

BID OPENING: Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on **October 8, 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 submit email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (547-772) and bid opening date (**October 8, 2024**) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

ISSUE DATE: September 24, 2024.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 5 (Jim Hunt). NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Southcentral Region

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 (Rev. 09-19)).

PRODUCT: This specification is for proofing, printing, scoring, and die-cutting of flat forms (Take One boxes).

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 (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

SUBCONTRACTING: The predominant production function for this procurement is the printing and production of Take One boxes. Any contractor who cannot perform the predominant production function will be declared non-responsible.

TITLE: GS24-063 Air Force Take One Box Folder

QUALITY LEVEL: III Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 09-19)) applies.

FIXED PRICE-INDEFINITE QUANTITY CONTRACT:

This is a fixed-price contract. The bidder submitting a response [shall bid] the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of **\$118,950.00**.

Bids shall include the cost of all materials and operations for the total quantity ordered. Bids shall be prepared in conformance with the Schedule of Prices.

Potential offerors shall submit via Contractor Connect the fixed price of **\$118,950.00** plus the quantity (indicate the quantity of copies below) that their company will produce for the fixed price. Additionally, a cost must be submitted for each additional complete exhibit.

DETERMINATION OF AWARD: Award shall be made to the responsible bidder submitting a bid, whose bid specifies the most complete exhibits to be delivered to the Government for an all-inclusive, fixed-price total of **\$118,950.00**. Bidders submitting responses to this solicitation shall submit a total quantity - for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

Additionally, the bid shall include separate unit pricing for each additional 1,000 Take One Boxes.

If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

Complete and submit Schedule of Pricing on page 9-10.

PAGES: Face only

TRIM SIZE: 12.02 x 16.76". See Exhibits A/B.

DESCRIPTION: Prints face only in four-color process. Copy is line art illustrations, text, solids, reverses and a QR code. Bleeds to all edges. After printing, laminate face only (flat) with 1-3 mil matte UV laminate, trim all edges flush. Ensure no debris is present between printed area and laminate.

NOTE: Contractor **MUST** verify the accuracy of ALL furnished files to ensure the relationship between the tabs and slits will form a secure box. Contractor is responsible for accuracy for all die cutting.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

BINDERY: Blind score all folds to prevent cracking. Die cut per furnished digital files, trim ALL waste removed. See Exhibits A/B.

GOVERNMENT TO FURNISH: Adobe InDesign document files with links and fonts included plus a JPG image (as a visual) will be uploaded to the contractor's secure SFTP site or via GPO's File Sharing Application. Fonts are embedded as subsets. Purchase Order, carton label and pallet guidelines will be emailed to the contractor after award.

NOTE: GPO Imprint information does not print on this product.

ELECTRONIC MEDIA:

- PLATFORM: Macintosh Version 10.11.1.
- COLOR: CMYK
- FONTS: Provided
- OUTPUT: 175 minimum line screen.

ELECTRONIC PREPRESS -- Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator, see below.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government) or native files.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- 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 your contract administrator.
- The contractor shall create/alter 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.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

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.

*SUBSTRATE: 200lb B-Flute Bleached, white/white, 1/8" with 3/16" flutes.

* NOTE: Contractor may print direct to substrate or at contractor's option print on paper stock and adhere paper securely to substrate using a permanent adhesive, trim flush. Contractor must use:

TEXT: JCP Code* A181, White, No. 1 Gloss-Coated Text, Basis Size 25 X 38" 80 lb.

LAMINATE: Matte-Finish, UV Resistant, 1-3 mil thick.

INK: Four-color process

MARGINS:

Full bleeds, all edges. Bleeds are included in the native and JPG files provided.

PROOFS:

Adobe Acrobat PDF and a prior to production sample required.

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 call Jim Hunt at 214-767-0451 x5 to confirm receipt.

Email proofs on or before **October 15, 2024**.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within TWO (2) workdays after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email proofs to adam.fey@us.af.mil, contractor must also copy contract administrator at jhunt@gpo.gov. GPO jacket number 547-772 must appear on all correspondence.

After the PDF proof is approved, contractor will furnish two (2) prior to production samples as follows:

Prior to the commencement of production of the contract production quantity, the contractor must provide TWO (2) prior-to-production samples no later 10 workdays after the PDF proof is approved. Each prior-to-production sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

The Government will approve, conditionally approve, or disapprove the samples within TWO (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.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

NOTE: The date of receipt by the Government is NOT considered the first workday.

