

**Jacket:** 518-334  
**Title:** STP 21-1-SMCT C1 November 2019  
**Agency:** Army / DLADS (5061-AP)  
**Bid opening:** February 16, 2021 at 11:00 a.m., prevailing Eastern Standard Time

<b>Contractor Name</b>	<b>Bid</b>	<b>Terms</b>	<b>Discount</b>
I Color Printing & Mailing	\$121,922.00	1 % 20 days	\$120,702.78
LSC Communication	\$125,100.00	0 % 30 days	\$125,100.00
Colonial Press Int'l	\$129,794.00	3 % 20 days	\$125,900.18
Gray Graphics	\$137,800.00	2 % 20 days	\$135,044.00
Monarch Litho	\$202,202.00	2 % 20 days	\$198,157.96
Advantage Color Graphics	\$214,765.00	5 % 20 days	\$204,026.75
Westland Printers	\$220,284.00	0 % 30 days	\$220,284.00
Las Vegas Color Graphics	\$265,555.00	5 % 20 days	\$252,277.25
PrintWorks	\$417,910.00	0 % 30 days	\$417,910.00

JMG / RG

FACSIMILE BID SPECIFICATIONS  
U.S. Government Publishing Office (GPO)  
291 Virginia Beach Blvd., Ste. 401  
Virginia Beach Regional Printing Procurement Office  
Virginia Beach, Virginia 23462

**BID OPENING:** Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **February 16, 2021** at the U.S. Government Publishing Office, Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. Due to COVID-19, this will NOT be a public bid opening.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL JOY GOODEN (757) 490-7942 AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office of Virginia Beach Regional Office will NOT be open. Based on this, bidders MUST submit email bids to [bidsvirginiabeach@gpo.gov](mailto:bidsvirginiabeach@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 a.m. on the bid opening date specified above will not be considered for award.

**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) Illegibility of bid.
- 2) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- 3) The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- 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 emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**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's. 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.

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 and bid opening date must be specified with the emailed bid submission. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January, 2018.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award. For information regarding the solicitation requirements prior to award, email Joy Gooden at [jgooden@gpo.gov](mailto:jgooden@gpo.gov) For contract administration after award, contact Virginia Beach at (757) 490-7942.

**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 Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.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>

### **DOING BUSINESS WITH GPO CUSTOMER SERVICES DURING CORONAVIRUS PANDEMIC**

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance with Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>

**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 vendor must supply contingency plans prior to award on how units that may fail within warranty period will be replaced.

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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

**PAYMENT:** PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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>

**MODS:** If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

**SUBCONTRACTING:** The predominant production function is printing. Must be printed on a press capable of printing two colors (two printing units) in a single pass. Bidders who must subcontract this operation will be declared non-responsible.

**PRODUCT:** Perfect-bound 3-hole drilled books

**QUANTITY:** 92,000

**TITLE:** STP 21-1-SMCT C1 November 2019

**PAGES:** 464 text pages + 4 page cover + spine

**TRIM:** 5-1/2 x 8-1/2"

**DESCRIPTION:** Prior to production SAMPLES required. COVERS 1 and 4 and SPINE print in PMS 4485. Build not acceptable of PMS. TEXT and Covers 2 and 3 print in Black. Text pages do not bleed. SET margins as 1" gutter, 1/4" top, bottom, and outside edge. Wrap around perfect bound cover to open with ease and LAY FLAT when open: flush trim, glued on, grain must run parallel to spine, score at bind to prevent cracking with an additional score 1/4" from bind on front and back covers. Trim covers and text 3 sides. DRILL (complete book) 3 (3/8") round holes, 2-3/4" center to center; centered on left 8-1/2" side; center of holes 3/8" from left edge of sheet without loss of information. DELIVERY with traceable means to 4 destinations. Shipping costs need to be included in the bid price. Email tracking#

**GOVERNMENT TO FURNISH:** 62 MB PDF text print file + cover and spine files will be available after award. Contractor must have an ftp site or drop box for file transfer.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

**ELECTRONIC PREPRESS:** File is setup as 4 color process 8-1/2 x 11”.

Prior to image processing, the contractor shall perform an extensive 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 GPO.

The contractor shall create 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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Upon completion, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS:** When emailing, please be reminded that not all emails are entered correctly and many Government agencies have significant firewalls, as such a phone call to confirm receipt of email is required.

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. Include REMINDER that agency can keep proof Two (2) workdays. Date of receipt is NOT considered first workday. EMAIL tracking# to Tony.Ragin.civ@mail.mil; and jgooden@gpo.gov CALL (703) 693-1482 to confirm receipt.

After approval of Electronic proof, deliver one preproduction sample (to include cover, spine, and all text pages) with GFM to: 18466 Quantico Gateway Drive  
Triangle, VA 22172  
Attn: Tony Ragin, 703-693-1482

Supply proof sign-off sheet, return airbill, copy of specifications, all furnished materials, & reminder agency can only keep proof Two (2) workdays. Date of receipt is not considered first day. Contractor is responsible for costs incurred and arrangements of delivery and pickup of proofs. EMAIL tracking# to Tony.Ragin.civ@mail.mil; and jgooden@gpo.gov CALL (703) 693-1482 to confirm receipt.

