BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on February 12, 2024 by the U.S. Government Publishing Office, in Washington, DC 20401. This will NOT be a public bid opening.

BID SUBMISSION: Bidders must email bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket Number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 AM on the bid opening date specified above will not be considered for award. This will not be a public bid opening.

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

For information regarding the solicitation requirements prior to award, email Lisa Hollingsworth at lhollingsworth@gpo.gov. For contract administration after award, contact Lisa Hollingsworth at (202) 512-0220.

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: Perfect Bound Books

TITLE: DOL VETS TAP Employment Workshop (EW) Participant Guide.

QUANTITY: 150,000 Copies.

TRIM SIZE: 8-1/2 x 11"

PAGES: 222 plus a separate wrap around cover.

GOVERNMENT TO FURNISH: Receive via email and GPO filesharing site after award.
One (1) Purchase order.
Notify Pamela Langley, 240.899.8374 langley.pamela.k@dol.gov for print InDesign files & FTP location information. InDesign files uploaded to GPO File Sharing site.
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.

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 winter.timothy@dol.gov and cc: hill.cecilia.a@dol.gov and langley.pamela@dol.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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

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

Cover: JCP Code* L20, Vellum-Finish Cover, White, Basis Size 20 X 26" Basis Weight 65 lbs.**
Text: JCP Code* A60, Uncoated Text, White, Basis Size 25 X 38", Weight 60 lbs.
Insert (name tent): Cover: JCP Code* L20, Vellum-Finish Cover, White, Basis Size 20 X 26" Basis Weight 65 lbs.**
All text paper used in each copy must be of a uniform shade.

For Covers and Insert:
**In lieu of JCP Code* L20, Vellum-Finish Cover, White, Basis Size 20 X 26", 65#, contractor may substitute:

JCP Code* L20, Vellum-Finish Cover, White, Basis Size 20 X 26", 80 lbs.
JCP Code* L50, Matte-Coated Cover, White, Basis Size 20 X 26", 80 lbs.
JCP Code* L60, Silk / Dull-Coated Cover, White, Basis Size 20 X 26", 80 lbs.

PRINTING:
DIGITAL PRINTING NOT ACCEPTABLE

Covers 1 and 3 print type/rule matter, solids, illustrations, screen tints, fine detailed agency seals/logos and QR code in 4-color process with some reversing. Bleed head and outside edge. Cover 2 prints type/rule matter in 4-color process. Cover 4 prints full coverage in a build of 4-color process. Bleed all sides. After printing, apply a clear gloss/ aqueous coating over the entire surface of covers 1, 4 and spine to prevent scratching and smearing.

Insert (name tent) prints face only, a detailed agency logo/seal in color. ***Insert (name tent) Option***: Insert to be either perforated bound in book OR inserted inside front cover.

Text pages (circle folios 3 thru 220) print head to head with type/rule matter, screen tints, illustrations, images, solids, and gradients in four-color process plus some type reversing out to appear white. Approx. 17 pages (chapter pages) scattered throughout bleed at the head and left. Contractor to insert blank pages as needed.

INK:
4-color process.

MARGINS:
See description herein. Inadequate Gripper: Cover/Text. Follow furnished files.

BINDING:
Score all folds plus hinge score covers 1 and 4 along entire dimension, 1/4" from bind. Perfect Bind on 11" side, wrap around cover, trim three sides, glued on. Contractor to determine spine thickness and adjust, if necessary. Grain must run parallel to the spine. Cracks or wrinkles not acceptable.

PACKING:
Shrink Wrap in units of 5 or 10 at Contractors option. Pack suitably in cartons and shipping containers to ensure books are not damaged during shipment, NTE 40 lbs./carton.

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: DOL VETS TAP Employment Workshop (EW) Participant Guide.
REQUISITION: 24-00318
JACKET NO.: 428-284
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:

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

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to winter.timothy@dol.gov AND datcher.gina.b@dol.gov. The subject line of this message shall be Distribution Notice for Jacket 428-284, Req. No. 24-00318. 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 150,000 total copies (including 200 Departmental Random "Blue Label" Copies) via traceable means to: Pueblo Distribution Center, 31451 United Avenue, Pueblo, CO 81001, Attn: Mario Frank (719) 295-2676.

Delivery truck must be able to reach a standard loading dock. Delivery hours: 8:00 am - 2:00 pm, Monday-Friday. Driver to contact Mario Frank @ 719-295-2676 (or if unavailable Kimberly Schmitz/Warehouse manager @ 719-295-2679), at least 24 hours in advance upon delivery and about 1 hour when arriving to the destination.

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 February 26, 2024.

DELIVER F.O.B. DESTINATION BY 3/22/2024

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 428-284	$_____	$_____

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)