Prior to production samples must be delivered, inside delivery required to:

HQ AFRS/RSMA

Attn: Adam Fey (210-565-0524)

550 D. Street West, RM 142

JBS-Randolph AFB, TX 78150-4527

----- 2 prior to production samples.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"

CONTRACTOR TO FURNISH: All other materials and operation necessary to fulfill the contract requirements, including secure file transfer protocol (FTP) capability, and any necessary conversion program to utilize Government furnished files.

SCHEDULE:

- Purchase Order and Government furnished material will be available for pick up from the U.S. Government Publishing Office, Southcentral Regional Office, on or before **October 11, 2024**.
- Deliver all soft proofs (PDF) on or before **October 15, 2024**.
- Deliver prior to production samples or before **October 28, 2024**.
- Deliver ALL Take One boxes on or before **January 9, 2025**.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Adam Fey (adam.fey@us.af.mil) and Jim Hunt (jhunt@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 547-772 Req 4-23065". 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.

PACKING: Boxes ship flat, unassembled. Bundle and shrink-wrap in units of 50. Pack each container with 100 boxes. Each shipping container must not exceed 40 pounds when fully packed unless otherwise directed. NOTE: Boxes will be re-distributed in containers of 100 by the warehouse.

Pallets are required.

The contractor shall furnish all packing materials and shipping containers and pack in such a manner as to provide protection against all the normal hazards of cross-country transportation and warehouse storage. Shipping containers must have a minimum bursting strength of 275 lbs. per square inch and must not exceed 34 lbs. after being filled.

Shipping containers must be packed tightly (add stuffing when necessary) and contents to be in firm contact top and bottom of the container to prevent shifting and crushing in shipping and storage operations. New paperboard or corrugated pads will be inserted at top and bottom of each container to protect contents.

Containers will be sealed with a water-resistant adhesive applied to the full area of contact between flaps. The preferred method of sealing cartons. However, a combination of securely stitching the bottom set of flaps and sealing the top set with a water-resistant adhesive is permissible. When this method is used, stitching will be done with steel staples or stitching wire not less than 0.017 inches thick and 0.098 inches wide. The staples wire must be treated with a coating or plating such as enamel or copper wash which is not readily removable stapling or stitching or in shipping and storage operations. Containers are to be reinforced with 3-inch wide directional-gummed tape. Use two strips - one each over the top and bottom center seams of the carton with ends extending over the carton end-not less than 2-1/2 inches in length. Label each carton with the project number, quantity, and short title.

LABELING AND MARKING: Carton labels and a pallet label are required. All shipping containers require a carton label, and all pallets require a pallet label. Complete a copy of the enclosed labels (see samples, Exhibits C/D) and affix one to each shipping container/pallet where both will be visible.

DISRIBUTION: F.O.B. Destination via traceable means to:

Industries for the Blind and Visually Impaired (IBVI)
 Attn: Theo Williams (414-778-3048)
 N9414444 Garwin Mace Dr.
 Dock #4
 Menomonee Falls, WI 53051
 M/F: GS 23-047 Take One Brochure Boxes

-----ALL remaining Take One boxes.

NOTE: Contractor must contact POC for each shipment and provide tracking at least 24 hours prior to delivery. For deliveries, please call 414-778-3048 or 414-335-3088. This warehouse is not always manned all eight hours as they may have other priorities. If no one answers, please leave a voicemail and your call should be returned within the workday. Receiving is there daily to accept any deliveries that might be arriving, provided it arrives between 8am - 3pm M-F, prevailing WI time. Another option is to email: warehouse@ibvi.org, Theodore.Williams@ibvi.org and/or Sarah.Stern@ibvi.org.

HQ AFRS/RSMA
 Attn: Adam Fey (210-565-0524) 550 D. Street West, RM 142
 JBS-Randolph AFB, TX 78150-4527

- 10 copies and ALL furnished material to this address upon completion of the order under separate cover (if applicable).

INSIDE DELIVERY REQUIRED

COMPLIANCE REPORTING: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Adam Fey (adam.fey@us.af.mil) and (compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 547-772, Req. 4-23065". 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.

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: The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD	ALTERNATE STANDARD*
P-7. Type Quality and Uniformity	Approved Prior to Production Samples	File Setup
P10. Process Color Match	Approved Prior to Production Samples	File Setup

*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. In addition to a quantity for the price called for in these specifications, a price must also be submitted for each 1,000 printed copies at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

BID SUBMISSION: Bidders MUST submit email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (547-772) and bid opening date (**October 8, 2024**) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return page 9-10.

