

Jacket: 705-140

Title: Marine Officer Booklet and Enlisted Booklet

Agency: DLA

Bid Opening: July 2, 2020 at 11:00 AM

Contractor Name	Bid	Terms		Discounted Total
*Consol Graph Inc/Westlant Prt	\$161,500.00	0.5%	21 days	\$160,692.50
Monarch Litho, Inc	\$175,571.00	2.0%	20 days	\$172,059.58
Advantage Los Angeles	\$217,727.77	1.0%	0 days	\$217,727.77

*AWARD

Specifications by MW
Reviewed by: MR

Jackets: 705-140
Dept: DLA
Reqn: 0-005160G

SPECIFICATIONS

U.S. Government Publishing Office (GPO) - Philadelphia
Southampton, PA 18966-3820

BID OPENING: Bids shall be opened at **11:00 AM**, prevailing Philadelphia, PA time, on **July 2, 2020** at the U.S. Government Publishing Office, Philadelphia Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

Any questions before or after award concerning these specifications, email Melita Webb at mwebb@gpo.gov or call (215) 364-6465, Ext. 5.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidsphiladelphia@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, along with your company name. Bids received after **11:00 AM** 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

- Illegibility of bid.
- Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- 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.

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 binder. 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. Note: The GPO 910 "BID" Form is no longer required; bidders are to fill out, sign/initial, as applicable, and return page 7.

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 Pub. 310.2, effective 12/1/87, Rev. 01-and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 9/2019).

GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms-01-18.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>

Doing Business with GPO Customer Services During Coronavirus Pandemic.

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (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. Warranty further protects against ink fade, ink adhesion, and failure of material and pockets in compliance with product poster/bulletin specifications. All other provisions remain the same.

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>.

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

QUALITY LEVEL: I.

PRODUCT: TWO (2) ITEMS: Saddle stitched booklets with self covers. Both booklets print in 4 color process, 2 PMS colors Red 187C and Blue 296C plus Matt Aqueous coating.

TITLE: Marine Officer Booklet and Enlisted Booklet.

QUANTITY: Item 1: Marine Officer Booklet – 100,000
Item 2: Enlisted Booklet – 300,000

GOVERNMENT TO FURNISH: 2 Electronic Files for job copy – 84 laser prints = 40 for Marine Officer Booklet and 44 for Enlisted Booklet; 2 previous similar samples to follow for bindery and color; Labeling and Marking Specs.; GPO 905 labels.

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Philadelphia regional office prior to further performance. Email mwebb@gpo.gov

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: 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. Contractor must email Melita Webb at mwebb@gpo.gov to confirm receipt.

Soft proofs will be withheld not longer than 3 workdays from date of receipt by the Government to date of proof approval and/or corrections from the ordering agency via email. NOTE: The date of receipt by the Government is NOT considered the first workday.

Email the PDF proofs to: Jennifer.2.Brown@dla.mil and Vincent.Bradley@marines.usmc.mil. The contractor must not print prior to receipt of an OK to Print.

THE FOLLOWING IS A DESCRIPTION:

ITEM 1: MARINE OFFICER BOOKLET

Quantity: 100,000 FIRM

Size: Unconstructed: 14 x 8-1/2", Constructed: 7 x 8-1/2"

Ink: 4 color process, Pantone 187C (Red) and Pantone 296C (Blue) plus Matte Aqueous Coating

Stock: White No.1 Coated Text, Gloss-Finish, (basis weight: 100 lbs. per 500 sheets, 20 x 26"), equal to JCP Code A181.

Format: Booklets contains 40 text pages, prints head to head in 4 color process, Pantone 187C (Red) and Pantone 296C (Blue) plus Matte Aqueous Coating overall. Heavy ink coverage, bleeds all sides. Follow files and laser prints for color breaks and templates. Trim 3 sides and bind with two saddle wire stitches on the 8-1/2" left side of booklet.

