

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on December 11, 2020 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 417-079 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award please email Timothy Minor at tminor@gpo.gov. For contract administration after award, contact APS DC at 202-512-0307.

Additional e-mailed Bid Submission Provisions:

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.
- (3) Illegibility of bid.
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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 9-19)).

PRODUCT: Foil Stamped and Embossed Certificates (2 Items)

TITLE: Item 1 - President's Award for Educational Excellence (Gold Seal)
Item 2 - President's Award for Educational Achievement (Silver Seal)

QUANTITY: 3,500,040 total copies; 2,250,020 copies of Item 1 (Gold Seal), 1,250,020 copies of Item 2 (Silver Seal), and 50 QARC's of each item PLUS all required dies.
NO SHORTAGES ALLOWED.

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

TRIM SIZE: 11 x 8-1/2" (Exact, not undersized or oversized).

GOVERNMENT TO FURNISH: One (1) CD-ROM formatted for IBM System 7 containing native (CC 19 .indd) & pdf formatted files. Fonts are furnished. Color Identification system used Pantone. All graphics are properly linked.

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. Minimum 175 line screens required

Contractor to change the year 2020 to the year "2021" on each item, set in the same type to match sample.

Contractor to replace existing signature of the current "U.S. Secretary of Education with new signature of the appointed U.S. Secretary of Education. Contractor to replace signature of current President of the United States" with the new "President of the United States" and print in a match of Pantones 282.

Paper Samples shipment (provided via contractors UPS or FedEx account number)

Digital Artwork for Dies- 2 versions

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 915 (Business Reply Label).

GPO Form 917 (Certificate of Selection).

GPO Form 952 Desktop Publishing – Disk Information.

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

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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.

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 john.smith@ed.gov plus frances.hopkins@ed.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 two (2) workdays from receipt at the Department to receipt in the contractor's plant.

--PLUS--(After E-Mail proof approval contractor to provide.)

NOTE: Agency will provide address for Prior To Production Samples after award.

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: TBD after award (50) Samples EACH will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (2) 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 test, 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 additional 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 Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample 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. 13" dated September 2019. https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13..PDF.

JCP Code* A91, Smooth Finish Text, Soft White, Basis Size 25 X 38", 100 lb., equal to Finch Fine Soft White Text.

****Note:** Paper must match color and weight to previous printed/stamped sample**.

PRINTING: Certificates print type/rule matter one side only in black ink plus a fine department seal approx. 2-1/2" diameter, embossed and stamped in imitation gold foil (Kurtz Gold 415) (Item 1) and imitation silver (Kurtz Silver 155) (Item 2), equal to All Purpose Roll Leaf Corps with two signatures printing in Pantone 282 Blue (approx. 5% ink coverage). **NOTE:** Grey will not be acceptable must be dark black ink.

Stamping must have solid impressions, no picking, pinholes or filled letters. Stamping image is approx. 2-1/2" in diameter, centered left to right, approx. 1-3/16" from the top edge.

Match previous printed sample for foil color, paper weight and color, emboss and position.

Must be able to run back through laser printer to overprint names and titles after completed embossing, stamping and printing.

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.

INK: Pantone 282 Blue & Black

MARGINS: Adequate gripper for required text. Follow previous printed sample.

BINDING: Trim 4 Sides.

PACKING: Pack items separately and identify. Box 2,000 Certificates per shipping container with a bright color slip sheet between every 25 copies. Must not rub off on certificates. No internal packing required. DO NOT SHRINK WRAP. Printer must communicate with ABDI, Inc. Fulfillment to determine any special delivery needs.

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

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and 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 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 Priors/Furnished Electronic Media/Avg. Type Dimension
P-9. Solid and Screen Tint Color Match	Pantone Matching System/All Purpose Roll Leaf Foils.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

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

DISTRIBUTION: Deliver f.o.b. destination.

NOTE: NO SHORTAGES WILL BE ACCEPTED; QUANTITIES WILL BE COUNTED AND VERIFIED; MUST MAKE ALL DELIVERIES BY 12 NOON.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to john.smith@ed.gov & frances.hopkins@ed.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-079, Requisition 1-00022990921n0001". 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.

ABDI, Inc. Global Order Fulfillment, Buncher Leetsdale Commerce Park, 16 Avenue "A", Leetsdale, PA 15056-1304, Attn: Ericka Giles (412) 741-1142.

Contractor to contact ABDI, Inc. (Ericka Giles, (412) 741-1142) prior to delivery to determine any special delivery needs.

Deliver 450,000 copies of Item 1 (Gold) and 250,000 copies of Item 2 (Silver) by February 24, 2021 to: ABDI, Inc., Global Order Fulfillment, Buncher Leetsdale Commerce Park, 16 Avenue A, Leetsdale, PA 15056-1304, Attn: Ericka Giles (412) 741-1142

Deliver 450,000 copies of Item 1 (Gold) and 250,000 copies of Item 2 (Silver) by March 3, 2021 to: ABDI, Inc., Global Order Fulfillment, Buncher Leetsdale Commerce Park, 16 Avenue A, Leetsdale, PA 15056-1304, Attn: Ericka Giles (412) 741-1142.

Deliver 450,000 copies of Item 1 (Gold) and 250,000 copies of Item 2 (Silver) by March 10, 2021 to: ABDI, Inc., Global Order Fulfillment, Buncher Leetsdale Commerce Park, 16 Avenue A, Leetsdale, PA 15056-1304, Attn: Ericka Giles (412) 741-1142.

Deliver 900,000 copies (includes 200 Departmental Random "Blue Label" Copies) of Item 1 (Gold) and 500,000 copies (includes 200 Department Random "Blue Label" Copies) of Item 2 (Silver) by March 17, 2021 to: ABDI, Inc., Global Order Fulfillment, Buncher Leetsdale Commerce Park, 16 Avenue A, Leetsdale, PA 15056-1304, Attn: Ericka Giles (412) 741-1142. NOTE: If deliveries can be made early, please send e-mail notification to Frances and John john.smith@ed.gov plus frances.hopkins@ed.gov.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Deliver 20 copies of each Item, all furnished materials, digital deliverables and dies, by February 24, 2021 to: Department of Education, 400 Maryland Ave., SW, Room 7E324, Attn: Washington, DC 20202, Attn: John Smith, (202) 401-3606. Inside delivery required.

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Publishing Office, 27 G St., NW, Washington, D.C. 20401, on December 16, 2020.

Submit E-mailed pdf proofs by January 20, 2021.

Submit Prior to Production Samples upon approval of pdf proofs. Samples will be withheld (2) workdays from receipt in the GPO until they are made available for pickup by the contractor.

First partial delivery to arrive on or before February 24, 2021.

Second partial delivery to arrive on or before March 3, 2021.

Third partial delivery to arrive on or before March 10, 2021.

Final complete delivery to arrive on or before March 17, 2021.

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.

OFFERS: Offers must include the cost of all materials and operations for the jacket listed in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies and the award will be based on the lowest total price for the jacket listed. Prices 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.

Transportation charges are not a factor in determining award. However, bidder must fill in and include in the bid the following statement:

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 pre-award 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>.

