

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on November 5, 2021 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 417-861 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.

R2 – SCHEDULE and PAPER.

For information regarding the solicitation requirements prior to award please email Steve Gaumer at sgaumer@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)).

DIGITAL PRINTING IS NOT ACCEPTABLE.

PRODUCT: Looseleaf Pamphlets.

TITLE: Cert Basic Training Participants Manual (FEMA P-2057) - REPRINT.

QUANTITY: 100,000 Pamphlets.

PAGES: 268 pages plus separate 2-piece Looseleaf Cover.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH: Contractor to receive. Via email after award.

One (1) Purchase order.
One (1) PDF file. Contractor to extend bleed as necessary.
GPO Form 892c (R. 12-17) Proofs.
GPO Form 2678 (departmental random copies – blue label).

GPO Form 917 (Certificate of Selection).

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

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.

ELECTRONIC PREPRESS: 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.

PROOFS: 1 set(s) of digital color content proofs for entire publication. 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

Send proofs together with the furnished media (copy, electronic files) directly via traceable means to: Betty Nen, Milwaukee, WI 53222. Complete address provided after award.

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to 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 (3) 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. 13" dated September 2019. https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13..PDF.

Covers: JCP Code* L20, Vellum-finish Cover, White, Basis Size 20 X 26", 80 lbs., 100 lbs., 120 lbs. – Contractors option.

Text: JCP Code* A60, Uncoated Text, White, Basis Size 25 X 38", 50 lbs., 60 lbs., 70 lbs. – Contractors option.

NOTE: All stock used must be uniform in shade.

PRINTING:

Covers 1 prints full bleed (heavy coverage) with type/rule matter, illustrations, fine detailed agency seal, screen tints, solid, and images in black ink only plus some type reversing out to appear white. Cover-4 prints with type matter, and fine detailed agency seal in black ink only: no bleed. Covers 2 and 3 are blank.

Text prints head to head with type/rule matter, images, tints, solids, graphs, and fine detailed agency seal in black ink only. Page 1-i, 1-ii, 1-29, 2-i, 2-iii, 2-26, 3-i, 3-iii, 4-i, 4-iii, 5-i, 5-iii, 6-i, 6-iii, 7-I, 7-iii, 8-i, 8-iii, 9-i, and 9-iii print in full bleed (heavy coverage). Approximately 23 blank pages scattered throughout.

INK: Black.

MARGINS:

Follow furnished electronic media. Adequate and Inadequate gripper.

BINDING:

Trim 4 sides.

DO NOT DRILL COVERS.

Text Only: Drill three 1/4" diameter holes center on the left dimension, 4-1/4" center-to-center. Center of all holes to be 3/8" from left edge.

PACKING:

Each box must not exceed 45 lbs.

Carton specification must meet the following Strength Guidelines:

At least 200 lbs. bursting strength.

At least 32 edge crush test.

Shrink film each book individually, with cardboard backing for support.

Pack suitably per shipping container.

Pallets not to exceed 42 inches tall.

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

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: CERT Basic Training Participants Manual - REPRINT

REQUISITION: 1-01571

JACKET NO.: 417-861

QUANTITY: _____

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

Cartons **must** be labeled correctly. Mislabeled cartons will be returned for correction at the contractor's expense.

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 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/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

DISTRIBUTION: Deliver f.o.b. destination.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Yvette.williams2@fema.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-861, Requisition 1-01571". 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 100,000 (includes 200 Departmental Random "Blue Label" Copies) via traceable means to; Pueblo Distribution Facility, 31451 United Avenue, Pueblo, CO 81001. Attn: Warehouse Supervisor, Phone # 719-295-2676.

Hours: 6:30 AM – 2:30 PM, MON-FRI.

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>

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: The purchase order and GFM will be available via e-mail or contractor's FTP site on November 9, 2021.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld not more than four (3) workdays from receipt in GPO until they are made available for pickup by the contractor.

Deliver completed by **February 21, 2022.**

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. Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld (3) workdays from receipt in the Agency until they are made available for pickup by the contractor.

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.

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 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>

Jacket: 417-861R2
Title: Cert Basic Training Participants Manual (FEMA P-2057) - REPRINT.
Agency: DHS / FEMA
Bid Opening: November 5, 2021 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Monarch Lith, Inc.	\$252,252.00	2.0%	20 days	\$247,206.96
Gray Graphics	\$297,840.00	1.0%	20 days	\$294,861.60
Colonial Press Int'l.	\$360,000.00	0.3%	20 days	\$359,100.00
Las Vegas Color Graphics, Inc.	\$414,555.00	5.0%	20 days	\$393,827.25
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			days	\$0.00
			days	\$0.00
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