BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on January 5, 2023 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.

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 6.**

The Jacket Number 424-136 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 Steve Gaumer at sgaumer@gpo.gov. For contract administration after award, contact Steve Gaumer at (202) 512-0446.

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.

GPO QATAP (GPO Publication 310.1) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf.

PRODUCT: Dry Erase Posters

TITLE: CNP Dry Erase Poster "Team Nutrition Lunch Menu"

QUANTITY: 60,000 Copies, Plus 50 QARC's

TRIM SIZE: 27 x 40”

PAGES: One

GOVERNMENT TO FURNISH: Receive via email and GPO filesharing site after award.
One (1) Purchase order.
One (1) PDF file.
GPO Form 952 Desktop Publishing – Disk Information
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 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.

Minimum 175 line screens required.

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 gionne.johnsonjones@usda.gov and sandy.davila@usda.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email compliance@gpo.gov 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.

AFTER EMAIL PROOF APPROVAL

Two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks. 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 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers and must show areas consisting of minimum 1/8 x 1/8” solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray

balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

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.

Send proofs together with the furnished media (copy, electronic files) directly to: Gionne Jones, MD 20772 (Residential 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 (5) 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". Contractor to provide return shipping label if one proof needs to be returned.

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

JCP Code* A261, No. 1 Silk/Dull-Coated Text, White, Basis Size 25 x 38", 100 lbs.

PRINTING:
DIGITAL PRINTING IS NOT ACCEPTABLE.

Printing: Prints face only with type/rule matter, solids, illustrations, agency seals/logos in 4-color process with some type reversing out to appear white. Heavy coverage with full bleeds.

Laminating: After printing, apply a Matte/Dull Dry Erase Laminate with thickness of 3-5 mil. over the entire face surface (print-side only). Laminate must not extend beyond trim size. Material must be able to handle multiple erasures and writing with dry erase pens. The laminated product must have no distortion of the printed matter and must remain clear and legible.

INK:
4-color process + Laminate.

MARGINS:
Inadequate Gripper. Follow furnished file.

BINDING:
Trim 4-sides.

PACKING:
Individual rolled and packaged in suitable poster-container; NOT FOLDED. Place sticker on each container with title (FNS-950: **Team Nutrition** Lunch Menu Poster) printed. Pack in cartons suitable to prevent shifting of or damage to materials. Identify shipping containers with GPO Jacket, name of publication, FNS number (FNS 950) and approximate number of posters per box. Pallets are not to exceed 2,000lbs. and 56" high.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: CNP Dry Erase Poster "Team Nutrition Lunch Menu"
REQUISITION: 23-01106

JACKET NO.: 424-136
FNS NO: FNS 950
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 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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Approved proofs/Furnished Electronic File
P-10. Process Color Match	Approved proofs/ Furnished Electronic File

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to a statement 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.

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to karen.lewis@usda.gov and laurelpdc2@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 424-136, Req. No. 23-01106. 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.

** Notify Sandy Davila, sandy.davila@usda.gov at FNS and GPO Warehouse, laurelpdc2@gpo.gov (5) business days prior to delivery date.

Deliver 60,000 Posters (includes 200 Departmental Random "Blue Label" Copies) via traceable means to: USGPO – Laurel Publications Distribution Center, **TEAM NUTRITION – (TEAM NUTRITION MUST BE IN BOLD AND CAPS)** C/O: RECEIVING – USDA FNS-950 (Label according to content), 8660 Cherry Lane, Ste #32, Laurel, MD 20707 Phone: 202-512-1401, Email: laurelpdc2@gpo.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.

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 email/GPO's filesharing site after award, no later than January 10, 2023.

F.O.B. destination, Deliver complete by February 9, 2023.

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.

JACKET NUMBER	**BID PRICE**:	**ADDITIONAL/M**
Jacket 424-136	$_____	$_____

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)