

**Jackets 640-671 and 640-672 Strapped**

**U.S. Department of Veterans Affairs**

**Bid Opening: 11 AM - October 13, 2022**

| 2346A & 2346B Bangtail Envelopes |                    |          | JJ COLLINS PRINTERS |               |
|----------------------------------|--------------------|----------|---------------------|---------------|
|                                  |                    |          | Charleston, IL      |               |
| Item                             | Description        | Quantity | Additional Rate     | Bid Offer     |
| 2346-A                           | JACKET NO: 640-670 | 500,000  | \$113.00 per 1,000  | \$ 57,000.00  |
| 2346-B                           | JACKET NO: 640-671 | 400,000  | \$113.00 per 1,000  | \$ 45,600.00  |
| CONTRACTOR TOTAL:                |                    |          |                     | \$ 102,600.00 |
| PROMPT PAYMENT DISCOUNT:         |                    |          | 0.00%               | \$ -          |
| DISCOUNTED TOTAL:                |                    |          | NET                 | \$ 102,600.00 |

Abstracted by: Teresa Shoffstall 10/13/2022

Verified by: WL

U.S. Government Publishing Office  
Columbus, Ohio  
General Terms, Conditions, and Specifications  
for the procurement of  
2346A & 2346B Bangtail Envelopes  
as requisitioned from the U.S. Government Publishing Office (GPO) by the  
U.S. Department of Veterans Affairs

**BID OPENING**

Bids shall be opened at **11:00 AM** prevailing Columbus, OH time on **October 13, 2022**.

**BID SUBMISSION**

Bidders MUST submit email bids to [bidsnortheast@gpo.gov](mailto:bidsnortheast@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 a.m. prevailing Columbus, Ohio time 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.

Any questions before or after award concerning these specifications call Linda Price at (614) 488-4616, Ext. 6. No collect calls. Email: [tshoffstall@gpo.gov](mailto:tshoffstall@gpo.gov).

**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 copies. 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.

**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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, (Rev. 09/19).

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 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. 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.

**PREDOMINANT PRODUCTION FUNCTION**

The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidders who must subcontract both operations may be declared non-responsible.

**GOVERNMENT IN-PLANT INSPECTIONS**

The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

**TITLE**

2346A &amp; 2346B Bangtail Envelopes

**PRODUCT**

These specifications cover typesetting, formatting, construction, print production, packing, and delivery of envelopes with a perforated tear-off form requiring OCR scanning.

These envelopes are used in the processing consumer orders for medical supplies.

The specifications apply equally to all Jackets unless otherwise indicated.

**QUANTITY**

900,000 total envelopes, see below for quantity of each Jacket:

| <b>Jacket</b>  | <b>Requisition</b> | <b>Version</b> | <b>Quantity</b> |
|----------------|--------------------|----------------|-----------------|
| <b>640-670</b> | 2-00234/019342     | 2346-A         | 500,000         |
| <b>640-671</b> | 2-00235/019344     | 2346-B         | 400,000         |

**NUMBER OF PAGES**

Face and Back; head to head before construction.

**TRIM SIZE**

5 x 7" with detachable 4.75 x 6.75" bangtail.

**DESCRIPTION/PRINTING**

Prior to construction, envelopes with attached, perforated bangtail print face and back, type and line matter, FIM, and return barcode, black ink, no bleeds. Contractor to set all type copy and create postal markings per USPS regulations as outlined in current Domestic Mail Manual (DMM). Copy is different on each Jacket.

Bangtail must be compatible with OCR scanner Fujitsu fi-7160

(no proprietary design or company logos allowed)

**ENVELOPES CONSTRUCTION**

**Envelope is approximately 5 x 7" plus a 4.75 x 6.75" detachable, perforated bangtail.**

Base envelope is 5 x 7" open side, side seams plus 1-1/8" gummed flap. Side opposite seams prints in black consisting of type & line matter, FIM, and barcode.

