

<b>Jacket:</b>	409-599				
<b>Title:</b>	DLA CUSTOMER HANDBOOKS PLUS CD-R				
<b>Agency:</b>	DLA Document Services				
<b>Bid Opening:</b>	September 26, 2019	at	11:00am		
Contractor Name		Bid	Terms		Discounted Total
Gray Graphics Corp.		\$141,800.00	2.0%	20 days	\$138,964.00
Monarch Litho, Inc.		\$148,841.00	2.0%	20 days	\$145,864.18
Las Vegas Color Graphics, Inc.		\$155,555.00	2.0%	20 days	\$152,443.90
NPC, Inc.		\$166,399.00	2.0%	20 days	\$163,071.02
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September 24, 2019

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 409-599, scheduled for opening at 11:00am, are amended as follows:

1. Change the bid opening date to September 26, 2019.

All other specifications remain the same.

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

U.S. Government Publishing Office  
Bid Section, Room C848, Stop CSPA  
732 North Capitol Street NW  
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail 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,

YVETTE VENABLE-BROOKS  
Contracting Officer

BID OPENING: September 26, 2019

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL DALTON EVERETT/KEN KERNS at (202) 512-0307. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

### FACSIMILE BID SPECIFICATIONS

U.S. Government Publishing Office (GPO)  
Washington, D.C.

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 8-02)).

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

Any modification that results in a price change must be authorized by DLA Document Services before the contractor/vendor proceeds. Failure to obtain this authorization may result in non-payment for those modifications.

Proof of delivery must be emailed to [DCGPO.docsvcs@dla.mil](mailto:DCGPO.docsvcs@dla.mil) upon completion.

All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

PRODUCT: ITEM 1 - 322 page publication with separate wraparound cover, perfect-bound.  
ITEM 2 - 322 page publication with separate 2-Piece cover, black coil binding.  
ITEM 3 - 1 CD-ROM

All the requirements of these specifications apply equally to all items unless otherwise indicated.

TITLE: DLA CUSTOMER HANDBOOKS PLUS CD.

QUANTITY: Item 1 - 10,000 copies; Item 2 - 40,000 copies; Item 3 - 10,000 copies.

TRIM SIZE: Items 1 and 2: - 5-1/2 x 8-1/2", binds on 8-1/2" dimension. Item 3: Standard CD-ROM.

GOVERNMENT TO FURNISH:

One (1) CD-R processed on a PC compatible or a Macintosh containing 4 separate pdf files for covers for all 3 items and (1) pdf file for text. All fonts are not furnished. Contractor to extend bleeds as necessary.

GPO Form 892C (R. 12/17) Proofs.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

4 page Excel Publications Running Sheet.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

**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.

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 contract administrator.

The contractor shall create or change 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 PRODUCTION SAMPLES**

Prior to the commencement of production of the contract production quantity, the contractor shall submit five samples to: DLA, 8725 John J Kingman Rd. Ste. 4121, Fort Belvoir VA 22060, attn.: Sue Carter. Samples will be tested for conformance of materials and for construction. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked **PREPRODUCTION SAMPLES** and shall include the GPO jacket, and purchase order. 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.

The Government will approve, conditionally approve, or disapprove the samples within (3) workdays of the receipt thereof. 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.

**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.

Text (Items 1 & 2): White Offset Book, (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to \*\*JCP Code A60. Yellow, Blue, Pink & Green Offset Book, (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A63. NOTE: All respective text paper used in each copy must be of a uniform shade.

Covers (Items 1 & 2): White, Litho Coated Cover (basis weight: 100 lbs per 500 sheets, 20 x 26"), equal to \*\*JCP Code L10. All cover paper must have the grain parallel to the spine.

\*\*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.

**PRINTING:** Digital Printing NOT Acceptable (Items 1 and 2).

**PRINTING:** Covers for Items 1 & 2 prints head to head with Covers 1, 4 & spine (perfect bind) in type, rule matter and illustrations in full process colors with some type reversing out to appear white. Covers 2 & 3 print with type and rule matter in Black ink. Contractor to pull copy for covers 2 & 3 from text files (first and last pages, folio #'s "0 & 321" of Master File).

Text for Items 1 & 2 print head to head with type and rule matter in black ink with true folios 1 thru 320 with stock changes as follows: true folios 1-6 (white); 7-18 (yellow); 19-70 (pink); 71-126 (green); 127-248 (blue); 249-290 (white); 291-320 (pink).