**PROOFS WILL NOT BE RETURNED TO CONTRACTOR.**

Prior to the commencement of production of the contract production quantity, the contractor shall submit one preproduction sample (to include cover, spine, and all text pages) to: Tony Ragin. The Prior to Production Samples must be produced as specified using the format, ink, stock, equipment, and methods of production that will be used in producing the final product. Do not print the entire quantity until receipt of the OK from the Government. Samples will be tested for conformance of material(s), functionality, printed image quality, and for construction. The container and accompanying documentation shall be marked “PREPRODUCTION SAMPLE” and shall include the GPO jacket and the job title. 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 2 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 contractor's 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.

The contractor must not print prior to receipt of an "OK to print."

**PRINTING:** Cover and spine prints head to head in PMS 4485. Build not acceptable of PMS. C2, C3, and Text print head to head in Black.

**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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

**TEXT:** White Offset Book, grammage 75 g/m<sup>2</sup> (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

**COVER:** – White Index, grammage 200 g/m<sup>2</sup> (basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

**INK:** Covers 1, 4 and Spine = PMS 4485  
Covers 2, 3, and Text = Black

**MARGINS:** Covers bleed must be built. Text margins are 1" gutter, 1/4" top, bottom, and outside edge.

**BINDING:** Wrap around perfect bound cover to open with ease and lay flat when open: flush trim, glued on, grain must run parallel to spine, score at bind to prevent cracking with an additional score 1/4" from bind on front and back covers. Trim covers and text 3 sides. DRILL (complete book) 3 (3/8") round holes, 2-3/4" center to center; centered on left 8-1/2" side; center of holes suitable from left edge of sheet without loss of information.

**PACKING:** Pack suitable quantities in shipping containers with a minimum bursting strength of 275 psi.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/ mailing process.

Pallets are required and must conform to GPO Contract Terms Supplemental Specifications for palletizing. Pallet height must not exceed 45 inches. Pallet construction must be as follows:

48" wide across the front where the forklift slots are located.

40" deep

5-6" high

Maximum height of palletized products must be no higher than 52", to include the pallet. Wrap pallet to prevent spillage.

**THE CONTRACTOR IS ADVISED TO MAKE CERTAIN THAT THE CONTAINER AND THE PALLET REQUIREMENTS ARE EXACTLY AS INDICATED. NO SUBSTITUTIONS WILL BE ACCEPTED FOR EITHER OF THESE.**

When multiple pallets are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

**LABELING AND MARKING** (Package and/or Container label): Each package or carton must be labeled. The label **MUST** indicate full title, quantity, Jacket number, and total number of boxes shipped, i.e. 6 of 10.

**SCHEDULE:** Purchase Order and furnished material will be emailed no later than February 17, 2021.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Submit proofs as soon as possible in order to comply with the shipping schedule. Proofs will be withheld two (2) workdays from receipt until approval of proofs. Date of receipt is not considered first day. The contractor must not print prior to receipt of an "OK to print."

Inside delivery to four locations must be made by March 10, 2021 by 2pm local time

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** Order must be divided into 200 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Fort Benning, GA (see distribution).

**NOTIFICATION OF SHIPMENT:** Immediately after the order has shipped/delivered, the contractor must email tracking# to Tony.Ragin.civ@mail.mil and jgooden@gpo.gov on same day product ships. Ensure all boxes contain title, job#, and box# of total shipment.

**DISTRIBUTION:** Shipping costs need to be included in the bid price.

**F.O.B. DESTINATION – CONTRACTOR PAYS THE FREIGHT TO DELIVER. INSIDE DELIVERY MUST BE MADE BY 2PM LOCAL TIME TO 4 DESTINATIONS.** Deliver no later than March 10, 2021.

The only location with a dock is Fort Benning, GA. For all other locations, truck must have lift gate and the driver must remain until order is offloaded.

Schedule delivery at least 24 hours in advance (M-F)

INSIDE DELIVERY OF 31,000 TO: COMMANDER 30th AG Bn (Rec)  
5305 3rd IN DIV Rd, Bldg 3010  
Fort Benning, GA 31905-4776  
ATTN: D Co - S3 Mrs. Annegret Narcisse (706) 544-9205

INSIDE DELIVERY OF 16,000 TO: COMMANDER 120th AG Bn (Rec)  
1895 Washington Rd  
Fort Jackson, SC 29207-5315  
ATTN: IRB Mr. Jim Allen (803) 751-6047

INSIDE DELIVERY OF 27,000 TO: COMMANDER 43rd AG  
200 Oklahoma, Bldg 2100  
Fort Leonard Wood, MO 65473-5000  
ATTN: (SPB) Renard Ellis / Alphonso Brown (573) 596- 0659/7154

INSIDE DELIVERY OF 18,000 TO: COMMANDER 95th AG BN (RCPT)  
6076 Rothwell Street  
Fort Sill, OK 73503-5600 ATTN: ATSF-KRH SGT Betts  
(580) 442- 8051/3172/3423/3121

INSIDE DELIVERY OF 1 Sample to:  
18466 Quantico Gateway Drive  
Triangle, VA 22172  
Attn: Tony Ragin, 703-693-1482

**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 (fromANSI/ASQC 21.4):

- (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 preproduction sample
P-9. Solid or Screen Tints Color Match	Approved preproduction sample/Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used prior to production.

Bidders must fill out this page and return it.

TOTAL BID PRICE \$ \_\_\_\_\_ ADDITIONAL RATE \$ \_\_\_\_\_ PER 1,000

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).

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.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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 or mail, fill out and return one copy of Page 6, initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_ (Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City - State - Zip Code)

By \_\_\_\_\_ (Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_ (Person to be Contacted) (Telephone Number) (Email)

COMPLETE THIS PAGE AND SUBMIT AS YOUR BID

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THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_ (Initials) (Initials)

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