

Jacket: 622-034
Title: FY'22 SY'23 3HSJ 0522 MAILING 4th of JULY/FIREWORKS
Agency: PACKAGE DLA NORFOLK VA 23511
Bid Opening: March 7, 2022 at 11:00 AM EST

Contractor Name	Bid	Terms		Discounted Total
*Monach Litho Inc.	\$507,705.00	2.0%	20 days	\$497,550.90
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00

*= Awarded

LU/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 **March 7, 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 Ledo Ulerio (757) 490-7943 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 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.

Bidders are to fill out, sign/initial, as applicable, and return page 10.

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 Ledo Ulerio at Lulerio@gpo.gov For contract administration after award, contact Ledo Ulerio at (757) 490-7943.

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)

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. Bidders who must subcontract this operation will be declared non-responsible.

PRODUCT: Each package contains one (1) outer envelope, two (2) reply cards, and one (1) insert

QUANTITY: 1,650,000 (packages) – 6,600,000 (TOTAL pieces)

TITLE: FY'22 SY'23 3HSJ 0522 MAILING 4th of JULY/FIREWORKS PACKAGE (DSO 783588)

PAGES: Outer envelope: 2 pages. Face only prior to construction
Reply cards: 2 pages each of two. Head to head
Insert: 2 pages. Head to head

TRIM: Outer envelope: 5-1/4" x 8-1/2" Booklet envelope with window
Reply cards: 4-3/4 x 8"
Insert (CONSTITUTION: Flat Size: 16 x 18 3/4"; Map Fold to 4 x 8".

DESCRIPTION: Request is for 1,650,000 packages ** FIRM--NO OVERS. Each package contains one (1) outer envelope, two (2) reply cards, and one (1) insert. This is a Level I procurement for dated material; delivery schedule is critical and non-negotiable.

PDF proof & Prior to production SAMPLES required. Second round of proofs required and should be considered and included when bidding on project schedule Paper should not be purchased prior to approval of sample.

*** All colors must print in one pass *** PMS colors must not be built with four color process
*** Printer to provide two (2) labeled final digital downloads along with a directory of what was printed.

Contractor MUST provide the following during Review and Confirm with GPO:

- (1) Press schedule, along with how many shifts this will be printed over.
- (2) Printing type, sheet fed or web.

1,650,000 of OUTER ENVELOPE: PRINT face only with full coverage in four-color process + PMS 296 + PMS 187 + flood coat in gloss aqueous on 80# matte coated text. Contractor must block out any bleeds to prevent

interference for glue adhesion areas on top and sides. This envelope is printed flat sheet and then converted into envelopes.

CONSTRUCTION: 5-1/4 x 8-1/2" Booklet with window. Open 8-1/2" side, side seams, with a 1-1/4" gummed flap with rounded corners. DIECUT face with one 1-1/4 x 4-1/4" round cornered window at 15/16" from the left and 1-11/16" from the bottom. Envelopes are to have an open window for imaging.

1,650,000 each of two INSERT REPLY CARDS (2 CARDS: 1 BASE & 1 PASS ALONG): APPLIES EQUALLY TO BOTH VERSIONS: PRINT head to head with full coverage in four-color process + PMS 296 + PMS 187 + gloss aqueous over the four-color process on 80# matte coated cover.

CONSTRUCTION: Final size is 4.3/4 x 8". Right angle (L-Shaped) blind PERFORATION required for separation of Business Reply Card. After perforation BRC will be 4 x 6".

1,650,000 of CONSTITUTION: FACE prints with full coverage in four-color process + flood coat in satin aqueous. BACK prints four-color process + PMS 296 + PMS 187 + flood coat in gloss aqueous on 80# matte coated text.

CONSTRUCTION: Flat Size: 16 x 18-3/4". Map Fold to 4 x 8".

ASSEMBLY: INSERT folded map and reply card inserts into envelope. Envelope should be sealed for imaging at lettershop. Prior to insertion an electronic insert should be sent for approval.

Version Universal Gender, OE Code TJGP22, Insert Code TJGPI22, Base Code TJGBP22, Pass Code TJGPP22.

