

Jacket: 604-678

Title: POD 5024

Agency: DLA

Bid Opening: April 17, 2019 at 2:00 PM

Contractor Name	Bid	Terms		Discounted Total
Gray Graphics	\$152,715.00	2.0%	20 days	\$149,660.70

BID OPENING: April 17, 2019

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING PHILADELPHIA TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, EMAIL LADGERSON@GPO.GOV.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Philadelphia Regional Office
Southampton Office Park
928 Jaymore Road, Suite A190
Southampton, PA 18966

BIDDERS, PLEASE NOTE:

(1) GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

(2) The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, and return pages 8 and 9.

SECURITY: The information provided for this contract is considered confidential/noforn. The processing and production and storage of this information require the greatest possible care in handling to ensure against any copies (or any information therein) from reaching unauthorized persons.

SECURITY CLEARANCE IS REQUIRED: Contractor must provide cage code number authorized by DOD for clearance to handle confidential material.

Note: Prior to award, the contractor will be required to submit a written explanation as to how the contractor will safeguard the data provided by the agency. Explanation must be submitted via email to ladgeron@gpo.gov.

The bidder must submit to GPO immediately upon notification by the Contracting Officer the following:

- (1) Then names of all proposed subcontractors at each level, who will require access to classified information
- (2) A copy of the agreement with exists with those named in (1).

Before any vouchers be accepted by GPO for payment, an itemized statement must be submitted to the ordering agency for examination and certification as to the correctness of the billings.

Note: Contractor must not submit a copy of classified products with this voucher for payment.

NOTE: CLASSIFICATION - CLASSIFIED CONFIDENTIAL-RESTRICTED DATA.
During the performance of this contract, confidential information will be reproduced, as defined as information concerning the design, arrangement, development, manufacturing, testing, operation, administration, training, maintenance, and repair equipment. Appropriate safeguards must be proposed by the contractor and approved by the Contracting Officer for the safeguarding from actual, potential or inadvertent release by the contractor, or subcontractor, in any form marked NOFORN. Such safeguards shall ensure that only governmental and contractor parties, including subcontractors, which have an established need-to-know, have access in order to perform work under this contract, and then only under conditions which assure that the information is properly protected. Access by foreign nationals or immigrant aliens is not permitted. A foreign national or immigrant alien is defined as a person not a United

States citizen or a United States national. United States citizens representing a foreign government, foreign private interests or other foreign nationals, are considered to be foreign nationals for industrial security purposes and the purpose of this restriction. In addition, any and all issue or release of such information beyond such necessary parties, whether or not ordered through an administrative or judicial tribunal, shall be brought to the attention of the Contracting Officer.

The Contracting Officer shall be immediately notified of any litigation, subpoenas, or requests which either seek or may result in the release of such information.

In the event that court or administrative order makes immediate review by the Contracting Officer impractical, the contractor agrees to take all necessary steps to notify the court or administrative body of the customer's interest in controlling the release of such information through review and concurrence in any release.

The ORDERING AGENCY reserves the right to audit contractor facilities for compliance with the above restrictions.

The information contained in publications so classified affects the national defense of the United States within the meaning of the Espionage Act, Title 18, U.S. Code, Sections 793 and 794. The contractor is hereby notified that the transmission of such material or the revelation of its contents in any manner to an unauthorized person is prohibited and punishable by law.

Security clearance, as specified by this solicitation, will be required of the successful bidder prior to award. The Government is not obligated to delay award pending security clearance of any bid.

PRODUCT: 3 Different Items (See Below)

QUALITY LEVEL: IV Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

QUANTITY: 3 Different Items, 221 copies each, for a total of 663 copies

TITLE: POD 5024 + FOLDOUTS

- Item 1: R136 PAPER (03890213439)
- Item 2: R136 PAPER (03890213440)
- Item 3: R136 PAPER (03890213441)

TRIM SIZE: 8-1/2 x 11" + Foldouts

PAGES:

- Item 1: R136 PAPER (03890213439) 190 pages and 179 foldouts
- Item 2: R136 PAPER (03890213440) 94 pages and 275 foldouts
- Item 3: R136 PAPER (03890213441) 62 pages and 306 foldouts

760 total foldouts, 221 copies each, total foldouts = 167,960

Collate into books as per assembly instructions.

760 foldouts in various sizes (Actual finished sizes per assembly sheet)

Quantity per size (UP TO):

- (1) Up to 17" - total foldouts 60
- (2) Up to 25-1/2" - total foldouts 626
- (3) Up to 34" - total foldouts 17
- (4) Up to 42-1/2" - total foldouts 24
- (5) Up to 50-1/2" - total foldouts 21
- (6) Up to 59-1/2" - total foldouts 11
- (7) Up to 76-1/2" - total foldouts 1

DESCRIPTION:

Digital Print: Not Acceptable.

Text Pages:

Item 1: R136 PAPER (03890213439) 190 pages, prints head to head, four color process.

