

Jacket: 740-491

TITLE: 2023/24 Desktop Calendar

Agency: Marine Corps / DLA
Req 3-320473E-826185

BID OPENING: February 6, 2023 at 11:00 a.m.

Contractor Name	Bid	Terms	Discount
Advantage Mailing LLC – Anaheim	\$279,172.86	0.5 % 20 days	\$277,777.00
Monarch Litho	\$292,292.00	2 % 20 days	\$286,446.16
Las Vegas Color Graphics	\$333,333.00	3.33 % 20 days	\$322,233.01

jmg / WL



February 1, 2023

This is Amendment No. 1. The specifications in our invitation for bids on **Jacket 740-491: 2023/24 Desktop Calendar**, scheduled for opening at 11:00 am on February 6, 2023, are amended as follows:

1. Change the bid opening date to February 7, 2023 at 11:00 am EST.
2. On Page 4 of 8, under STOCK/PAPER, the stock is changed as follows...

Back SHEET: JCP Code* L70, Coated One-Side Cover (C1S), Basis weight: 12 pt.

Top and Day Planner SHEETS: JCP Code* A60, Uncoated Text, Basis Size 25 X 38", Basis weight: 70 lbs. per 500 sheets.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Northeast Regional Team
1335 Dublin Road, Suite 112-B
Columbus, OH 43215-7034

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

WILLIAM M. LANSKY
Contracting Officer

U.S. Government Publishing Office (GPO)
Columbus, OH 43215-7034
General Terms, Conditions, and Specifications
for the procurement of
Jacket 740-491: 2023/24 Desktop Calendar
As requisitioned from the U.S. Government Publishing Office (GPO) by the
U.S. Defense Logistics Agency

BID OPENING: Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time on **February 6, 2023**.

Any questions before or after award concerning these specifications call Joy Gooden at (614) 488-4616, Ext. 9 + 2. No collect calls. E-mail: JGooden@gpo.gov.

BID SUBMISSION: Bidders MUST submit email bids to: **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 11:00 a.m. EST 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.

BIDDERS PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, **page 8**.

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 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>

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)
- 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.

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. Must be printed on a press capable of printing four colors (four printing units) in a single pass. Bidders who must subcontract this operation will 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.

PRODUCT: Desktop day planner pad printed in 4 color process.

TITLE: 2023/24 Desktop Calendar

QUANTITY: 100,000

TRIM Size: Day Planner Sheets: 21-3/4 x 15"
Base Sheet and Chipboard backing: 21-3/4 x 17-3/4"

PAGES: 15 pages; 12 calendar pages, 2 top sheets, and 1 back sheets.

DESCRIPTION: Request is for 100,000 desktop day planner pads. ** FIRM--NO OVERS OR UNDERS. This is a Level I procurement for dated material; delivery schedule is critical and non-negotiable.

Two Prior to production samples are required.

Prints face only in 4-color process plus spot varnish. Contractor must block out calendar area. A spot varnish required over all full color illustrations and color builds. All colors must print in one pass.

CONSTRUCTION: Perforate all Day Planner Sheets across entire 21-3/4" dimension below the tape. LITHO PERFORATIONS ARE NOT ACCEPTABLE. Collate two top sheets, twelve Day Planner Sheets July 2023 thru June 2024, one back sheet, and 22 pt. thick chipboard backing in sequence. Top stitch in four places along the top dimension. Pad top edge with black book cloth and chipboard backing (22 pt. thick). Black tape bind on the top dimension.

Shrinkwrap in 25s.

Inside delivery to Austell, GA must be made by **March 15, 2023** by 2pm local time. Delivery Date is non-negotiable.

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.

PRINTING: Prints face only in 4-color process plus spot varnish. Contractor must block out calendar area. A spot varnish required over all full color illustrations and color builds. All colors must print in one pass.

INK: 4 color process plus spot varnish.

BINDING: Trim 4 sides. Perforate all Day Planner Sheets across entire 21-3/4" dimension below the tape. LITHO PERFORATIONS ARE NOT ACCEPTABLE. Collate two top sheets, twelve Day Planner Sheets July 2023 thru June 2024, one back sheet, and 22 pt. thick chipboard backing in sequence. Bind with four (4) wire stitches @ 7-1/4" center to center and 1/4" center to edge along the 21-3/4" top dimension, through the sheets and chipboard. After wire stitching, cover along the bind edge with a 1-5/8" X 21-3/4" strip of black book cloth, lapping equally @ approximately 11/16" over the top sheet and wrapping around the top edge to lap over the chipboard. Cloth strip must be firmly glued in place.

Die cut four (4) 3/4" slits on the lower right side of the base sheet to house a business card. Follow files for position.

Apply two (2) 1 x 1" patches of double-sided tape on the chipboard, one patch on the left side @ 1-1/4" from the left trim edge and one on the right side @ 1-1/4" from the right trim edge. Position both patches approximately @ 1-1/2" from the bottom.

