

Jacket: 640-758
Title: D-109 Acceptable Use Policy for IT Resources
Agency: Census
Bid Opening: May 6, 2019 at 11:00 AM

Contractor Name	Bid	Terms			Discounted Total
King Printing Solutions	\$55,887.19	2.0%	10	days	\$55,887.19
Highland Computer Forms	\$73,800.00	2.0%	20	days	\$72,324.00
R R Donnelley	\$86,553.75	0.0%	0	days	\$86,553.75
* Las Vegas Color Graphics, Inc.	\$97,777.00	4.8%	20	days	\$93,113.04
Cenveo Worldwide Los Angeles	\$124,142.11	5.0%	20	days	\$117,935.00
Monarch Litho, Inc.	\$186,681.00	2.0%	20	days	\$182,947.38
NPC, Inc.	\$202,000.00	2.0%	20	days	\$197,960.00
Gray Graphics, Inc.	\$217,760.00	2.0%	20	days	\$213,404.80
* Awarded to contractor					

Specifications by BR
Reviewed by MS

Jacket 640-758 R-1
Department: Commerce/Census
Requisition: 9-00175

BID OPENING: May 28, 2019

Bids shall be publicly opened at 2:00 P.M. prevailing Columbus, OH time on May 28, 2019. Submit bids to: U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **FACSIMILE BIDS ARE ACCEPTABLE.**

Any questions before or after award concerning these specifications call Becky Rottier at (614) 488-4616, Ext. 9. No collect calls.

This is a re-solicitation with changes to binding option and schedule.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
1335 Dublin Road, Suite 112-B
Columbus, OH 43215-7034

BID SUBMISSION: Using the bid return sheet (p.7 of these specifications), submit bids to the U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **Facsimile bids in response to this solicitation are permitted.** Facsimile bids may be submitted directly to the GPO Columbus bid Section, Fax No. (614) 488-4577. The Jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

BIDDERS PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, page 7.

GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitations Provisions, Supplemental Specifications, and Contract Clause (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.

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 1000 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. 8/2002).

- GPO Contract Terms (GPO Publication 310.2):
<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>
- GPO QATAP (GPO Publication 310.1):
<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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.

PAYMENT: 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>.

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: D-109 Acceptable Use Policy for U.S. Census Bureau IT Resources.

FORM NO.: D-109 (9/26/2018).

PRODUCT: These specifications cover the production and delivery of a trimmed 4 sides, loose-leaf publication consisting of 7 leaves (14 pages). Bind with 2-side wire stitches or 1-wire stitch, upper left corner (ULC), at option of the contractor. **Note: Saddle-stitching or increases in leaf/page count are NOT permitted.**

QUANTITY: 980,000.

TRIM SIZE: 8-1/2 x 11”.

DESCRIPTION/PRINTING: Product consists of 14 pages or 7 total leaves (6 leaves printed head-to-head; last leaf printed face only); i.e. last page is blank (page 14). Copy consists mainly of text and minimal amount of line illustrations and flat tones. Trim 4 sides. This is a loose-leaf publication, not folded signatures. **No additional leaves or pages are to be added to the publication.**

BINDING: Gather collated, looseleaf pages, trim 4 sides, and stitch with 2-side wire stitches on left 11” dimension OR at contractor’s option, 1-wire stitch in the upper left corner (ULC).

GOVERNMENT TO FURNISH: PDF file will be emailed at time of award. Convert any color elements to black only. M.S. Word file of shipping container label.

The contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

PREFLIGHT: The contractor shall preflight the furnished file prior to image processing (i.e. verify completeness and presence of all components required to process image in accordance with the visual provided such as fonts, graphic files, trim size, etc.). It is further recommended that the contractor produce laser output or other acceptable digital proofing of files prior to imaging production materials. Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Contracting Officer prior to further performance.

Upon completion of the order, if requested by the Government, the contractor must return the 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 as directed.