- Item 2: R136 PAPER (03890213440) 94 pages, prints head to head, four color process.
- Item 3: R136 PAPER (03890213441) 62 pages, prints head to head, four color process.

FOLDOUTS: Prints in black ink, one-sided. Each foldout has a 9" blank apron included with it as the left panel (Note: sizes shown on assembly sheet DO include blank apron).

DRILL: Drill 3-holes along left 11" edge. Holes are 5/16" diameter, 4-1/4" center-to-center, 15/32" center-to-left edge.

FOLD drawings to 8-1/2" x 11". Score on folds.

GOVERNMENT TO FURNISH:

All Government Furnished Material, printed matter and waste must be handled and safeguarded in strict accordance with the "Industrial Security Manual for Safeguarding Classified Information" (DoD 5220.22-M).

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 sean.leibowitz@dla.mil.

The contractor shall create or 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.

- CD containing files will be provided upon award.
- Assembly Instructions (PAI)
- OPNAVINST N9210.3 SAFEGUARDING OF NAVAL NUCLEAR PROPULSION INFORMATION (NNPI) UNCLASSIFIED PORTION.
- GFM: GPO 905

STOCK: 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. 12" dated March 2011.

Text: JCP Code* G10, Bond, White, Basis Size 17 X 22", 24 lbs.
Foldouts: JCP Code* G10, Bond, White, Basis Size 17 X 22", 20 lbs.

INK: Text: Four Color Process // Fold-outs: Black

MARGINS: Per assembly instructions.

PROOFS: (2) Prior to Production Samples of Each Item

Contractor will be required to furnish a proof sign off sheet, a pre-addressed return label and the instructions on how the agency should return the proofs back to the contractor's location.

Proofs will be withheld not more than 3 workdays after receipt and will be available for pick up on the 3rd workday after receipt. Day 1 is the day after receipt. Customer will keep 1 set.

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

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to:

DLA Information Operations
5450 Carlisle Pike, Bldg. 6
Mechanicsburg PA 17050-2411
(Attn: Security Manager)
Ref: POD 5024 Phone: 717-605-2402 // GPO Jacket 604-768

(2) Samples of each item will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. 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 3 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.

Contractor will be required to furnish a proof sign off sheet, a pre-addressed return label and the instructions on how the agency should return the proofs back to the contractor's location.

Proofs will be withheld not more than 3 workdays after receipt and will be available for pick up on the 3rd workday after receipt. Day 1 is the day after receipt. Customer will keep 1 set.

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

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.

BINDING: Band each item (text pages and fold-outs) separately.

-Item 1: R136 PAPER (03890213439) 190 pages and 179 foldouts

-Item 2: R136 PAPER (03890213440) 94 pages and 275 foldouts

-Item 3: R136 PAPER (03890213441) 62 pages and 306 foldouts

PACKING: Pack each item (text pages and fold-outs) separately. Do not mix items. Pack in shipping containers. Each shipping container must not exceed 45 pounds when full packed.

Labeling and Marking: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

SCHEDULE:

Furnished Materials will be available for pickup on **April 24, 2019.**

F.O.B. Destination: Deliver all copies on or before **July 10, 2019.**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to sean.leibowitz@dla.mil and cc ladgerson@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 604-768. 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.

DISTRIBUTION (F.O.B. DESTINATION):

DLA Information Operations

5450 Carlisle Pike, Bldg. 6
Mechanicsburg, PA 17050-2411
Attn: Security Manager//Ref: POD 5024// Jacket 604-768
Phone: 717-605-2402

Return Government Furnished Materials by traceable means to:
DLA Information Operations
5450 Carlisle Pike, Bldg. 6
Mechanicsburg, PA 17050-2411 (Attn: Security Manager) Ref: POD 5024
Phone: 717-605-2402
M/F: GPO Jacket 604-768

QUALITY ASSURANCE THROUGH ATTRIBUTES:

The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid. GPO Pub 310.1 is available without charge from: U.S. Government Publishing Office, Philadelphia Regional Office, Southampton Office Park, 928 Jaymore Road, Suite A-190, Southampton, PA 18966.

LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- a) Printing (page related) Attributes – Level 4
- b) Finishing (item related) Attributes – Level 4

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	Approved Preproduction Sample

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 preaward 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.

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 hundred or thousand copies. The price of the 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.

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office (GPO), Philadelphia Regional office, Southampton Office Park, 928 Jaymore Road, Suite A190, Southampton, PA 18966. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Philadelphia Regional Office Fax No. (215)364-6479. The Jacket number must be specified with the bid.

Refer to Facsimile Bids in Solicitations Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

Note: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, and return pages 8 and 9.

PAYMENT: Submitting invoices for payment via the GPO fax gateway 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>.

Bid Amount: _____

Additional rate per item # 1: _____

Additional rate per item # 2: _____

Additional rate per item # 3: _____

Per Impression rate: _____ **Cage Code:** _____

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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 all pages of “CONTRACTOR’S BID” section including 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)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

(Contractor’s Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)