NOTE: End user will expose double sided tape adhesive and fasten base sheet to backing sheet, after inserting business card.

GOVERNMENT TO FURNISH: Media consists of PDF files (bleeds not included) will be emailed upon award.

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 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.

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.

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 when furnished by the Government.

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: Prior to the commencement of production of the contract production quantity, the contractor shall submit TWO prior to production samples to agency.

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

The sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the department. All samples will be tested for conformance of material(s). The samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked **PREPRODUCTION SAMPLES**

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.

Government will approve, conditionally approve, or disapprove the samples within TWO (2) workdays of the receipt thereof. Date of receipt is NOT considered first workday. 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**".

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.

Back SHEET: JCP Code* K10, Index; White, Basis Size 25.5 X 30.5", Basis weight: 110 lbs. per 500 sheets.

Top and Day Planner SHEETS: JCP Code* A60, Uncoated Text, Basis Size 25 X 38", Basis weight: 110 lbs. per 500 sheets.

MARGINS: Bleed must be built.

PACKING: Shrink-wrap in units of 25's and box per mailing carton. Follow GPO white shipping label. Carton labels must show title, quantity, form number and control number and must appear on the outside of the mailing and shipping cartons. Use new corrugated fiberboard for mailing and shipping containers. Shipping containers may contain more than one mailing carton provided the weight does not exceed 50 Lbs. Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i.

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 process.

Pack to ensure no damage occurs to product during transit prior to receipt by agency. Pack to ensure no shifting of product in transit, using spacers if necessary. Product should arrive with no abrasions, dog-ears, etc.

Packing to be in accordance with GPO Contract Terms (GPO Pub. 310.2). Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

PALLET REQUIREMENTS: Pallets used for delivery to the destination listed below MUST be wood and have front and rear load beam, with a single (1) 48" long 2 x 4" upright support, centered on the length of the 48" dimension; this will allow a fixed-fork unloader/uploader to enter the pallets and place them in the warehouse racks. Pallets MUST be partially shrink-wrapped, and the size MUST be 48 x 42", with a maximum height of 48". Cartons MUST be stacked on pallets in a staggered manner to ensure maximum stability.

Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier. Maximum gross weight is 2,000 lbs. Pack flush to corners, top side up, label facing out, without overhang at any edge. Voids must be to the center of the pallet. Pack with care. Loaded pallets may be stored four high at destination.

Noncompliance with the palletizing specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at their expense. The Government may, at its option, offer the contractor an opportunity and a reasonable time to correct, however, the Government may choose to repackage in accordance with the specifications and charge all costs to the contractor.

Pallets are required for all destinations receiving 10 or more shipping containers. Failure to properly palletize may be cause for re-palletizing at contractor's expense. See GPO Contract Terms.

LABELING AND MARKING: Each package or carton must be labeled. Each pallet 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.

Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2).

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 (from ANSI/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	Average Type Dimension in Publication
P-8. Halftone Match	Approved Preproduction Sample
P-10. Four Color Process	Approved Preproduction Sample

Prior to award, contractor may be required to provide information related to specific equipment that will be used prior to production.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Order 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 in accordance to the delivery address stated under DISTRIBUTION.

A copy of the PURCHASE 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 furnished material will be emailed no later than **February 8, 2023**.

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. Deliver two (2) prior to production samples will be withheld two (2) workdays from receipt until approval of proofs. Date of receipt is not considered first day. One each to Vincent Bradley *at a residential address in* Riverview, FL 33569 and Buffy Torres *at a residential address in* Cumming, GA 30040.

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

Inside delivery to Austell, GA must be made by **March 15, 2023** by 2pm local time. Delivery Date is non-negotiable.

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to sheri.beyea@dla.mil & jgooden@gpo.gov on same day the product ships. Ensure all boxes contain title & box# of total shipment

The subject line of this message shall be "Distribution Notice for **Jacket 740-491, Req. 3-320473E-826185**". 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: All shipments to be sent by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

F.O.B. DESTINATION – CONTRACTOR PAYS THE FREIGHT TO DELIVER. INSIDE DELIVERY MUST BE MADE BY 2PM LOCAL TIME TO THE BELOW DESTINATIONS.

Shipping costs need to be included in the bid price.

Call 48 hours prior to SCHEDULE your delivery for INSIDE DELIVERY including Blue Label copies TO:
AMWARE Fulfillment Center Attn: Angela Smith (678) 391-5980
8125B Troon Circle
Austell, GA 30168

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.

Bidders must fill out this page and return it via email.

TOTAL BID PRICE \$ _____ ADDITIONAL RATE \$ _____ PER 1,000

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.

NOTE: 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 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)

COMPLETE THIS PAGE AND SUBMIT AS YOUR BID

***** THIS SECTION FOR GPO USE ONLY *****

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
