



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

**\*Specifications have been Revised. Please read all pages. Bidders who previously submitted bids must resubmit a new bid.**

**BID OPENING:** Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **April 9, 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 RUSS WARD (757) 490-7941 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 100'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 6.

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 Russ Ward at [ward@gpo.gov](mailto:ward@gpo.gov). For contract administration after award, contact Russ Ward at (757) 490-7941.

**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 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 four colors in a single pass. Bidders who must subcontract this operation will be declared non-responsible. Subcontracting for production of Feather Flags with hardware (soil spikes and cross stands) and Banners, is allowed.

**PRODUCT:** 256 Total Kits. Each Kit will include: 120 Tear Pads, 2,000 Flyers, 5 Feather Flags with soil spike and cross stands, 2 Banners.

**TEAR PADS:** Print 30,720 (100 sheets per pad) tear pads, 120 tear pads per kit, 5 x 3". Print face only on 60# offset, 4CP, full bleed. Pad along top 5" dimension with 100 sheets + cardboard backing.

**FLYERS:** Print 512,000, 2,000 flyers per kit, 8.5 x 11". Print face only on 70# offset, 4CP, full bleed.

**FEATHER FLAGS:** Print 1,280 feather flags with display hardware, 5 feather flags and hardware per kit as follows: EACH kit Must contain 5 feather flags, 5 soil spikes, and 5 cross stands. Feather Flags to be 2' w x 8' h flag with pole support for each, plus each must also have a corresponding soil spike to plant in the ground and cross stands for displaying on hard solid surfaces for each feather flag (IE: 1,280 feather flags with pole support for each, 1,280 soil spikes and 1,280 cross stands). Material to be durable polyester for outside usage, graphic image printed to be viewable from both sides of feather flag, head to head.

**BANNERS:** Print 512 vinyl banners, 2 vinyl banners per kit. Banner 120" L x 36" H vinyl durable outside usage on 13oz durable white vinyl with outdoor finish. PRINTS face only. 4 grommets across the top and bottom (one at each end, other two evenly spaced) for a total of eight grommets. Sewn double hemmed, seams with 24" nylon cord extending from each end; sewn in both the top and bottom of banner.

**QUANTITY:** Tear Pads 30,720 (120 tear pads per kit), Flyers 512,000 (2,000 flyers per kit) Feather Flags 1,280 (5 feather flags per kit), Banners 512 (2 banners per kit)

**TITLE:** 522-028 CLICK2GO MARKETING KITS (DSO: 738698)

**PAGES:** Tear Pads 100 sheets per pads, Flyers face only, Feather Flags head to head, banners one side only.

**TRIM:** Tear Pads 5 x 3", Flyers 8.5 x 11", Feather Flags 2 x 8', Banners 120" L x 36" H.

**DESCRIPTION:** 256 Total Kits. Each Kit will include: 120 Tear Pads, 2,000 Flyers, 5 Feather Flags with hardware (soil spikes and cross stands), 2 Banners.

**TEAR PADS:** Print 30,720 (100 sheets per pad) tear pads, 120 tear pads per kit, 5 x 3". Print face only on 60# offset, 4CP, full bleed. Pad along top 5" dimension with 100 sheets + cardboard backing.

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**BANNERS:** Print 512 vinyl banners, 2 vinyl banners per kit. Banner 120" L x 36" H vinyl durable outside usage on 13oz durable white vinyl with outdoor finish. PRINTS face only. 4 grommets across the top and bottom (one at each end, other two evenly spaced) for a total of eight grommets. Sewn double hemmed, seams with 24" nylon cord extending from each end; sewn in both the top and bottom of banner.

**GOVERNMENT TO FURNISH:** PDF files, and Excel distribution list 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:** 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. Contractor must call below to confirm receipt. Deliver proofs to:  
liz.rodriuezsantiago@dla.mil  
The contractor must not print prior to receipt of an "OK to print."

**PRINTING:** Tear Pads 100 sheets per pads, Flyers face only, Feather Flags head to head, banners one side only.

**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).

Tear Pads: JCP Code\* A60, Uncoated Text, Basis Size 25 X 38" 60#  
Flyers: JCP Code\* A60, Uncoated Text, Basis Size 25 X 38" 70#  
Feather Flags durable polyester for outside usage.  
Banners: White 13 OZ Durable Outdoor use Vinyl.

**INK:** Four color process on all pieces.

**MARGINS:** All parts include full bleed.

**BINDING:** Tear pads to be bound along the to 5" edge.

**PACKING:** Pack suitable quantities in shipping containers with a minimum bursting strength of 275 psi. Cartons must be packed solidly; not to exceed 45 lbs.

**LABELING AND MARKING:** (Package and/or Container label): Each package or carton must be labeled. The label MUST indicate full title, quantity, Jacket number.

**SCHEDULE:** Purchase Order and furnished material will be emailed no later than **April 9, 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. PDF proofs will be withheld two (2) workdays from receipt until approval of proofs. Date of receipt is not considered first day.

Inside delivery must be made by **May 5, 2021**.

**NOTIFICATION OF SHIPMENT:** Immediately after the order has shipped, the contractor must email tracking# to EMAIL tracking# to [liz.rodriuezsantiago@dla.mil](mailto:liz.rodriuezsantiago@dla.mil) and [wward@gpo.gov](mailto:wward@gpo.gov) on same day product ships. Ensure all boxes contain title, jacket.

**DISTRIBUTION:**

F.o.b. Destination: Costs must be included with bid -198 Kits shipping to 179 CONUS. ONE of these locations will receive 20 kits, the other 178 locations receive 1 kit each. Distribution list is available as a separate link at [Contract Opportunities \(gpo.gov\)](https://www.gpo.gov/contract-opportunities)

F.o.b. Contractor City: Reimbursable shipping, postage receipts must be provided when submitting invoice. Mailing of 58 kits to 58 locations outside of the United States.

**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.

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	Average type dimension in publication
P-9. Solid or Screen Tints Color Match	Other: electronic files
P-10. Four Color Process	Electronic media

Bidders must fill out this page and return it.

Jacket 522-028: TOTAL BID PRICE \$ \_\_\_\_\_ ADDITIONAL RATE \$ \_\_\_\_\_ PER 100 KITS

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 point(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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