

Jacket: 412-286
Title: FS2300-26 & FS2300-26a: Recreation Fee Envelope with removable Hang Tag, White & Salmon
Agency: Agriculture
Bid Opening: January 10, 2020 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Victor Envelope Company	\$117,500.00	0.0%	0 days	\$117,500.00
Nocona Envelope & Tag Inc.	\$132,730.00	0.25%	20 days	\$132,418.13
Printing Resources Inc.	\$394,525.00	0.0%	0 days	\$394,525.00
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January 8, 2020

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 412-286, scheduled for opening at 11:00 am on January 8, 2020, are amended as follows:

1. Change the bid opening date to January 10, 2020.
2. On page 3 of 6 under “Packing”, the packing has changed:
From: Shrink film in unit of 25. Pack 100 Pamphlets per shipping container
To: Shrink film wrap in 100’s / Pack 5,000 envelopes per box / Pack each color / item envelope separate.

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 CSPS
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: JANUARY 8, 2020

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL REMON MANKOUROS. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. 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 Rev 9-19)).

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

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to DC APS on 202-512-0307.

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

PRODUCT: Item 1 (White FS2300-26), and Item 2 (Salmon FS2300-26a).

TITLE: FS2300-26 & FS2300-26a: Recreation Fee Envelope with removable Hang Tag, White & Salmon

QUANTITY: 2,500,000 Total Envelope Tags equal to 1,750,000 of Item 1 (White FS2300-26), and 750,000 of Item 2 (Salmon FS2300-26a).

TRIM SIZE: 8-15/16 x 8-1/2" flat, 3 x 6-1/4" plus a 2-15/16" flap after construction. Contractor to extend back flap up approx. 1/8" to meet the fold, to resolve the problem of torn currency. (Prior Sample is provided).

PAGES:

Face, and back (before construction).

GOVERNMENT TO FURNISH:

One (1) CD-R with 2 PDF files (one of each Item) to be used for printing. Contractor to follow lines/dotted lines (not printable) to create dies/perforation/construction.

One previously printed envelope of each item to follow for construction, and to be used as a general guide.

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

GPO Form 917 (Certificate of Selection).

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

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.

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.

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:

Two (2) sets of digital color content proofs for each envelope. Direct to plate must be used to produce the final product with a minimum 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.

Send proofs together with the furnished media (copy, electronic files) directly to: of the contract production quantity, the contractor shall submit five samples of each Item to: USDA, 201 14th Street, SW, Washington, DC 20024. ATTN: FS, Sidney R. Yates Bldg., ATTN: Ray Lawrence (202-205-1109), Suite 4SE. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (2) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

PLUS (after approving content proofs).

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit five samples of each Item to: USDA, 201 14th Street, SW, Washington, DC 20024. ATTN: FS, Sidney R. Yates Bldg., ATTN: Ray Lawrence (202-205-1109), Suite 4SE. Five (5) prior to production samples to have sample serial numbering, i.e., 00000000, for placement and color verification. Samples will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked **PREPRODUCTION SAMPLES** and shall include the GPO jacket, purchase order, and program numbers. 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 (2) 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.

Item 1: JCP Code* J10, Ledger, White, Basis Size 17 X 22" Basis Weight 28 lbs.

Item 2: JCP Code* J10, Ledger, Salmon, Basis Size 17 X 22 Basis Weight 28 lbs.

PRINTING:

Print face and back in Black ink with type/rule matter (except form numbers) on face and back before construction. Follow sample for all die cuts, folds, and perforation- 3 round holes punch on back flap, 1 hole in removable hang tag. Follow sample for hole size and slit length. MUST SHIP FOLDED WITH FLAPS FOLDED to size. Flat envelopes not accepted.

SERIAL NUMBERING: Serial number with identical number in three (3) places, two on face flap and one (1) place on the back 7/8" from the bottom .

Item 1: 45402700 - 47152699 (red ink in 3 positions).

Item 2: 25779312 - 26529311 (red ink in 3 positions).

NOTE: No missing numbers acceptable. Number on body of face parallel to the 3-1/8" dimension and number on face of the flap parallel to the 2-15/16" dimension.

CONSTRUCTION: Envelope to be open side with side seam. Flap is to contain 6-1/4 x 3/8" dry gummed strip parallel and immediately adjacent to flap score. Perforate (without ink) flap horizontally along entire 6-1/4" dimension, approximately 1/2" from top fold. Perforate flap vertically, starting at horizontal perforation and running down to the edge of the flap (approximately 2-3/8" in length, and located 1-3/4" from left edge.

INK: Black, and Red (Serial numbers).

MARGINS: Adequate gripper, follow electronic media.

BINDING:

Drill/die cut through back of envelope (do not drill the face or flap), three (3) round holes, 7/16" in diameter, approximately 13/16" center to center; center of holes approximately 1/2" from bottom folded edge. Drill/die cut one (1) 3/4" diameter hanger hole, 3/4" left edge, centered on 2-15/16" dimension, with slit out to top edge of flap. Do not drill through text. Follow Sample.

PACKING: Pack each Item separately and identify (do not mix versions). Shrink film in unit of 25. Pack 100 Pamphlets per shipping container. Box label should be size of 9-1/2 x 4-1/8", and include all information on 905 form.

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:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	OK'd prior/Furnished Electronic Media
P-10. Process Color Match	OK'd prior/Furnished Electronic Media

DISTRIBUTION: Deliver f.o.b. destination.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Kathleen.Rubus@USDA.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-286, Requisition 0-00188. 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.

Deliver 1,750,000 envelopes of Item 1, and 750,000 of Item 2 via traceable means to: USDA/DA/OO, Materiel Management Service Center, 6351 Ammendale Rd., Beltsville, MD 20705.

Deliver all GFM, and 5 samples (no serial number) via traceable means to: USDA, 201 14th Street, SW, Washington, DC 20024. ATTN: FS, Sidney R. Yates Bldg., ATTN: Ray Lawrence (202-205-1109), Suite 4SE.

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

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Publishing Office, 732 N. Capitol Street, NW, Washington, D.C. 20401, on 01/13/2020

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld (2) workdays from receipt in the GPO until they are made available for pickup by the contractor.

Deliver complete to arrive at destinations on or before 02/07/2019.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via e-mail at compliance@gpo.gov or via telephone at (202) 512-0520 or via facsimile at (202) 512- 1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

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 of each version. 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.

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.

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: CSPS, 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 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	BID PRICE:	ADDITIONAL/M
Jacket 412-286:	Item 1: _____	Additional Rate: _____
	Item 2: _____	Additional Rate: _____
	Total: _____	

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 copy.

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)