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

PROOFS: 2 sets of 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 product. Proofs shall be have all elements in proper position (not pasted up), trimmed, collated and bound to the finished size of the product.

Content proofs may be 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 the 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.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs by the date specified in the contract, 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. However, 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 original production schedule allotted in the specifications

Deliver proofs directly to the following address: U.S. Census Bureau, ACSD/PSB/Printing Services, Attn: George Williams (3K420), 4600 Silver Hill Rd., Suitland, MD 20746 (301-763-4447). Proof package is to be clearly marked PROOFS – URGENT DELIVERY using a florescent label. Include GPO Jacket Number, Requisition Number, and publication title.

Proofs must arrive not later than **June 3, 2019**; and will be withheld not longer than **2 WORKDAYS** from date of receipt, to date proofs are made available for pick up by the contractor (see NOTE below). The date of receipt is NOT the first workday. **THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF PROOF APPROVAL.**

NOTE: If proof return is required, it is the responsibility of the contractor to make the necessary pickup arrangements when notified that the reviewed proofs are available. Only one set of proofs will be made available for pickup. If a courier is to be used, a fully completed airbill (prepaid by the contractor) must be delivered with the proofs for this purpose.

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. 12" dated March 2011.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP number specified.

White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

INK: Black.

MARGINS: Follow copy. Adequate gripper, no bleeds.

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

Product Quality Levels:

- (a) Printing Attributes - Level 3
- (b) Finishing Attributes - Level 3

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 Proofs

PACKING: Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

Shrink wrap in units of 100. Pack suitable per shipping container.

LABELING AND MARKING: Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2) and with furnished MS Word file provided. (All info as depicted on furnished label example must be included).

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks (including all info on furnished MS Word file), and attach to shipping containers.

Palletizing: Wood pallets are required with un-notched solid stringers allowing entry only from the ends. Pallets shall not have deck boards that overhang from outside edge of stringer. Plastic or pressboard pallets are not acceptable. Pallets must measure 48" x 42" (stringer measurement shall be the 48" dimension). Full two-sided entry on the 42" width dimension required. The entire pallet shall be shrink-wrapped (including top and bottom). Maximum height allowance (including pallet) must not exceed 48".

Cartons shall be of the appropriate dimensions so as to be stacked on the pallets, so that the length of each carton runs in the opposite direction to the row of cartons beneath/above, (i.e., interlocking 90-degree palletizing scheme), with carton labels facing out. Carton dimensions shall allow for this interlocking 90-degree palletizing scheme. The interlocking 90-degree palletizing scheme must ensure all rows on all pallets are of the same dimensions. Pallets with overhanging cartons or row will not be accepted.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Each delivery must be divided into 200 equal sublots. 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). 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 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 to the specified delivery address.

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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order and material will be e-mailed from U.S. Government Publishing Office by: May 30, 2019.

DELIVERY DATES: Partial delivery of minimum 180,000 pamphlets must be made on or before June 17, 2019.

Deliver the balance of 800,000 copies on or before July 31, 2019.

Two samples as soon as completed, shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, Suite 112-B, 1335 Dublin Road, Columbus, Ohio 43215-7034, Attn: E. Sommer Inspection Samples 640-758.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number & title. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

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.

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 voucher for payment.

DISTRIBUTION: Deliver F.O.B. Destination. Deliver to destination by traceable means. All expenses incidental to picking up and returning materials, proofs, and random copies must be borne by the contractor.

Deliver 980,000 Pamphlets to: U.S Census Bureau, NPC (Decennial Logistics), 100 Logistics Avenue, Jeffersonville, IN 47130 (Phone number 812-218-2012)

SHIPMENT(S): Shipment(s) will be made f.o.b. destination from: City _____, State_____.

Bid Price: \$ _____ **Additional Rate:** \$ _____ per _____.

DISCOUNTS: Discount is 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. 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)