

Jacket: 420-299
Title: A-Frame Signage and Stand
Agency: Social Security Administration
Bid Opening: March 14, 2022 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
V.N. Products, Inc.	\$224,000.00	1.00%	20 days	\$221,760.00
Execuprint*	\$485,281.00	0.50%	20 days	\$482,854.60
Custom Graphics, Inc	\$548,900.00	0.75%	20 days	\$544,783.25
Timsco	\$579,750.00	0.00%	30 days	\$579,750.00
USA Promo Solutions, LLC	\$630,000.00	0.00%	0 days	\$630,000.00
JB Ward LLC dba Classic Sign Services	\$631,208.22	5.00%	15 days	\$631,208.22
Britten, Inc	\$669,579.00	0.00%	0 days	\$669,579.00
Image Square, Inc	\$720,091.75	0.00%	5 days	\$720,091.75
Bowman Displays	\$755,552.10	0.00%	0 days	\$755,552.10
Douglass Screen Printers	\$760,665.00	0.50%	30 days	\$756,861.68
Better Deal Printing, LLC	\$787,388.28	0.50%	7 days	\$787,388.28
Vipan Seth/Fast Signs of Denver	\$944,775.00	1.50%	30 days	\$930,603.38
Convoy Marketing, LLC	\$1,010,982.00	0.00%	0 days	\$1,010,982.00

* = AWARDED (TS)

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on March 14, 2022 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.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within the Continental United States. All components of the final product that are produced outside of the Continental United States must be inventoried in the Continental United States at the time of bid submission.

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.

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 8.**

The Jacket Number 420-299 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, email Tim Sankey at tsankey@gpo.gov For contract administration after award, contact Tim Sankey at (202) 512-0488.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed 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. The bidder's email provider may have different size limitations for sending email; however, bidders 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)). GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-andstandardsfilesforvendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18), does not apply to this procurement.

****** PENDING AWARD INFORMATION:** To be considered for award, bidders must send the same day notified of pending award a specification sheet, photo, or web link that clearly shows how the product offered complies with the features below. Government to approve/disapprove within 1 workday from receipt.

****** POST-AWARD CONFERENCE:** A post-award conference will be held within 5 days via Teams meeting at a date and time to be determined. The purpose of the conference will be to discuss and review with production personnel all aspects of the contractor's internal and external operations required to complete this contract. Attending this meeting will be Government representatives to establish coordination of all required operations.

PRODUCT: A-Frame Signage Inserts and A-Frame Stands

TITLE: A-Frame Signage and Stand

QUANTITY: 4,845 A-Frame Stands; 9,696 Inserts (consists of 8 different publications), see Excel list/Distribution.

TRIM SIZE: Insert: 24 x 36" (must fit into A-Frame Stand);
Stand: Approx. 25 x 45 x 3" to 27-1/8 x 46-3/8 x 3-1/8" (W x H x D)

PAGES: Insert: 8 face only sheets.

GOVERNMENT TO FURNISH (GFM): Receive via GPO filesharing site after award.

One (1) Purchase order.

One (1) Zip file which contains Eight (8) different folders, one for each publication (insert). Inside each of the eight (8) folders are native InDesign files that are Windows based Adobe InDesign CC, Adobe Illustrator CC, packaged with links and fonts along with a press-ready PDF, and a GPO Form 952 Desktop Publishing - Disk Information.

NOTE: Contractor to convert Pantone colors to four-color process. While converting to four-color process is specified, agency prefers colors to be a close match of Pantone 301 (blue) and Pantone 186 (red).

One (1) Excel file (distribution list) – see attached (contains 12 workbooks)

One (1) PDF File with UPS Ground 3rd party billing instructions and account number (for Field Office distribution)

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

GPO Form 917 (Certificate of Selection).

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

NOTE: For Agency YELLOW Label Copies - Copy GPO form 2678 onto a Yellow sheet of paper

Contractor can 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.

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:

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 matthew.thomas@ssa.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 1 workday from receipt at the Department to receipt in the contractor's plant.

AFTER EMAIL PROOF APPROVAL:

Prior to production Samples:

Prior to the commencement of production of the contract production quantity, the contractor shall submit one sample to the agency at the address below of the A-Frame Stand with one (1) insert of Publication #05-10667A and one (1) insert of Publication #05-10667B inserted into the A-Frame Stand.

One (1) sample will be tested for conformance of material(s). One (1) sample 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 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 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 contractors 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.

Send samples with the furnished media (visuals, electronic files) directly to: Janet Walker (Deliver Immediately) Social Security Administration, Dallas Regional Office, Suite 500, 1301 Young Street, Dallas, TX 75202. Send via

traceable means, inside delivery required. 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 (contractor provided) pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**.

STOCK/PAPER/MATERIALS: 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-and-standards-files-for-vendors/vol_13.pdf

A-FRAME SIGN SPECIFICATIONS:

- The sign stands must be durable plastic, rustproof, rigid, and weatherproof to prevent the signs from damage from the weather elements, suitable to outdoor usage.
- The sign stand must be white in color.
- Sign stand must be collapsible (foldable) with locking hinges.
- Sign stand must have a built-in carrying handle for easy carrying.
- Rounded edges/platform base for the legs.
- The sign stands must be able to be filled with water or sand in order to weigh them down and make them wind resistant.
- Sign stands must be able to accommodate weatherproof inserts up to 3/16" thick; must hold two graphic sign inserts up to 24" x 36" (one on each side).

