

BID OPENING: March 11, 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 MANKOUROUS. 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 9-19)).

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.

PRODUCT: Perfect Bound Pamphlets.

NOTE: Due to the numerous pages of mailing list, a complete copy may be obtained by contacting GPO's bid room @ 202-512-0526, or by checking our website at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-opportunities>

TITLE: SII - Protecting America's Schools Books.

QUANTITY: 100,000 Perfect Bound Pamphlets

TRIM SIZE: 8-1/2 x 11"

PAGES: 64, Plus a separate wrap around cover.

GOVERNMENT TO FURNISH:

One (1) CD-R created on a MAC using Adobe InDesign CC. Files are provided in native InDesign (fonts and links included), and PDF format. Contractor to extend bleed as necessary. Contractor to extend C1 to cover the spine area. Contractor to adjust Spine thickness as necessary.

One (1) previous sample to be used as a general guide.
GPO Form 952 Desktop Publishing - Disk Information.
GPO Form 892c (R. 12/17) Proofs.
GPO Form 915 (Business Reply Label).
GPO Form 917 (Certificate of Selection).

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: E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page 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. NOTE: Contractor must include Spine in the proof as a separate page.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at brendan.westphal@uss.dhs.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

PLUS (after approving electronic proof).

PRIOR TO PRODUCTION SAMPLES

Prior to the commencement of production of the contract production quantity, the contractor shall submit three (3) samples to: Communication Center (FSD), ATTN: B. WESTPHAL (202-480-3031), 245 Murray Lane, SW, Mail Stop 8175, Washington, DC 20223 (UPS or FEDEX ONLY). 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.

COVER: JCP Code* L11, No. 1 Coated Cover, Gloss-Finish, Basis Size 20 X 26" - 80 lbs.

TEXT: JCP Code* A261, No. 1 Coated Text, Dull-Finish, Basis Size 25 X 38" - 80 lbs.

PRINTING: DIGITAL PRINTITNG NOT ACCEPTABLE.

Cover 1 thru 4, and Spine print with type/rule matter, images, illustrations, screen tints, and solids in 4-color process plus some type matter reversing out to appear white. Covers 1, 3, 4, and Spine bleed all sides, no bleed on Cover 2. After printing, flood coat the entire surface of C1, C4, and Spine with gloss aqueous coating to avoid scratching and smearing.

Text pages (circle folios i thru v, and 1 thru 59) print head to head with type/rule matter, images, screen tints, illustrations, and solids in 4-color process; bleeds all sides. Most pages contain graphics/images that must print and align across Spine.

NOTE: The page numbering started on the left side which is uncommon, but that is how the client wanted the pages done for this publication.

INK:

C1, C4, and Spine: 4-Color process plus Gloss aqueous coating.

Balance: 4-Color process.

MARGINS: Inadequate gripper (Uncommon bleed all sides). Follow furnished sample.

BINDING: Perfect bind on 11 inch side.

Covers: Wrap around, trim flush. Glued on score covers at spine and also at 1/4" from spine on front and back covers to first and last pages respectively. Grain must run parallel to spine. Cracks and wrinkles are not acceptable.

PACKING: Pack suitable per carton. Pack suitably per shipping container.

Pack flat and mark all cartons W/ Job Title, Req.#, JKT #, and QTY.

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	O.K. Proof/Furnished electronic media
P-10. Process Color Match	O.K. Proof/Furnished electronic media

DISTRIBUTION: Deliver f.o.b. destination. (NOT REIMBURSABLE).

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to brendan.westphal@uss.s.dhs.gov. The subject line of this message shall be Distribution Notice for Jackets 412-457, Requisitions 0-00016. 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.

NOTE FOR ALL DELIVERIES: FedEx or UPS **MUST** be used for shipments. If different freight company is used, call for instructions or shipment will be rejected.

Deliver 20,608 copies (includes 200 Departmental Random "Blue Label" Copies) via traceable means (must be freight) to: USSS - V Street, ATTN: Y. ASI EDU (202-635-9468), 3030 V St., NE, Washington, DC 20018. **INSIDE DELIVERY REQUIRED.** NOTE: Delivery truck will have to process through the DHS security screening facility in Washington, DC before arriving to the warehouse.

Truck Screening Facility info: FPS Mobile Scanning Unit, 1880 Second Street, SW, Washington, DC 20024. Mon-Fri 5AM - 5PM.

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>

Deliver 79,392 copies to 39,696 different locations (2 copies to each address). See attached dist. list. NOTE: Dist. list includes addresses in Hawaii, and Alaska.

Public School Directory: 21,864 addresses.

Public School District Directory: 17,832 addresses.

NOTE: Return address service requested. Return address: USSS - V Street, ATTN: Y. ASI EDU (202-635-9468), 3030 V St., NE, Washington, DC 20018

Deliver 4 sample copies, and all GFM via traceable means to: Communication Center (FSD), ATTN: B. WESTPHAL (202-406-5182), 245 Murray Lane, SW, Mail Stop 8175, Washington, DC 20223. **INSIDE DELIVERY REQUIRED.**

All expenses incidental to returning materials, submitting/returning 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 March 18, 2020.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld (2) workdays for the electronic proof, and 3 workdays for the "prior to production proofs" from receipt in the GPO until they are made available for pickup by the contractor.

Deliver complete to arrive at destinations on or before April 17, 2020.

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 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: 412-457:

TOTAL PRICE: \$ _____ **ADDITIONAL/M** _____

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: _____
(Initial) (Initial)