

**BID OPENING:** Bids shall be opened virtually at 2 pm Eastern Time (ET), on October 7, 2024 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@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 the bid opening date and time will not be considered for award.*

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 5.**

For information regarding the solicitation requirements prior to award please email at [lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.gov). For contract administration after award, contact APS DC at 202-512-0488.

**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. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
2. The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
3. Illegibility of bid.
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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**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 QATAP** (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**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.

**PRODUCT:** Sheet of paper with an integrated plastic card.

**TITLE:** TWIC Pin Mailer with Card

**QUANTITY:** 800,000 copies.

**TRIM SIZE:** 8-1/2 x 11" SHEET; CARD (PERFORATED) 3-3/8 X 2-1/8"

**PAGES:** Face only.

**GOVERNMENT TO FURNISH (GFM):** Receive via email after award.

One (1) Purchase order.

One (1) PDF file. One seal on artwork must be converted from Black to Pantone 534.

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](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**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 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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency to [dmward@gpo.gov](mailto:dmward@gpo.gov), [rtrussell@gpo.gov](mailto:rtrussell@gpo.gov) and [lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.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.

**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-standards-pdf-files/vol\\_13..PDF](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13..PDF).

SHEET: JCP Code\* A61, No. 1 Smooth-Finish White Text, Basis Size 25 X 38" 80 lb.

CARD: White Polyester, 7 mil.

**PRINTING:**

DIGITAL PRINTING IS NOT ACCEPTABLE.

Form prints text/rule matter and illustrations including an agency logo in Pantone 534 Blue on one side only. Form has an integrated 7 mil plastic card that is digitally printed via laser at time of personalization. The card is printed face and back, head to head in Pantone 534 Blue. The card is centered in a die-cut area 3-3/4 x 2-9/16" vertically along the 11" dimension and 3/4" from the right edge of the form. The form does not bleed. The card bleeds 3 sides on the face only.

The card MUST be integrated within the digital text stock (no backing sheet) and laser printable.

**INK:** Pantone 534 Blue. The ink used to print the sheet must be laser safe.

**MARGINS:** Adequate gripper.

**BINDING:** Trim 4-sides of sheet. Card perforates 3/4" from the right outside edge along the entire 11" dimension to allow it to be removed from the form.

**PACKING:** Shrink film wrap in units of 250 and mark all packs with Property No. 150409.SC. Rotate the stacks in a package or make the packs smaller. Pack suitably without curling the material and in cartons and shipping containers to ensure contents are not damaged during shipment.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

JOB TITLE: TWIC Pin Mailer with Card

REQUISITION: 4-00015

JACKET NO.: 429-281

PROPERTY NO.: 150409.SC

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

**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 (page related) Attributes -- Level III.
- (b) Finishing (item related) 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 to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD/ALTERNATE STANDARD
P-7. Type Quality and Uniformity	OK'd Proof / Furnished Electronic Files
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Furnished Electronic Files

**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: [dmward@gpo.gov](mailto:dmward@gpo.gov), [rtrussell@gpo.gov](mailto:rtrussell@gpo.gov) and [lhollingsworth@gpo.gov](mailto:lhollingsworth@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 429-281 Requisitions 4-00015". 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 500,000 copies (includes 200 blue label copies) via traceable means to: John C. Stennis Space Center/GPO, (202) 425-0276, 9101 Leonard Kimble Rd, Stennis Space Center, MS 39529.

Deliver 300,000 copies (includes 200 blue label copies) via traceable means to: US Government Publishing Office (GPO), Central Receiving, 44 H St. NW Loading Dock, Washington DC 20401, Attn: Doug Ward 202-512-2232. Address has loading dock, no inside delivery needed.

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>.

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

**SCHEDULE:** The Purchase Order and GFM will be available for pick up no later than October 16, 2024.

**F.O.B. destination:**

Delivery shall be on or before December 20, 2024. Partial deliveries may be acceptable with prior approval from the agency.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing (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 each jacket listed in accordance with these specifications. Award will be based on the lowest total price for the jackets listed. 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 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

**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>.