GOVERNMENT TO FURNISH: Digital file on thumb drive, color proofs and collated lasers upon award from Jennifer Brown.

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.

PROOFS WILL NOT BE RETURNED TO CONTRACTOR.

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 Three (3) work days. Date of receipt is NOT considered first workday.

Contractor must call *Jennifer Brown* at 757-278-8264 to confirm receipt.

Email PDF to: jackie.mcgowan@wundermanthompson.com; jennifer.2.brown@dla.mil and Lulerio@gpo.gov.

After approval of Electronic proof, Prior to the commencement of production of the contract production quantity, the contractor shall submit two sets of prior to production samples, ink drawdowns, and paper samples.

Contractor to submit INK DRAWDOWNS on actual production stock of Pantone colors used to produce the product.

Second round of proofs required and should be considered and included when bidding on project schedule.

PROOFS WILL NOT BE RETURNED. Contractor should make additional set of proofs for reference

Contractor must supply a proof sign-off sheet and return airbill. Also, please include a reminder that the agency can only keep Samples 3 days.

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.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to:

Ms. Jackie McGowan
2 Maple Street
Hartsdale, NY 10530

Samples will be tested for conformance of material(s). 10 sample 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 must not print prior to receipt of an "OK to Print".

PRINTING: OUTER ENVELOPE prints face only in four-color process + PMS 296 + PMS 187 + flood coat in gloss aqueous. REPLY CARDS prints head to head in four-color process + PMS 296 + PMS 187 + spot gloss aqueous over the four-color process. INSERT (CONSTITUTION) FACE prints in four-color process + flood coat in satin aqueous; BACK prints four-color process + PMS 296 + PMS 187 + flood coat in gloss aqueous.

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

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

OUTER ENVELOPE and CONSTITUTION: JCP Code* A261, No. 1 Coated Text, Matte-Finish, Basis weight: 80 lbs. per 500 sheets, Basis Size 25 X 38"

REPLY CARD INSERTS: JCP Code* L50, Matte-Coated Cover, Basis weight: 80 lbs. per 500 sheets, Basis Size 20 X 26"

INK: Four color process plus PMS 296 + PMS 187 plus aqueous or varnish coating.

MARGINS: Bleed must be built.

BINDING:

OUTER ENVELOPE: 5-1/4 x 8-1/2" Booklet with window. Open 8-1/2" side, side seams, with a 1-1/4" gummed flap with rounded corners. DIECUT face with one 1-1/4 x 4-1/4" round cornered window at 15/16" from the left and 1-11/16" from the bottom.

REPLY CARDS (2 CARDS: 1 BASE & 1 PASS ALONG): Final size is 4 x 6". Right angle (L-Shaped) blind PERFORATION required for separation of Business Reply Card.

INSERT (CONSTITUTION): Flat Size: 16 x 18-3/4". Map Fold to 4 x 8"

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.

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.

Shipments must be palletized with a minimum of a 3/4" void, on all sides, to the outside of the pallet. Pallets are required and must conform to GPO Contract Terms Supplemental Specifications for palletizing. Pallet construction must be: 48" wide across the front where the forklift slots are located. 40" deep. 5-6" high. Full pallet height must not exceed 55". 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).

STRINGER AND DECKBOARD DESIGN FOR TYPE III, Four-way (Partial) Flush Pallet

a) Federal Specification Pallets. Material Handling. Wood, Stringer Construction. 2-way end 4-way (partial), NN-P-71C, dated 8-10-73.

