

**Jacket:** 677-021 R-1  
**Title:** VBA PG 6.0  
**Agency:** Department of Veteran's Affairs  
**Bid Opening:** October 22, 2024 at 1:00 p.m. ET (Eastern Time)

Contractor Name	Bid	Terms		Discounted Total	AWARDED
Advantage Mailing LLC - Anaheim	\$129,535.68	0.5%	20 days	\$128,888.00	
Solo Printing LLC	\$135,988.00	0.25%	20 days	\$135,648.03	
McDonald & Eudy Printers Inc	\$140,497.00	1.0%	20 days	\$139,092.03	
			days	\$0.00	
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Specifications by CC  
Reviewed by RW  
Jacket: 677-021 Revision-1

**R1: Revisions made due to change from Small Purchase to One-time bid, ship date, and page count**

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

VBA PG 6.0

As requisitioned from the U.S. Government Publishing Office Northwest Team by the  
Department of Veteran's Affairs

**BID OPENING:** Bids shall be opened virtually at **1:00 p.m. ET (Eastern Time) October 22, 2024** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must submit email bids to bids@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 1:00 P.M., prevailing Washington, D.C. time, on the bid opening date specified above will not be considered for award.***

The Jacket 677-021 R-1 and bid opening date must be specified in the subject line of the emailed bid submission.

**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.

**BIDDERS PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable page 9 of this solicitation. Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

**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>.

Direct questions concerning these specifications to Chris Caviezel, [ccaviezel@gpo.gov](mailto:ccaviezel@gpo.gov), or (206) 764-3727; or Felicia Buchko, [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov), or 206-764-3763.

**PRODUCT:** 218 Pages, plus separate wrap around cover, perfect bound. Prints in 4-Color Process. Flood Gloss Varnishing or Aqueous Coating Required on Covers 1 and 4 only, including the spine.

**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 09-02)).

**Bidders please note updated:**

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

**TITLE:** VBA PG 6.0

**QUALITY LEVEL:** 3

**QUANTITY:** 29,000 Copies (Includes 125 Blue Label Random Copies) + 50 GPO QARC Copies.

**TRIM SIZE:** 8-1/2" x 11"

**PAGES:** 218 Text Pages + Wrap-Around Cover

**SCHEDULE:**

Print Ready Adobe Acrobat File will be made available by October 28, 2024 on the GPO file sharing site after award.

Ship all copies by **November 22, 2024**

FOB Destination.

**SCOPE:** These specifications cover the production of VBA PG 6.0; requiring such operations as presswork, and bindery.

**SUBCONTRACTING:** The predominant production function is the printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared non-responsible.

**PRESSWORK:**

Covers: 1 & 4 and spine print in 4-color process type and line matter with illustrations, type reversing and bleeds are uncommon. After printing, flood coat covers 1 & 4 and the spine with a clear, non-yellowing gloss varnish. Cover 2 and 3 are blank.

Text: Prints head to head in 4-color process type and line matter with illustrations and type reversing. Bleeds throughout.

**MATERIAL FURNISHED By GOVERNMENT:** A .zip file containing 3 Adobe Acrobat Files will be available to the awarded contractor on the GPO File Sharing site. Fonts are furnished, and all required bleeds are included. After award contractor is to contact Northwest Region Team at [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov) to arrange for receiving all production files.

One GPO Forms 892, 915, 917, 2686 and 2678.

One reproduction proof, Form 905 with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, must not print on finished product.

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator, see below.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition.

The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

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

**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. Proof will not be used for color match.

Email proofs to [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov), [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov) and [ccaviezel@gpo.gov](mailto:ccaviezel@gpo.gov). The subject line of this message shall be "Proofs for Jacket 677-021 R-1". Contractor must call Matthew Sigurdson at 202-461-5611 to confirm receipt.

Proofs will be withheld not more than 2 workdays from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an 'OK to print'.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**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": "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."

**Covers:** JCP Code\* L11, No. 1 Gloss-Coated Cover, Basis Size 20 X 26", Basis Weight 100 lbs.

**Text:** JCP Code\* A60, Uncoated Text, Basis Size 25 X 38", Basis Weight 60 lbs.

NOTE: At the time of award; the contractor must provide their paper supplier's commitment as to the availability of adequate paper stock to complete this order.

BIDDERS, PLEASE NOTE: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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.

**MARGINS:** Inadequate gripper margins; uncommon bleeds. Follow furnished electronic media.

**BINDING:** Perfect bind on the left 11" dimension, using Polyurethane Reactive (PUR) adhesive.

Hinge score approximately 3/16" from bind on front and back covers. Trim three sides. Perfect binding must withstand extensive handling by end user without damage to the binding or pages, without separating from the binding.

**PACKING:** Pack in suitable shipping containers. Please re-enforce packaging to prevent damage. Vendor must make every effort to comply with delivery notes/instructions listed in the file titled "v6.0 PG\_7 October 2024".

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers/packages.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

JOB TITLE: VBA PG 6.0

REQUISITION: 5-25003-023207

JACKET NO.: 677-021 R-1

QUANTITY:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4....

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

Product Quality Levels:

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

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	Approved Proofs/Electronic Media
P-10. Process Color Match	Electronic Media

**DISTRIBUTION:**

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>

**F.O.B. DESTINATION: (TO SHIP ON OR BEFORE November 22, 2024)**

**GPO Copies:**

Deliver 50 "Quality Assurance Random Copies (QARC) to: US Government Publishing Office, Publishing Support Operations-Stop CSPS, Quality Control For Published Products, 732 N. Capitol Street NW, Washington, DC 20077-5496.

Mail/Ship the agency 29,000 copies to various VA departments as outlined in the attached distribution list ("v6.0 PG\_7 October 2024"), via traceable small package third party carrier.

NOTE: All APO/FPO/DPO addresses must be mailed Priority Mail with the USPS. Make sure to include the Unit Number and box numbers if assigned. To prevent mail from entering foreign mail networks, do not include city or country names in the APO/FPO/DPO shipping addresses.

\*\*\*The excel file "v6.0 PG\_7 October 2024" MUST be returned to [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov) and [ccaviezel@gpo.gov](mailto:ccaviezel@gpo.gov) with tracking numbers added upon shipment\*\*\*

Blue Label copies (125), see below, should be part of the Fort Belvoir Distribution quantity of 600.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into **125** 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.

A copy of the Purchase Order and a signed Certificate of Selection of Random Copies must be included.

**NOTE:**

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

Notify Matthew Sigurdson of the day that the product will ship: [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov), cc: [compliance@gpo.gov](mailto:compliance@gpo.gov) and [ccaviezel@gpo.gov](mailto:ccaviezel@gpo.gov).

The subject line message is to be "Delivery Notice for Jacket 677-021 R-1". The notice must provide all applicable tracking numbers and shipping method. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to returning materials must be borne by the contractor.

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.

**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.

Send your bid to: [bids@gpo.gov](mailto:bids@gpo.gov)

Mark your bid sheet with the Jacket number, 677-021 R-1, and your complete return address.

Late bids will not be considered.



**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):** Bidders hereby acknowledges amendment(s) \_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agrees, 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.

**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. 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.

**Jacket 677-021 R-1**

Bid Price: \$ \_\_\_\_\_

Add'l Rate: \$ \_\_\_\_\_ per 1,000

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)

**FOR GPO USE ONLY**

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Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_

