

Jacket: 618-601
Title: Officer Self Mailer
Agency: Department of Defense
Bid opening: August 1, 2022 at 11:00 a.m., prevailing Eastern Standard Time

Jacket	Contractor Name	Bid	Terms	Discount
618-601	Monarch Litho *	\$107,701.00	2 % 20 days	\$105,546.98
618-601	DigiPress Inc. dba Spire	\$114,683.08	Net % Net days	\$114,683.08
			% days	\$0.00
			% days	\$0.00
			% days	\$0.00
			% days	\$0.00
			% days	\$0.00

* AWARD

RW / RG

618-601
Specifications by RW
Reviewed by RG

Page 1 of 8
Dept of Defense / 2-280092G

U.S. GOVERNMENT PUBLISHING OFFICE
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 **August 1, 2022** 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 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 Roll. 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: 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 Russ Ward at ward@gpo.gov For contract administration after award, contact Virginia Beach 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>

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 may 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.

PRODUCT: Self-mailer package.

QUANTITY: 525,000

PLUS: Printer is to supply the agency with 50 sealed and 50 unsealed self-mailers (These samples should be held by printer until notification has been given of office opening). Shipping Address to be provided.

PLUS: 5 self-mailer samples to Hartsdale, NY prior to shipping full run.

PLUS: 10 self-mailer samples and any other production material for this project should be returned on or before September 30, 2022

TITLE: Officer Self Mailer

PAGES: See Description

TRIM: Constructed size: 6 x 9"

Outside Cover Spread: 25.5 x 6"

(3 panels: 9"; 9" and 7.5" BRC Fold in).

1 Inside Spread: 18 x 6"

SCHEDULE:

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.

Inside delivery (to arrive at destination) by **September 14, 2022** by 2pm local time.

F.O.B. Destination

DESCRIPTION:

***Must be printed on a press capable of printing six colors (six printing units) plus flood aqueous coating in a single pass.

***Pantone colors cannot be built out of 4/C process, must be run as spot 5th and 6th colors.

***All PMS color must be shown in proofs as close as possible to the actual color.

***This is a reprint and all components MUST match to the previously printed pieces.

***Delivery date is non-negotiable and a possible second round of proofs may be required and should be considered and included when bidding on project/schedule.

***Second round of proofs are changes to existing proofs. Corrections (color and/or copy) to be made by the printer and the output of proofs need to be included in price.

***Upon completion of the printing, printer needs to provide two (2) labeled final digital downloads along with a directory of what was printed.

Brochure-4 page plus cover with extended panel.

TRIM SIZE: Constructed size: 6 x 9"

Outside Cover Spread: 25.5 x 6"

(3 panels: 9; 9 and 7.5" BRC Fold in).

1 Inside Spread: 18 x 6"

Heavy ink coverage except for extend BRC cover.

PROOFS: Final composed color proofs and backed up digital asset proofs should be generated as outlined below. Digital Asset should be folded, saddle stitched and area for wafer seal indicated.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order.
JCP Code* L50, Matte-Coated Cover, Basis Size 20 X 26" Cover – 80#
JCP Code* A240, Matte-Coated Text, Basis Size 25 X 38" - Inside Text – 80#

COLOR OF INK: 4 color process, Pantone 296 (Blue) and Pantone 187 (Red), plus Flood Matte Aqueous Coating.

MARGING: Bleed.

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.

GOVERNMENT TO FURNISH: Purchase Order and furnished material (Digital file on thumb drive, color proofs and collated lasers upon award from Obediah Arnold) will be ready for pickup no later than August 3, 2022.

PROOF: PDF, High Resolution proof, Stock sample, ink drawdowns for each pantone and digital content proof are 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. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proof will not be used for color match.

Contractor must email jackie.mcgowan@wundermanthompson.com , obediah.arnold@dla.mil and copy wward@gpo.gov .

After approval of PDF proof contractor must send the following;

- *1 high resolution proof set (as described below)
- **1 constructed digital content proof
- ***1 stock sample
- ****Ink drawdowns for each pantone for each color.

*1 set(s) of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option, (1) set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1-bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: www.gpo.gov/gporestartarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-endors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing Inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

****Digital color content proof shall be used to represent any spot varnish.**

1 set(s) of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution 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, as applicable.