ITEM 2: ENLISTED BOOKLET**Quantity:** 300,000 FIRM**Size:** Unconstructed: 14 x 8-1/2", Constructed: 7 x 8-1/2"**Ink:** 4 color process, Pantone 187C (Red) and Pantone 296C (Blue) plus Matte Aqueous Coating**Stock:** White No.1 Coated Text, Gloss-Finish, (basis weight: 100 lbs. per 500 sheets, 20 x 26"), equal to JCP Code A181.

Format: Booklets contains 44 text pages, prints head to head in 4 color process, Pantone 187C (Red) and Pantone 296C (Blue) plus Matte Aqueous Coating overall. Heavy ink coverage, bleeds all sides. Follow files and laser prints for color breaks and templates. Trim 3 sides and bind with two saddle wire stitches on the 8-1/2" left side of booklet.

NOTE: All Items MUST be printed via OFFSET printing on a minimum 6-color press with one single pass. Dry ink/toner and inkjet printing are not acceptable.

PACKING: Pack each item separately by title. Shrink-wrap in units of 25 by title. Box suitable. Pack in cartons.

The shipping container shall be closed/sealed in accordance with GPO Contract Terms.

All items to be securely packed in containers so as to prevent curling or warping.

Shipping containers shall have a minimum bursting strength of 200 pounds per square inch.

LABELING AND MARKING: Reproduce carton shipping label, GPO Form 905, from furnished PDF file, fill in appropriate blanks from the information contained on the purchase order, Title, Quantity, Contractor Name, Consignees Address, DLA Requisition Number, GPO Jacket Number, form/control number, sheet size etc. and attach to shipping containers.

PALLETS/PALLETIZING: Pallets used for delivery to AMWARE Fulfillment in Austell, GA 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 40", 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.

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2, Rev. 1-18. Purchase Order and furnished material will be electronically available to provide to the contractor by **July 8, 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.

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 invoice for payment.

An Order Delivery/Tracking Report is required for all deliveries. Contractor to update report with each shipment and each confirmed delivery and email to Jennifer.2.Brown@dla.mil and infophiladelphia@gpo.gov.

DISTRIBUTION: Deliver f.o.b. destination. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Deliver 100,000 Marine Officer Booklet and 300,000 Enlisted Booklet on/before **July 30, 2020** to

AMWARE Fulfillment
8125B Troon Circle
Austell, GA 30168
Attn: Angela Smith

Note: MANDATORY – Call 24 hours in advance to confirm/arrange delivery. Immediately upon completion of this order, return all GFM to address above.

Return all GFM's of completion of order to:

DLA Information Operations
1641 Morris Street, Bldg. K-BB
Norfolk, VA 23511
Attn: Jennifer Brown
757-278-8264

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level I.
- (b) Finishing (item related) Attributes -- Level I.

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>Standard</u>
P-7. Type Quality and Uniformity	Electronic media/ Approved PDF Proof
P-8. Halftone Match (Single and Double Impression)	Electronic media/Approved PDF Proof
P-9. Solid and Screen Tint Color Match	Electronic media/Approved PDF Proof
P-10. Process Color Match	Electronic media/Approved PDF Proof

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications.

QUALITY ASSURANCE RANDOM COPIES: The contractor is required to submit quality assurance random copies to test for compliance against specifications. The contractor must divide the entire order into 50 equal of each Item and select a copy from a different general area of each item. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies (*****NOTE: to be mailed to WASHINGTON, DC**). The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order number must be furnished with billing.

BID OFFER

SHIPMENT(S): Shipments will be made from: City _____, State _____.

JACKET NO: _____

Bid Price: \$ _____ Additional Rate: \$ _____ per _____.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article "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. 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.

(Company Name) (GPO Contractor's Code)

(Street Address, City, State and Zip Code)

(Printed Name and Title) (Telephone number)

(Signature) (Date)

(E-Mail) (Facsimile Number)

THIS SECTION FOR GPO USE ONLY

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