Replication of Item 3:

**CD-ROM DUPLICATION/REPLICATION:** Contractor must furnish all materials and services as required to replicate CD-ROM disks from a furnished recordable type CD-R. Contractor must read the data from the CD-R and premaster it into the ISO 9660 format. Note: Delivered CD-ROMS must conform to the International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) International Standard 10149, "Information Technology - Data Interchange on Read-Only 120 mm Optical Data Disks (CD-ROM)," and ISO International Standard 9660, "Information Processing - Volume and File Structure of CD-ROM for Information Interchange."

All delivered CD-ROM replicates must conform to the physical specifications as defined by ISO Standard 10149. Also all delivered CD-ROM disks duplicates/replicates must meet or exceed the error-detection and correction specifications as defined by ISO Stand 10149. All delivered CD-ROM replicates must be free of EEC errors.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO 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.

Face of CD prints 4-Color Process (Full Coverage), consisting of type matter, with some type reversing to white, color image, and fine detail department seal over an opaque white background, plus trapping. Bleeds the entire perimeter of the disc.

All printing on the discs shall comply with the requirements set forth in International Standards ISO/IEC 16448; inks used must not damage the lacquer layer.

Contractor must furnish all materials and services as required to create.

MARGINS: Item 1: Covers 1, 4 and spine: Inadequate gripper margins bleeds all sides. Item 2: Covers 1 and 4: Inadequate gripper margins bleeds all sides. Item 1 and 2: Text: adequate gripper. Item 3: Inadequate gripper margins bleeds all sides.

BINDING: Item 1 – Collate text and perfect bind wraparound cover; trim three sides. Score cover on bind folds and hinge score Covers 1 and 4 along the entire left 8-1/2” dimension, minimum 3/16” from bind folds.

Item 2 – Collate text and covers, trim 4 sides, punch suitably and insert black plastic coil binding.

PACKING: Items 1 & 2; Separate and identify each Item. Pack suitable uniform quantities in shipping containers not to exceed 45 lbs when fully packed. Pallets are required for Fort Belvoir, VA bulk shipments. Item 3: Insert one CD-ROM in side of CD-ROM sleeve with clear oval window and pack suitable.

Contractor must label shipping containers with title, jacket number, requisition number and quantity.

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

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	Ok'd Priors/Electronic Media
P-9. Solid or Screen Tints Color Match	Ok'd Priors /Electronic Media
P-10. Process Color Match	Ok'd Priors /Electronic Media

DISTRIBUTION: F.O.B. destination.

Deliver partial of 300 copies of item 1 (perfect bound book), 2,500 copies of item 2 (Coil bound book) and 500 copies of Item 3 (replicated CD-ROM inserted into sleeve) and all Government Furnished Material to: HQ DLA, Sue Carter, J313, 8725 John J. Kingman Rd. Room 4121, Fort Belvoir, VA 22060.

Deliver remaining balance, 9,700 copies (Includes 80 Departmental Random Copies "Blue Label) of item 1

(perfect bound book), 37,500 (Includes 200 Departmental Random Copies "Blue Label) copies of item 2 (Coil bound book) and 9,500 copies (Includes 80 Departmental Random Copies "Blue Label) of Item 3 (replicated CD-ROM inserted into sleeve) via traceable means to: DLA DISTRIBUTION MAPPING ACTIVITY, 8000 JEFFERSON DAVIS HIGHWAY, BLDG 66, ROAD F, RICHMOND VA 23297-5516. Attn.: Ben Beason 804-279-5205, email [benedict.beason@dla.mil](mailto:benedict.beason@dla.mil).

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

#### SCHEDULE:

Furnished material will be available for pick up at the U.S. Government Publishing Office, 27 G St., NW, Washington, DC 20401, on September 27, 2019.

Proofs will be withheld not more than 3 workdays from receipt at the Department to receipt in the contractor's plant.

Partial delivery to arrive on or before October 15, 2019, 2019. Balance to deliver on or before October 25, 2019

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 in accordance with these specifications. In addition, a price must be submitted for each additional 100 copies. The prices 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.

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 low contractor 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 a timely manner 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>.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPA, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The Jacket number 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.



**JACKET NUMBER:** \_\_\_\_\_

	<b>Price</b>	<b>Add'l 1,000</b>
<b>Item 1: Per specifications</b>	\$ _____	\$ _____
<b>Item 2: Per specifications</b>	\$ _____	\$ _____
<b>Item 3: Per specifications</b>	\$ _____	\$ _____
<b>TOTAL BID PRICE:</b>	\$ _____	

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discount" of solicitation Provision 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 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.

**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 fax or mail, fill out and return one completed copy of current page(s).

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, and Title of Person Authorized to Sign this Bid)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Telephone Number) (Email)

Contracting Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_ Certifier: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)