INSERT SPECIFICATIONS:

- White corrugated plastic approximately 3mm to 4mm = 0.12-0.16 thickness Basis Weight
- Inserts must easily and securely attach to white plastic A-frame stands and be able to be easily removed and replaced at a later date. Inserts must stay in place on the A-Frame stand.
- Rigid construction.
- Weatherproof/Waterproof.
- UV coated to protect against sun damage.
- Must allow for lamination

LAMINATION SPECIFICATIONS:

- "Dry Erase" lamination (non-streaking)
- Laminated surface must accept writing from a non-permanent marker (Dry Erase type) without smudging with normal handling and be easily wipeable. Surface must also withstand normal cleaning with non-corrosive cleaning materials (contractor must provide Agency with information for the optimum cleaning solution). Must be weather and UV-fade resistant.
- Laminate must be capable of accepting multiple occurrences of dry-erase writing and erasing.
- Laminate must be evenly applied with no trapped foreign particles or air bubbles, must have no distortion of printed matter and must remain clear and legible.
- Laminate must not extend beyond the trim size.
- Dry erase laminate required on face of inserts only; laminating on back is at contractor's option.
- Minimum 1.2 mil lamination.

All materials must withstand outdoor elements for a minimum of two (2) years (no fading, peeling or cracking).

PRINTING:

Inserts print face only with type/rule matter, illustrations, screen tints, images, and solids in four-color process plus some type reversing out to appear white; no bleeds. After printing, laminate using dry erase lamination per specifications above.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO 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 two calendar years from the date the check is tendered as final payment. All other provisions remain the same.

INK:

Inserts: Four-color process. Inks to be UV resistant and waterproof.

MARGINS:

Inserts: Adequate gripper (no bleeds). Follow Electronic Media;

BINDING:

For Field Office distribution, contractor must place inserts into A-frame stands according to the Excel list. EACH A-Frame Stand with inserts (one pair) will be placed in one carton.

For Bulk distribution, contractor to carton each insert (publication) separately – do not intermingle. Inserts can travel on the same skid but must be easily distinguishable on that skid. EACH A-Frame Stand must be placed in one carton.

PACKING:

Pack separately and suitably per the binding instructions above and per the attached Excel list in cartons and shipping containers to ensure stands and inserts are not damaged during shipment.

The distribution and marking are critical and all instructions must be followed to ensure there's no confusion upon delivery. If instructions are not followed, boxes will be sent back to contractor for relabeling.

MARK CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: A-Frame Signage and Stand

REQUISITION #: 2-00161

JACKET # 420-299

PUBLICATION #: _____ (Example: 05-10667A/05-10667B)

ICN #: _____ (Example: 460001/460002, See 1st sheet of Excel workbook for ICN#'s)

QUANTITY: _____

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 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 Proof/Furnished Electronic File
P-10. Process Color Match	Approved Proof/Furnished Electronic File

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to matthew.thomas@ssa.gov. The subject line of this message shall be Distribution Notice for Jackets 420-299, Requisition 2-00161. The notice must provide all applicable tracking numbers, shipping method, and Title using the provided Excel list (attached). Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Field Office Copies (F.O.B. contractor's city/origin):

Deliver 4,402 A-Frame Stands with 8,804 Inserts (inserted per Excel list/Binding instructions) via UPS ground within the Continental United States (via traceable means) to approx. 1,237 different locations (see Excel list attached). Contractor must use SSA's 3rd Party UPS account with any returned packages shipped to SSA's Warehouse, address below. UPS account information provided after award. The contractor cannot be reimbursed for using his or her own small parcel carrier account and/or BL's, nor may GPO GBL's be cut for this order. **DO NOT INCLUDE ANY SHIPPING COSTS IN YOUR QUOTE.**

Bulk Distribution (F.O.B. Destination):

Deliver 884 inserts (see Excel list for breakdown) and 442 A-Frame Stands via traceable means to Social Security Administration, Supply Warehouse, 6301 Security Blvd., Baltimore, MD, 21235. Note: Address has a dock, must deliver between warehouse hours which are 6:00am-2:30pm, Monday-Friday. **INCLUDE SHIPPING COSTS IN YOUR QUOTE.** NOTE: All inserts and A-Frame Stands must be packaged separately by their ICN # (see first workbook in Excel list for ICN #'s).

Yellow Label Copies (F.O.B. Destination):

Deliver 8 inserts (one of each publication) and 1 A-Frame Stand via traceable means to Social Security Administration, Matthew Thomas, 6401 Security Blvd., 3-B-9-E Annex Building, Baltimore, MD, 21235. (410) 965-9620. **INCLUDE SHIPPING COSTS IN YOUR QUOTE.**

Note: For the "Yellow 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/returning proofs, and furnishing samples must be borne by the contractor.

SCHEDULE: The Purchase Order and GFM will be available via GPO's filesharing site after award, no later than March 18, 2022.

F.O.B. destination, delivery complete by 5/9/2022.

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 (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.

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 of each package. 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 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>.

ATTACHMENT: Attachment(s) is/are integral part of the specifications, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications. **Download Attachment(s):** <https://www.gpo.gov/docs/default-source/contracts/bulk-and-field-office-distribution.xlsx>

JACKET NUMBER

BID PRICE:

Jacket 420-299 \$ _____

ADDITIONAL/M

\$ _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions 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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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)

(Person to be Contacted) (Telephone Number) (Email Address)

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