*****Stock samples 1 set.**

At the same time as submission of the proofs, submit a minimum of 2, 8-1/2 x 11 blank sheets to each proof addressee of the actual paper to be used in the production of the contract requirements. Each sample must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper. Stock samples must be approved by agency prior to printing.

STOCK APPROVAL NOTE: Stock samples must be sent to all specified proof addressees for approval PRIOR to any contractor stock procurement or use. The customer will not be held financially responsible for any stock procurement for this job that was not previously approved by the customer.

******Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product. Half of drawdown must show varnish. Send to all specified proof addressees for approval PRIOR to any contractor procurement or use.**

Proofs will be held 3 working days. Proofs to be delivered to the destination. See below:

(High Resolution proof set, Digital Content proof set, ink drawdowns for each pantone for each color version and stock samples), along with furnished materials directly to:

Ms. Jackie McGowan
2 Maple Street
Hartsdale, NY 10530

(Please be sure that 1 composed color proof and 1 folded digital asset proofs are provided to agency along with stock samples for approval).

PROOFING REQUIREMENTS: All of the requirements specified above must be met by the contractor. Failure to comply could cause the Government to return the proofs immediately for remedy. No additional time beyond the original production schedule established in these specifications will be allowed for fulfillment of proofing requirements.

NOTE: ALL PROOFS AND PAPER SAMPLES MUST BE SIGNED BY A REPRESENTATIVE OF YOUR COMPANY AND IDENTIFIED WITH THE COMPANY NAME. REVISED PROOFS: The Government

considers the proof to be the standard for the finished publication when approved for production. Contractors must strive for the best possible proof to insure approval. If, in the opinion of the Government Publishing Office, proof errors are significant, or if reproduction color and contrast vary from original significantly.

The printer should produce a second set of proofs for his reference, color and digital asset for phone review to receive color comments/approval.

BINDING: Score and trim 3 sides. Tuck fold extended cover inward 7-1/2 from the right trim edge. Bind with two saddle wire stitches on the 6" side.
 Two (2) – 6" Vertical Perforations. One on the fold and the second between the 2 reply cards - Panel 3.
 Affix (3) 1.5" non-perforated clear wafer seals as position (see attached), must meet postal standards.

PACKING and SHIPPING: Reproduce shipping container label from furnished copy, Fill in appropriate blanks and attach to shipping containers. See attached Packing Requirements for DATA MAIL.

All inbound materials must arrive on pallets, Pallet size: GMA1 or GMA2 (4-way), length: 48 inches, width: 40/42 inches, Maximum height per pallet: 48 inches, Maximum weight per pallet: 2,500 pounds, Maximum weight per carton: 45 pounds.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity <u>Ordered</u>	Number of	<u>Sublots</u>
525,000		200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included. A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

NOTIFICATION OF SHIPMENT: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to obediah.arnold@dla.mil / jackie.mcgowan@wundermanthompson.com and andward@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 618-601. 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:

Shipping cost must be included in the bid price. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Deliver f.o.b. destination as follows:

Deliver final product including Blue Label copies to:
Data Mail,
240 Hartford Avenue
Newington, CT 06111
Attn: Colleen Costin/Scott Stickles, 860-666-0399

FINAL SAMPLES - Printer is to supply the agency with 50 sealed and 50 unsealed self-mailers: (These samples should be held by printer until notification has been given of office opening:). Shipping Address to be provided.

FINAL FILES - Upon completion of the printing, printer needs to provide two (2) labeled final digital downloads along with a directory of what was printed.

RETURN OF MATERIALS

Upon completion both downloads; 15 self-mailer samples and any other production material for this project should be returned on or before September 30, 2022 to:
Ms. Jackie McGowan
2 Maple Street
Hartsdale, NY 10530

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

Product Quality Levels:

- (a) Printing Attributes -- Level 1
- (b) Finishing Attributes -- Level 1
- (c) Exceptions: None

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level 1.
- (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 High Resolution Proof
P-8. Halftone Match	Approved High Resolution Proof
P-9. Solid and Screen Tint Color Match	Ink Draw Down/Pantone Matching System
9-10. Process Color Match	Approved High Resolution Proof

Bidders must fill out this page and return it.

BID PRICE: \$ _____ **ADDITIONAL RATE:** \$ _____ **PER:** _____

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 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.

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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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)