

**Jacket 677-765**

**TITLE: 2022 Incident Response Pocket Guide NFES 001077**

DESCRIPTION	BASIS OF AWARD	Monarch Litho, Inc 040-60078		Sun Litho & Printing 430-84900		Las Vegas Color 270-50580	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>Jacket 677-765</b>	1	\$ 121,121.00	\$ 121,121.00	\$ 179,820.00	\$ 179,820.00	\$ 277,777.00	\$ 277,777.00
<b>CONTRACTOR TOTALS</b>			\$ 121,121.00		\$ 179,820.00		\$ 277,777.00
<b>ADD'L RATE</b>		1066.01 per M		1398.00 per M		2555.00 per M	
<b>DISCOUNT</b>		2%	\$ 2,422.42	2%	\$ 3,596.40	5%	\$ 13,249.96
<b>DISCOUNTED TOTALS</b>		20 Days	\$ 118,698.58	20 Days	\$ 176,223.60	20 Days	\$ 264,527.04

**AWARDED**

Reviewed by: \_\_\_\_\_

U.S. GOVERNMENT PUBLISHING OFFICE

Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

2022 Incident Response Pocket Guide NFES 001077

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of the Interior  
BLM NIFC

Single Award

**BID OPENING:** Bids shall be opened at 2:00 P.M., prevailing Seattle, WA time, on August 1, 2022 at the U.S. Government Publishing Office, Seattle. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to [bidsseattle@gpo.gov](mailto:bidsseattle@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket 677-765, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 2:00 P.M., prevailing Seattle, WA 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.

For information regarding the solicitation requirements *prior to* award, email [wanderson@gpo.gov](mailto:wanderson@gpo.gov). For contract administration *after* award, contact Seattle Government Publishing Office at (206)764-3726.

**SECTION 1. - GENERAL TERMS AND CONDITIONS**

**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>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

**SUBCONTRACTING:** The predominant production function is printing. Subcontracting the poly covers is acceptable.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) 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
P-9. Solid and Screen Tint Color Match	Government furnished material

**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>.

**FACSIMILE BIDS:** Facsimile bids are NOT permitted.

## SECTION 2.- SPECIFICATIONS

**TITLE:** 2022 Incident Response Pocket Guide NFES 001077

**QUANTITY:** 100,000 Guides. (Including 200 “Blue Label Random” Copies).

**NUMBER OF PAGES:** 138 total pages (134 Text Pages + 2-Piece Cover)

**TRIM SIZE:** 3-1/4” x 5-1/4” –with rounded corners

### **DESCRIPTION:**

**COVERS:** Screen-print copy on cover pages 1, 2, 3, and 4 head-to-foot in Black ink. Copy on covers consists of type, rules, screen-tints, logos. Copy is not common between pages.

**TEXT:** 134 pages (67 leaves). Text prints copy head-to-foot in Black ink. Copy on text pages consist of type, rules, screen-tints, partial solids, illustrations, and photos. No blank pages.

Produce text on white and colored stock as follows:

Sheets 1 through 7 (pages 3 - 16) on white;

Sheets 8 through 15 (pages 17 - 32) on green (green to be close to hex number 8dd88d);

Sheets 16 through 23 (pages 33 - 48) on gray (gray to be close to hex number d0d0d0);

Sheets 24 through 33 (pages 49 - 68) on orange (orange to be close to hex number f4ae72);

Sheets 34 through 37 (pages 69 - 76) on yellow (yellow to be close to hex number fff570);

Sheets 38 through 47 (pages 77 - 96) on blue (blue to be close to hex number 87cefa);

Sheets 48 through 59 (pages 97 - 120) on white;

Sheets 60 through 67 (pages 121 - 136) on pink/red (pink to be close to hex number f2c1d1)

**PRINT PAGE:** Head to Foot

**MARGINS:** Follow Copy Sample. Majority of pages have Adequate Gripper. Inadequate Gripper on inside front cover (cover page 2).