"Bangtail" piece to extend from throat of envelope (same side as seams). Bangtail is approximately 4.75 x 6.75" with rounded outside corners. Bangtail to fold against seam side of envelope (perforate at throat fold) and has round corners on outside. Both sides of bangtail print text, line matter & logos, moderate ink coverage.

Ensure no excessive gum on flap which could cause bangtail panel to adhere to flap prior to use which could result in product rejection.

See Exhibits 1 through 4, pages 9 through 12.

**STOCK/PAPER**

Must be in accordance with the specifications herein and JCP Paper Specification Standards in effect on date of this order.

JCP Code V15\*\*\*, White Kraft Envelope, Basis Size 17 x 22", Basis Weight 32#.

\*\*\*Exception to JCP V15, Brightness must be minimum 92%

**INK**

Black ink

**MARGINS**

Follow Copy Sample.

Ensure all postal elements are in accordance with current applicable USPS regulations

**GOVERNMENT TO FURNISH**

- Manuscript Copy – 2 (front/back) per Jacket
- Purchase Order
- Carton Label
- Blue Labels and Certificate of Selection

All files to be emailed at time of award.

**CONTRACTOR TO FURNISH**

All materials and operations, other than those listed under "Government to Furnish", necessary to digitally create and produce the products in accordance with these specifications.

**ELECTRONIC PREPRESS**

The contractor shall create files required for print using government provided manuscript copy.

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 the GPO contract administrator immediately.

The contractor shall create or alter 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.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on suitable storage media or e-mailed upon request. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables for this contract.

**TYPESETTING**

The contractor will use furnished Envelope Specification Sheets (Exhibits 1 through 4, pages 10 through 13) to set all type matter and rule line to create artwork.

The contractor will be responsible for performing all necessary typesetting, and proofreading to ensure that the final product is in conformity with the Envelope Specification Sheet submitted and USPS postal regulations.

**PROOFS**

Both PDF soft proofs and digital content proofs are required.

**PDF Soft Proofs**

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. Indicate size and positioning of images on both sides of envelop. Email proofs on or before **October 18, 2022 to [nelson.colon@va.gov](mailto:nelson.colon@va.gov)** with cc to: [tshoffstall@gpo.gov](mailto:tshoffstall@gpo.gov). Subject line of email containing proof to read: "PROOFS - <PURCHASE ORDER #>, <JACKET #>, <FORM #>. Proof response will be provided within 2 workdays from receipt. The contractor must not print prior to receipt of an OK to Print.

**Digital Content Proofs**

After approval of pdf proof, provide the following:

Two digital 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 products. Proofs shall have all elements in proper position (not pasted up), be imaged face and back, trimmed, and constructed to the finished size of the products.

Additionally, provide two inkjet proofs that are G7 profiled and use pigment-based inks. 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 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013 (i1).

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 press 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.

Deliver proofs along with a blank paper sample of required stock to the address indicated under DISTRIBUTION. Proofs must arrive not later than October 25, 2022, and will be withheld not longer than 2 workdays from date of receipt to date of approval. Do not proceed prior to receipt of proof approval. If proof return is required, include a pre-addressed, prepaid air bill with issued proof.

**QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing Attributes – Level IV
- (b) Finishing Attributes - Level IV

**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:

| <u>Attribute</u>                 | <u>Specified Standard</u> |
|----------------------------------|---------------------------|
| P-7. Type Quality and Uniformity | Proofs                    |

**PACKING**

Inner packaging must be sufficient to prevent damage in transit.  
 Damaged items will be replaced at contractor's expense.  
 Box in suitable units and pack in cartons.

**LABELING AND MARKING**

Reproduce government provided, fillable carton shipping label  
 All cartons require a label which includes:

- Purchase Order #
- Jacket #
- Requisition #
- Form #
- Carton Quantity

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL)**

Departmental Random Copies are required with each partial delivery and must be labeled with the government furnished Blue Label (GPO Form 2678 – Certificate of Selection of Random Copies). A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included with the “Blue Label” copies.