b) Classification

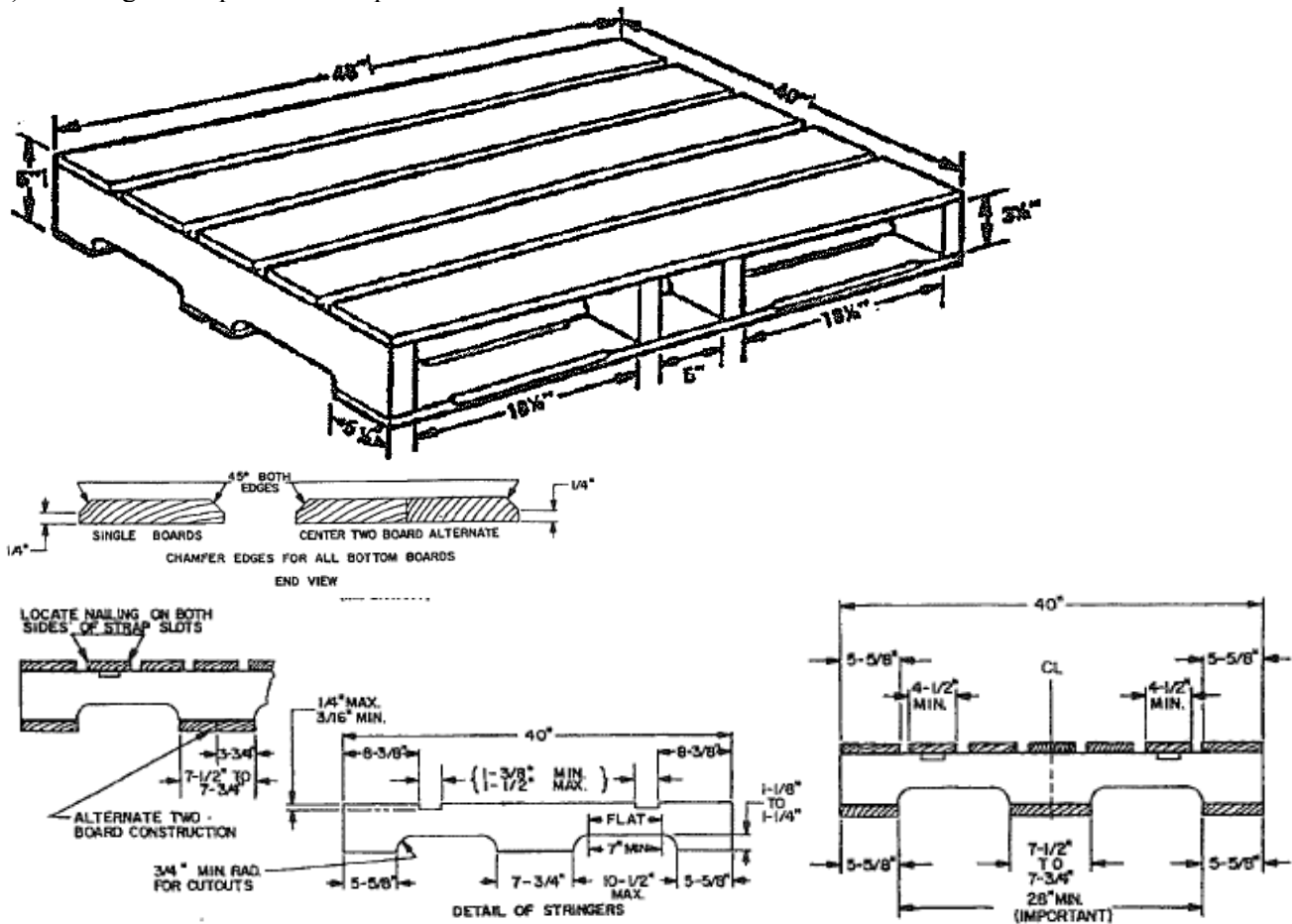
1. Type III—four-way (partial), flush, assembled with 4 stringers, nonreversible.
2. Size 2 - 40" x 48".
3. Wood Group II — medium density woods (softwoods), or Wood Group III—high density woods (hardwoods).
4. Grade A—untreated.

c) Preproduction model not required.

d) Moisture content as per specification.

e) Manufacturer's identification not required.

f) Bundling for shipment not required.



1. Dimensions are in inches.
2. Notches are to be centered about the centerline (CL).
3. Corners of notches shall be rounded as indicated.
4. One or two bottom deck boards may be used at the center.

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. White labels with black image of bold, 1/4" height entries. Inner packages require labels

SCHEDULE: Purchase Order and furnished material will be emailed no later than **March 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 three (3) workdays from receipt until approval of proofs. Date of receipt is not considered first day.

