self Cover Saddle-Stitched Pamphlets.

| TITLE | QUANTITY | PAGES |
|---|----------------|----------|
| Item 1: 541A Shopping for Funeral Services. | 70,436 copies | 32 Pages |
| Item 2: 716A Protecting Personal information: A Guide for Business. | 23,036 copies | 36 Pages |
| Item 3: 877A Paying Final Respects: Your Rights When Buying Funeral Goods & Services. (SP) | 8,036 copies | 16 Pages |
| Item 4: 964A Getting Out of Debt. | 280,036 copies | 20 Pages |
| Item 5: 965A Fixing Your Credit. | 420,036 copies | 16 Pages |
| Item 6: 966A Debt Collection FAQ. | 220,036 copies | 12 Pages |
| Item 7: 967A Getting Out of Debt. (SP) | 41,636 copies | 20 Pages |
| Item 8: 968A Fixing Your Credit. (SP) | 70,436 copies | 16 Pages |
| Item 9: 969 Debt Collection. FAQ (SP) | 44,036 copies | 12 Pages |

TOTAL COPIES 1,177,724

TRIM SIZE: 5-1/2 x 8-1/2"

COLOR OF INK:

Item 1 - Pantone 526c and Black
Item 2 - Pantone 7461c and Black
Item 3 - Pantone 525c and Black
Item 4 - Pantone 357c and Black
Item 5 - Pantone 357c and Black
Item 6 - Pantone 357c and Black
Item 7 - Pantone 357c and Black
Item 8 - Pantone 357c and Black
Item 9 - Pantone 357c and Black

NOTE: Plus Matte Aqueous Coating on All Pages.

PRINT PAGE: Head to Head

GOVERNMENT TO FURNISH: One set of low Res PDF of each of the 9 Pamphlets to be used as a guide ONLY.

Hi Res files will be delivered directly to the contractor by the agency upon award. Files will be provided in Native Format. Fonts and Bleeds are furnished. Color Identification System Used: Pantone.

GPO Form 892C (R. 12/17) Proofs.

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.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, 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 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: E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at dapanaviciute@ftc.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

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.

JCP Code* A260, Dull Coated White Offset Book, Basis Size 25 X 38" Basis Weight 70 lbs.

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: Pamphlets; Covers and all text print type, flat tone images, screens, and illustration matter throughout with some type matter reversing out to appear white in a Pantone and Black. Covers 1 and 4 screened background, with bleeds on all sides and a fine line departmental logo. After printing coat the entire surface of all pages with a matte aqueous coating to prevent scratching and smearing.

MARGINS: Inadequate gripper: Bleeds. Follow Electronic Media. Cover align across the bind.

BINDING: Saddle-Stitch in 2 places on the left 8-1/2" dimension. Trim 3 sides. Paper covers, Wrap Around, Trim Flush, Grain must run parallel to spine.

PACKING: Pack each item separately and identify. Shrink wrap in units of 25. Pack all 8, 12 and 16 page booklets as 800 copies per shipping cartons. Pack all 32 and 36 page booklets as 200 copies per shipping container. Affix identifying label on outside with full title (including codes) and quantity Note: Carton Size Approximately 8-3/4" x 11-1/4" x 6.0" With No Head Space or adequately packed with paper. Cartons to be 275 lb. test and securely sealed with filament reinforced tape and cross-taped at least once.

Pallets Required, Do Not mix titles on pallets. Do Not Stack Pallets More Than 42" High. Pallets must include cardboard corner reinforcements. NOTE: Cartons must be no taller than 10".

IMPORTANT: Pallets must be 48" x 40" and in good condition with opening for fork lift on the 48" side. The delivery truck must be able to reach a standard loading dock. Delivery will be refused if pallets are not the correct condition or size.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE:

REQUISITION: 9-00024

JACKET NO.: 409-783

QUANTITY:

PAMPHLET CODE:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

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

Product Quality Levels:

(a) Printing Attributes -- Level III.

(b) Finishing Attributes -- Level III.

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

(a) Non-destructive Tests -- General Inspection Level II.

(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 Electronic Proofs/Electronic Media |
| P-9. Solid or Screen Tints Color Match | Pantone Matching System |

DISTRIBUTION: F.O.B. DESTINATION: (TO BE DELIVERED ON OR BEFORE SCHEDULED DATE).

Contractor must notify the ordering agency on the same day that the product ships/delivers, via e-mail to: dapanaviciute@ftc.gov Phone Number: 202-326-3302. The subject line of this message shall be "Distribution Notice for Jacket Number 409-783 and Requisition Number 9-00024". 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.

Deliver 15 copies of each item (BAC 1525-01) of each item marked "Depository File Copies" via traceable means to: the Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver 1 copy of each item (BAC 1523-01) of each item to: U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401. Marked Depository Copies, Item no. 0535A00.

Deliver 20 copies of each item (total of 180 copies) and all government furnished materials, via traceable means to: Federal Trade Commission, 600 Pennsylvania Avenue NW, CC-10402, Washington, DC 20580. Attn: Daniele Apanaviciute (202-326-3302).

Deliver 70,400 copies of items 1 and 8, 23,000 copies item 2, 8,000 copies item 3, 280,000 copies item 4, 420,000 copies item 5, 220,000 copies item 6, 41,600 copies item 7, 44,000 copies item 9 via traceable means, to: Public Document Distribution Center, 31451 United Avenue, Pueblo, CO 81001. Attn: Receiving (719-295-2680). NOTE: (Includes 200 Departmental Random Copies "Blue Label" of items 1, 4 thru 9, 125 copies of item 2 and 80 copies of items 3).

Note: Delivery Hours 8:00 AM - 2:00 PM CDT, Monday through Friday.

Delivery truck must be able to reach a standard loading *dock*. Driver to contact Kimberly Schmitz (Warehouse manager) @ 719-295-2679, at least 24 hours in advance upon delivery and about 1 hour when arriving to the destination.

Cartons To Be Packed On Wooden Pallets. "Delivery Truck Must Be Able To Reach A Standard Loading Dock". Pallets Are Required. Pallets must be 48 x 40", with opening for fork lift on the 48" side. Pallets to be stacked no more than 42" high. Pallets must be in "Good" condition. Delivery will be refused if pallets are not in correct condition and correct size. Prearrangements are strongly suggested.

SCHEDULE: The Purchase Order and Furnished Material will be available for pick up at the U.S. Government Publishing Office, Washington, D.C. 20401, on October 10, 2019.

Proofs will be withheld not more than 2 workdays from receipt at the Department to receipt in the contractor's plant.

Deliver all copies to arrive at destinations on or before 10/25/2019.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via e-mail at compliance@gpo.gov or via telephone at (202) 512-0520 or via facsimile at (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 low contractor 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 a timely manner 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>.

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: CSPPS, 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 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. 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 submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

JACKET NUMBER: _____

| | Price | Add'l 1,000 |
|------------|-------|-------------|
| Item 1: \$ | _____ | \$ _____ |
| Item 2: \$ | _____ | \$ _____ |
| Item 3: \$ | _____ | \$ _____ |
| Item 4: \$ | _____ | \$ _____ |
| Item 5: \$ | _____ | \$ _____ |
| Item 6: \$ | _____ | \$ _____ |
| Item 7: \$ | _____ | \$ _____ |
| Item 8: \$ | _____ | \$ _____ |
| Item 9: \$ | _____ | \$ _____ |

TOTAL BID PRICE: \$ _____

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).

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 completed copy of current page(s).

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

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)