**BINDING:** Collate text with a 2-piece cover and spiral-bind along the 3-1/4" top with black nylon coated wire coils of suitable capacity. Crimp both ends. Plastic coils are not acceptable. Radius cut the two lower corners.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** Order must be divided into 200 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 in accordance with the distribution list to the agency.

A copy of the Purchase Order 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.

**GOVERNMENT TO FURNISH:**

PDF file available for transmission.

Similar sample available for pickup.

Contractor to contact Seattle GPO to arrange transmission of file and to arrange pick-up of similar sample.

The first page of the PDF file is the outside front cover; the second page of the file is the inside front cover; and the last two pages of the file are the back cover. The third page of the file is the first text page.

The following forms will be provided by Seattle GPO:

GPO Form 917, "Blue Box" Selection Certificate.

GPO Form 2678, Dept Random Copies (Blue Label).

GPO Form 905, Labeling And Marking Specifications.

Contractor to convert file to print in black ink only.

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

**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 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 agency.

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.

**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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

**COVER:**

19 gauge polyethylene, Yellow (close to Pantone 122C)

**TEXT:**

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

{White; Green; Gray; Orange; Yellow; Blue; Pink/Red (see description section)} Uncoated Colored Text\*\*\*, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A63.

\*\*\*Contractor has option to tint white text paper with the specified colors. If contractor chooses this option the Paper Samples submitted with the proof must be tinted with the specified colors.

**INK:** Black

Cover requires clear, sharp screen printing in Black ink. Printing must withstand a "Scotch Tape Test". Press a strip of "Scotch" tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape.

The Screen Printing on the Cover must withstand a minimum of 170 hours in an Atlas Fadeometer or equal.

**PROOF:** Three sets of assembled, trimmed, and bound Content Proofs at 600 dpi minimum + Paper Samples of each paper color

Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

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.

Paper samples must be sent to the agency for approval prior to any contractor stock procurement or use. The customer will not be held financially responsible for any paper procurement for this job that was not previously approved by the customer.

Deliver proofs, Paper Samples, Proof Slip and a return airbill to:

BLM/NIFC

ATTN: Jesse Bender

BLDG 215

3833 South Development Avenue

Boise ID 83705

All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the GPO Jacket

677-765 and publication title.

The contractor must not print prior to receipt of an "OK to Print."

**PACKING:** Use GPO form 905 to mark all shipping containers.

Shrink wrap in units of 10 guides. Pack consistently in cartons in units of 200. Pack securely in sturdy shipping containers to prevent damage, (min. 275 pounds PSI bursting strength).

**SCHEDULE:**

Furnished Material will be available for pickup by 08/04/2022

Deliver Partial (to arrive at destination) of 30,000 guides by 10/02/2022

Deliver Remaining balance of guides (to arrive at destination) guides by 11/10/2022

F.O.B. Destination

The Proofs will be held seven workdays by the agency. The contractor must deliver and pick up proofs at the department.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [amchavez@blm.gov](mailto:amchavez@blm.gov) and to [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov). Call Andre Chavez (208) 386-0106 to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for Jacket 677-765 IRPG". 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:**

Deliver f.o.b. destination.

Deliver all partial copies and balance of the 100,000 copies to:

BLM NIFC

BLDG 215

3833 S. Development Avenue

Boise ID 83705

Upon completion of each order, all originals must be returned to the ordering Department. Return Government Furnished Material and one new sample to Boise ID address under a separate shipment, ATTN: Andre Chavez.

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

**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: [bidseattle@gpo.gov](mailto:bidseattle@gpo.gov)

Bids must be received by **August 1, 2022**, no later than 2:00 P.M. Pacific Time

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):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**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.

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. 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 677-765**

**BID PRICE:** \$ \_\_\_\_\_

**ADDITIONAL 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**

\*\*\*\*\*

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