After approval of Electronic proof, deliver Two sets of prior to production samples for all components; ink drawdowns; and paper samples will be withheld ten (10) 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."

DISTRIBUTION: Deliver f.o.b. destination. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Inside delivery must be made by **May 4, 2022** by 2pm local time

NOTIFICATION OF SHIPMENT:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Jennifer.2.brown@dla.mil and lulerio@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 622-034. 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 costs need to be included in the bid price.

DELIVER Sample TO:
DLA, ATTN Jennifer Brown 757 278-8264
1641 Morris Street Bldg K-BB
Norfolk, VA 23511

DELIVERY of GFM with prior to production sample + 10 sealed and 5 not sealed samples of final product + 2 labeled final digital downloads along with a directory of what was printed to:

Ms. Jackie McGowan
2 Maple Street
Hartsdale, NY 10530

Prior to shipping full run to Data Mail, **INSIDE DELIVERY** of 25 samples sealed and 50 samples not sealed to CONUS address to be supplied at a later date.

INSIDE DELIVERY of balance TO:

Data Mail
240 Hartford Avenue
Newington, CT 06111
ATTN: Colleen Costin/Scott Stickles, call 24 hours 860-666-0399 to **SCHEDULE** your delivery.

DEPARTMENTAL RANDOM COPIES: Divide into 100 sub-lots. Choose random copy from each; not from the same general area. Pack separately & identify by blue label; include purchase order & signed certificate of selection. Record separately on shipping documents. Random copies are part of total quantity. No additional charge will be allowed.

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

Product Quality Levels:

- (a) Printing Attributes -- Level I.
- (b) Finishing Attributes -- Level I.

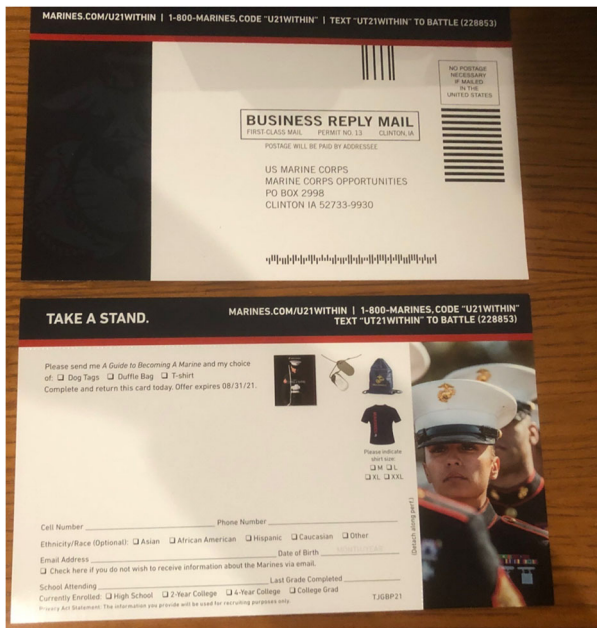
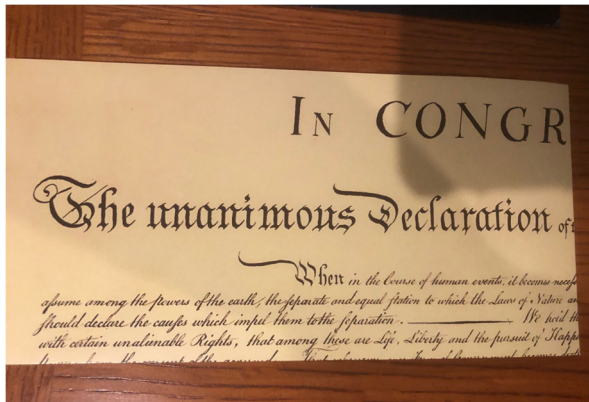
Inspection Levels (fromANSI/ASQC 21.4):

- (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 samples
P-9. Solid or Screen Tints Color Match	Approved preproduction samples / Pantone Matching System
P-10. Four Color Process	Approved preproduction samples

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.

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 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 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)
