

BID OPENING: Bids shall be opened virtually at 11 am Eastern Time (ET), on November 12, 2024 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@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 the bid opening date and time will not be considered for award.

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 432-016 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 Dalton E. Everett at deeverett@gpo.gov. For contract administration after award, contact APS DC at 202-512-0078.

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>.

PRODUCT: Perfect Bound Books

TITLE: DOL VETS TAP Employment Fundamentals of Career Transitions (EFCT) Participant Guide

QUANTITY: 200,000 Copies.

PAGES: 161 (includes Insert) plus a separate wrap around cover.

TRIM SIZE: 8-1/2 x 11" (8-3/8 x 10-7/8" or 8-1/2 x 10-7/8" is also acceptable.)
Insert/Table Tent: 11 x 8-1/2"

GOVERNMENT TO FURNISH: Receive via email and GPO files sharing site after award.

One (1) Purchase order.

One (1) Zip File containing PDF files for Book and Insert, Adobe InDesign File for Book, plus all fonts and links. Contractor to format cover for perfect bind and extend solid area on C4 to cover the spine.

Contractor to adjust spine thickness as necessary.

One Excel Distribution File

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, hill.cecilia.a@dol.gov, langley.pamela.k@dol.gov, datcher.gina.b@dol.gov and cc: deeverett@gpo.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) workday 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 and Insert: JCP Code* L50, Matte-Coated Cover, White, Basis Size 20 X 26", 80 lbs.

Text: JCP Code* A60, Uncoated Text, White, Basis Size 25 X 38", Weight 60 lbs.
All text paper used in each copy must be of a uniform shade.

PRINTING: DIGITAL PRINTING NOT ACCEPTABLE

Covers 1 and 3 print type/rule matter, solids, illustrations, screen tints, fine detailed agency seals/logos in 4-color process with some reversing to appear white. Bleeds 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. Bleeds 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.

Name Tent Insert: Insert prints face only with rule matter and a detailed agency logo/seal in 4-color process. Before binding in/inserting, one (1) horizontal score at 4-1/4" along the entire 11" dimension.

*Contractor's Option: Name Tent Insert can be either bound into inside front cover or inside back cover of book and include a horizontal perforation along the entire 11" dimension to tear out of the book OR can be inserted loosely into inside front cover.

Text pages (circle folios 3 thru 162) print head-to-head with type/rule matter, screen tints, illustrations, images, solids, and gradients in 4-color process plus some type reversing out to appear white. Approx. 17 pages (chapter pages) are scattered throughout and bleed at the head and left. Contractor to insert blank pages as needed.

INK: C1, C4 & Spine: 4-color process + gloss aqueous coating.
C2, C3, all text pages, and insert: 4-color process.

MARGINS:

See "Description" herein.

Cover and Text: Inadequate gripper.

Name Tent Insert: Adequate gripper.

Follow furnished files.

BINDING:

Covers: Wrap around. Glued on. Score Covers at spine and hinge score along entire 11" dimension, 1/4" from Spine on C1 and C4. Scores/Folds should be clean - cracks or wrinkles are not acceptable.

Perfect bind on the 11" dimension. Trim 3 sides.

Contractor to determine spine thickness and adjust if necessary.

Grain must run parallel to the spine. See "Description" for Name Tent insertion.

PACKING:

Shrink film wrap in units of 5 or 10 - @ Contractor's option.

Pack suitably in cartons and shipping containers to ensure books are not damaged during shipment.

NTE 40 lbs. per carton.

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

MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

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

REQUISITION: 5-00319

JACKET NO.: 432-016

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	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 datcher.gina.b@dol.gov and cc: deeverett@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 432-016, Req. No. 5- 5-00319. 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.

F.O.B. DESTINATION:

Deliver a partial of 36,500 copies to approximately 207 addresses per distribution (Excel/PDF) list by 12/16/2024.

Deliver complete F.O.B. Destination balance of copies (to arrive at destination) by 02/07/2025.

Deliver 163,500 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: 8:00am - 2:00pm, 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, on or before November 18, 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 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>.

JACKET NUMBER

BID PRICE:

ADDITIONAL/M

Jacket 432-016

\$ _____

\$ _____

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 fax, fill out and return one copy.

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)

(Telephone Number) (Email Address)

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