Production quantity of each partial delivery is to be divided into 200 equal sublots. A random “Blue Label” 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 all copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on [www.gpo.gov](http://www.gpo.gov)). The GPO Form 917 shall be packaged with the “Blue Label” copies. 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 label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper. This form can be downloaded from [www.gpo.gov](http://www.gpo.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” clause below.

**PALLETIZING**

Palletizing is required. Combining more than one version of product per pallet is not permitted. Palletized material shall be secured on pallet(s) by stretch-wrap plastic or plastic shrink-wrap. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier.

**SCHEDULE**

Adherence to this schedule must be maintained. See “Notice of Compliance with Schedules”, in GPO Pub. 310.2, Rev. 1-18. Purchase Order and furnished material will be e-mailed on or before October 14, 2022.

**DELIVERY DATE**

Two partial deliveries required. Each partial delivery envelopes to include 200 “Blue Label”

| <b>Jacket</b> | <b>Title</b> | <b>Quantity</b> | <b>Deliver on or Before</b> | <b>Deliver To</b> |
|---------------|--------------|-----------------|-----------------------------|-------------------|
| 640-670       | 2346-A       | 100,000         | 11/15/2022                  | Golden, CO 80401  |
|               |              | 400,000         | 11/30/2022                  |                   |
| 640-671       | 2346-B       | 100,000         | 11/15/2022                  | Hines, IL 60141   |
|               |              | 300,000         | 11/30/2022                  |                   |

On the same day that the product ships, the contractor must notify the ordering agency via e-mail (address provided after award) of the distribution. The subject line of the message shall be "Distribution Notice for Jacket <xxx-xxx> and Requisition <x-xxxxx>". The e-mail must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

All expenses incidental to delivery of samples and product must be borne by the contractor

## **DISTRIBUTION**

### **PDF Soft Proofs:**

Email proofs to [nelson.colon@va.gov](mailto:nelson.colon@va.gov) phone number 202-461-5515

### **Content Proofs:**

Address to be provided upon award.

### **Product:**

Jacket 640-670:

Two partial deliveries totaling 500,000 - 2346A Bangtail Envelopes and Blue Label Samples via traceable means to:  
U.S. Department of Veterans Affairs, 555 Corporate Circle, Golden, Colorado 80401  
Delivery contact: Jesse Molina #303-720-6285

Jacket 640-671:

Two partial deliveries totaling 400,000 - 2346B Bangtail Envelopes and Blue Label Samples via traceable means to:  
U.S. Department of Veterans Affairs, Service & Distribution Center, 1<sup>st</sup> Ave. Bldg. 37, Dock 16, Hines, IL 60141  
Delivery contact: Lionel Cage #708-786-7741

## **RECEIPT FOR DELIVERY**

As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's invoice for payment.

## **PAYMENT**

Submitting all 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:

<https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Vendors are expected to submit invoices within 30 days of job shipping delivery. 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>

At the time of invoicing, the contractor must submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov) or fax to 614-488-4577.



**BID OFFER**

**SHIPMENT(S):** Shipment(s) will be made f.o.b. destination from: City \_\_\_\_\_, State \_\_\_\_\_

**Bidders must enter a bid for each jacket. Award will be made based on the lowest total bid for all jackets.**

**JACKET NO: 640-670 BID PRICE: \$\_\_\_\_\_ ADDITIONAL RATE: \$\_\_\_\_\_ per \_\_\_\_\_**

**JACKET NO: 640-671 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).

**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.

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 email, fill out and return one completed copy of all applicable pages (pg. 8) 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**

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_  
(initials) (initials)

\*\*\*\*\*

**RETURN THIS PAGE TO GPO NORTHEAST REGIONAL OFFICE**

**EXHIBIT 1: Jacket 640-670 - 2346A Front**

1.125

4.000

.75

6.000

6.000

DEPARTMENT OF VETERANS AFFAIRS  
Denver Acquisition & Logistics Center (003A4D)  
P.O. Box 25166  
Denver, CO 80225-0166

