

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on December 12, 2023 by the U.S. Government Publishing Office, in Washington, DC 20401.

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 program 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 7.**

The Jacket Number 428-121 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 Steve Gaumer at sgaumer@gpo.gov. For contract administration after award, contact APS DC 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-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

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

DIGITAL PRINTING IS NOT ACCEPTABLE.

PRODUCT: Saddle Stitch Pamphlets

TITLE: Discover My Plate Curriculum, Emergent Readers Eng/Span

TOTAL QUANTITY: 90,000 Total sets of saddle-stitched Pamphlets. 60,000 sets for English and 30,000 sets for Spanish. Each set consist of 7 Booklets. Plus 32 QARC's for Spanish items and 50 QARC's for English Booklets:

Item 1: Dairy (FNS-474A) - Qty - 60,000
Item 2: Fruits (FNS-474B) - Qty - 60,000
Item 3: Grains (FNS-474C) - Qty - 60,000
Item 4: Vegetables (FNS-474D) - Qty - 60,000
Item 5: Protein Foods (FNS-474E) - Qty - 60,000
Item 6: A My Plate Meal (FNS-474F) - Qty - 60,000
Item 7: Where Food Comes From (FNS-474G) - Qty - 60,000

Spanish Booklets:

Item 8: Dairy (Spanish) (FNS-474A-S) - Qty - 30,000
Item 9: Fruits (Spanish) (FNS-474B-S) - Qty - 30,000
Item 10: Grains (Spanish) (FNS-474C-S) - Qty - 30,000
Item 11: Vegetables (Spanish) (FNS-474D-S) - Qty - 30,000
Item 12: Protein Foods (Spanish) (FNS-474E-S) - Qty - 30,000
Item 13: A My Plate Meal (Spanish) (FNS-474F-S) - Qty - 30,000
Item 14: Where Food Comes From (Spanish) (FNS-474G-S) - Qty - 30,000

TRIM SIZE: 7 x 5-1/2"

PAGES:

8 Text Pages, plus Separate Wraparound Cover.

GOVERNMENT TO FURNISH (GFM): Receive via email.

One (1) Purchase order.

Two (2) Zip files. One for English items and one for Spanish items.

GPO Form 952 Desktop Publishing - Disk Information

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

GPO Form 917 (Certificate of Selection).

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

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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. Minimum 175-line screens required.

PROOFS: Two (2) sets of digital color content proofs of each item. 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.

--PLUS--

Two (2) sets of inkjet proofs for entire booklets of each item 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 2 (G7) inkjet proofs and 1 digital content proof of each item (include shrink wrap - see packing) with approval sheet and return label via traceable means to: Upper Marlboro, MD 20772 (Residential address provided after award).

Send 1 digital content proof of each item via traceable means to: Clarksville, TN 37042 (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 (3) workdays from receipt in the department to when they are made available for pickup at the department.

Contractor must also notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to karen.lewis@usda.gov and cc: sgaumer@gpo.gov. The subject line of this message shall be "PROOF Notice for Req# 4-00038 / Jacket 428-121.

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-and-standards-files-for-vendors/vol_13.pdf

COVER: JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26" - 100 lbs.

TEXT: JCP Code* A240, Matte-Coated Text, White, Basis Size 25 X 38" – 80 lbs.

PRINTING:

Covers print face and back (head to head) with type/rule matter, agency logo, illustrations, QR code, and solids in 4-color process with heavy coverage and some type reversing out to appear white. Full bleeds all sides. After printing, apply a clear gloss aqueous coating over the entire surface of all covers to prevent scratching and smearing with the exception of the signature block (This book belongs to:) on cover 2 for all items.

Text pages print face and back (head to head) with type matter and illustrations in black ink. No bleeds.

INK:

Covers: 4-color process + gloss aqueous w/ knockout on cover 2.

Text: Black

BINDING:

Saddle stitch in 2 places on 5-1/2" dimension.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

Score on all folds (cracks and wrinkles are not acceptable).

MARGINS:

Covers: Inadequate gripper.

Text: Adequate gripper.

Follow electronic files.

PACKING:

Collate booklets: English Item 1 thru Item 7 (One set) and Spanish Item 8 thru Item 14 (One set) separately.

Shrink wrap in units of 1 set.

Pack suitably in cartons and shipping containers to prevent damage in transit.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE:

REQUISITION:

JACKET NO.:

Item:

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 (page related) Attributes -- Level II.
- (b) Finishing (item related) 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>	
P-7. Type Quality and Uniformity	
P-10. Process Color Match	

<u>Specified Standard</u>
Approved Proofs/Furnished Electronic File
Approved Proofs/Furnished Electronic File

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to sign 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 cc: sgaumer@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 428-121, Req. No. 4-00038. 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 60,000 sets (Items 1 thru 7; English) and 30,000 sets (Items 8 thru 14; Spanish) (includes 200 for Items 1 thru 7 & 125 for items 8 thru 14 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-XXX (Label according to content), 8660 Cherry Lane, Ste #32, Laurel, MD 20707. Phone: 202-512-1401, Email: laurelpc2@gpo.gov.

** Printer is required to notify Sandy Davila (Sandy.Davila@usda.gov) and Gionne Jones (Gionne.JohnsonJones@usda.gov) at USDA FNS AND the GPO Warehouse (202-512-1401) and email: laurelpc2@gpo.gov) 5 business days prior to the delivery date. **

** The GPO Warehouse requires all delivery appointments to be scheduled in advance by printer or the delivery may be rejected. Per GPO requirements, pallets are not to exceed 2,000lbs and 55 high. **

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 1 sample set (Items 1 thru 7; English) and 1 sample set (Items 8 thru 14; Spanish) via traceable means to: Upper Marlboro, MD 20772 (residential address provided after award).

Deliver 1 sample set (Items 1 thru 7; English) and 1 sample set (Items 8 thru 14; Spanish) via traceable means to: Clarksville, TN 37042 (residential address provided after award).

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

SCHEDULE: The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than December 15, 2023.

F.O.B. destination, **Contractor must deliver all Pamphlets by 1/24/24.**
See 'DISTRIBUTION' herein.

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 1000 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 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>.