PLACE STAMP HERE

3.875

**Request for Batteries & Accessories**

Last Name: [ ]

First Name: [ ]

This Address is:  Permanent  Temporary Last 4 of your social security number: [ ] [ ] [ ] [ ]

Street/PO Box: [ ]

Apt/Ste/Lot/Rm: [ ] City: [ ]

State: [ ] [ ] Zip: [ ] [ ] [ ] [ ] [ ] [ ]

Email Address: (optional) [ ]

VA Form: 2346A See reverse side to order batteries & accessories 5.750

**EXHIBIT 2: Jacket 640-670 - 2346A Back**

Detach and Mail

**Batteries**

Check box for the batteries you would like to receive:

**ZA312**     **ZA13**     **ZA10**     **ZA675**     **Other:**  
(P312/Brown)    (P13/Orange)    (P10/Yellow)    (P675/Blue)

**ALKAA**     **ALKAAA**     **ALKAAAA**     **L2032**

**Accessories**

Check box to reorder the same accessories as your last order.

Other Items Needed:

VA Form: 2346A

**EXHIBIT 3: Jacket 640-671 - 2346B Front**

The image shows the front view of a mail jacket. At the top center, there are three vertical bars. To the right of these bars is a rectangular box containing the text "PLACE STAMP HERE". Below this, the address is printed: "DEPARTMENT OF VETERANS AFFAIRS", "Denver Acquisition & Logistics Center (003A4D)", "P.O. Box 25166", "Denver, CO 80225-0166". Below the address is a series of vertical bars of varying heights, representing a barcode. At the bottom of the jacket, there is a dashed line labeled "PERF" with an arrow pointing to it. Below the dashed line is a form titled "Positive Airway Pressure (PAP) Devices & Supplies" with a small circular logo to the left. The form contains several fields: "Last Name:" followed by a 20-character grid; "First Name:" followed by a 20-character grid; "This Address is:" with checkboxes for "Current" and "New"; "Last 4 of your Social Security #:" followed by a 4-character grid; "Street/PO Box:" followed by a 20-character grid; "City:" followed by a 15-character grid; "Apt:" followed by a 5-character grid; "State:" followed by a 2-character grid; "Zipcode:" followed by a 5-character grid; and "Email Address: (optional)" followed by a 25-character grid. At the bottom left of the form area, it says "VA Form: 2346b" and at the bottom center, it says "See Reverse Side to Order PAP Devices & Supplies".

**EXHIBIT 4: Jacket 640-671 - 2346B Back**

GUM-BAR AREA

PERF

 **VA Denver Logistics Center**  
PO BOX 25166, Denver CO 80225

**\*Please Note: Resupplies of Positive Airway Pressure PAP supplies are based on previously supplied items and the most updated prescription in your VA medical file. Any additions or changes to you prescription must be approved by your Provider.**

**Check this box to receive a resupply of your last PAP order**  
*(Checking this box will ensure up to a 12-month supply of your last order)*

**PAP Supplies Needed**  
*(for individual supply request ONLY when an entire reorder is not necessary)*

|  |   |
|--|---|
| <input type="checkbox"/> Mask with Headgear<br><small>(Full, Nasal, Nasal Pillow, Oral Interface)</small>  | <input type="checkbox"/> Chinstrap      |
| <input type="checkbox"/> Replacement Cushion<br><small>(Full, Nasal, Nasal Pillow, Oral Interface)</small> | <input type="checkbox"/> SD Card        |
| <input type="checkbox"/> Water Chamber   | Power Cord                              |
| <input type="checkbox"/> Hoses (Tubing)  | Filters:                                |
| <input type="checkbox"/> Mask Liners   | <input type="checkbox"/> Disposable     |
|  | <input type="checkbox"/> Non-Disposable |

**Please contact your Clinic for any items not listed above.**

U.S. Department of Veterans Affairs      \*Integrity \* Commitment \* Advocacy \* Respect \* Excellence