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

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.

NOTE: Contractors are expected to submit invoices within 30 days of job shipping/delivery.

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/agency/billing-and-payment>.

To check on the status of a payment e mail to invoice-inquiry@gpo.gov.

CONTRACTOR NAME: _____

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

SCHEDULE OF PRICES: Quantity _____ Price \$118,950.00.

A cost must be submitted for each additional 1,000 Take One boxes.

Additional 1,000 Take One boxes \$ _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions 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 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.

Bidder _____
(Contractor Name) (GPO State and Contractor’s Code)

(Street Address)

(City – State – Zip Code)

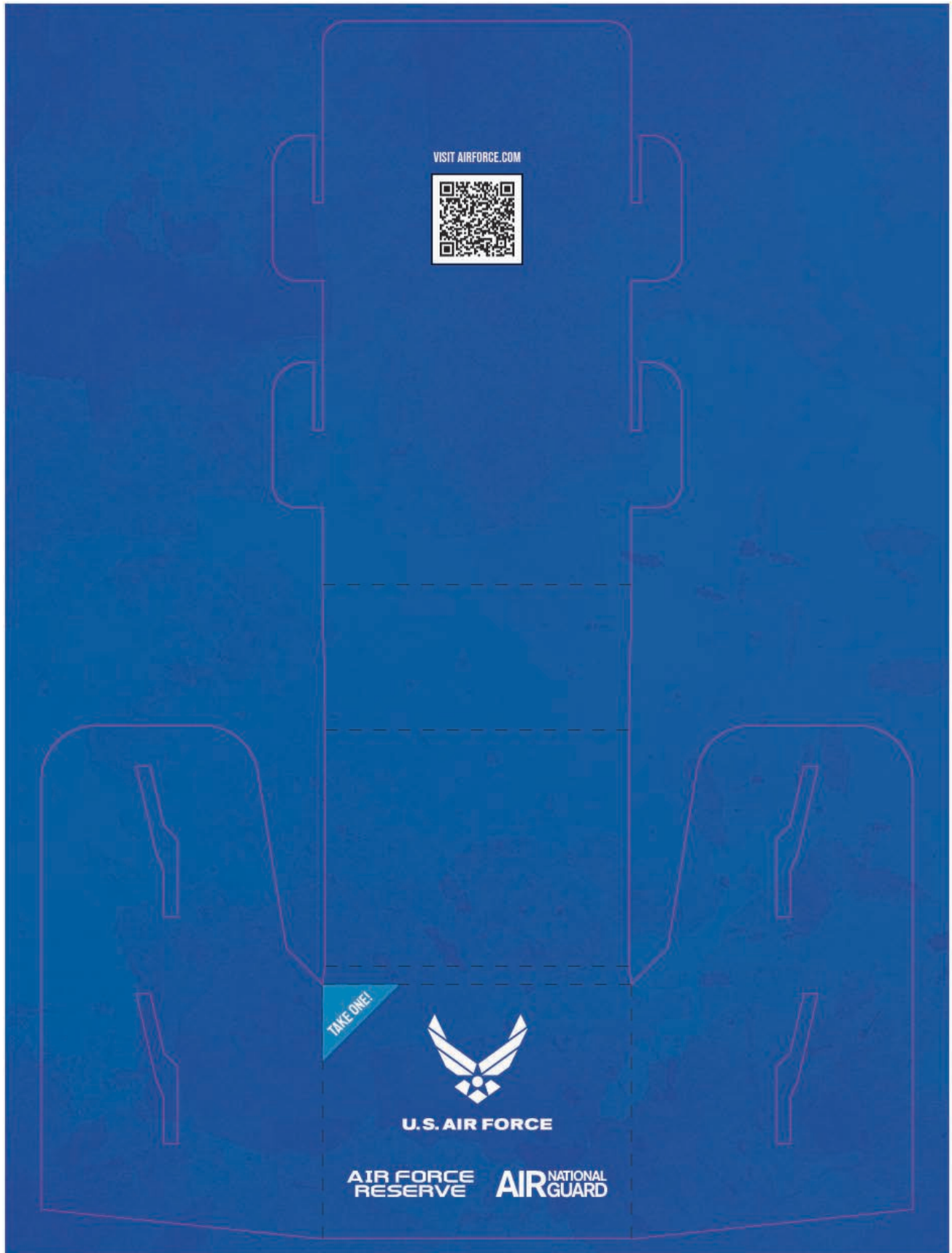
By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

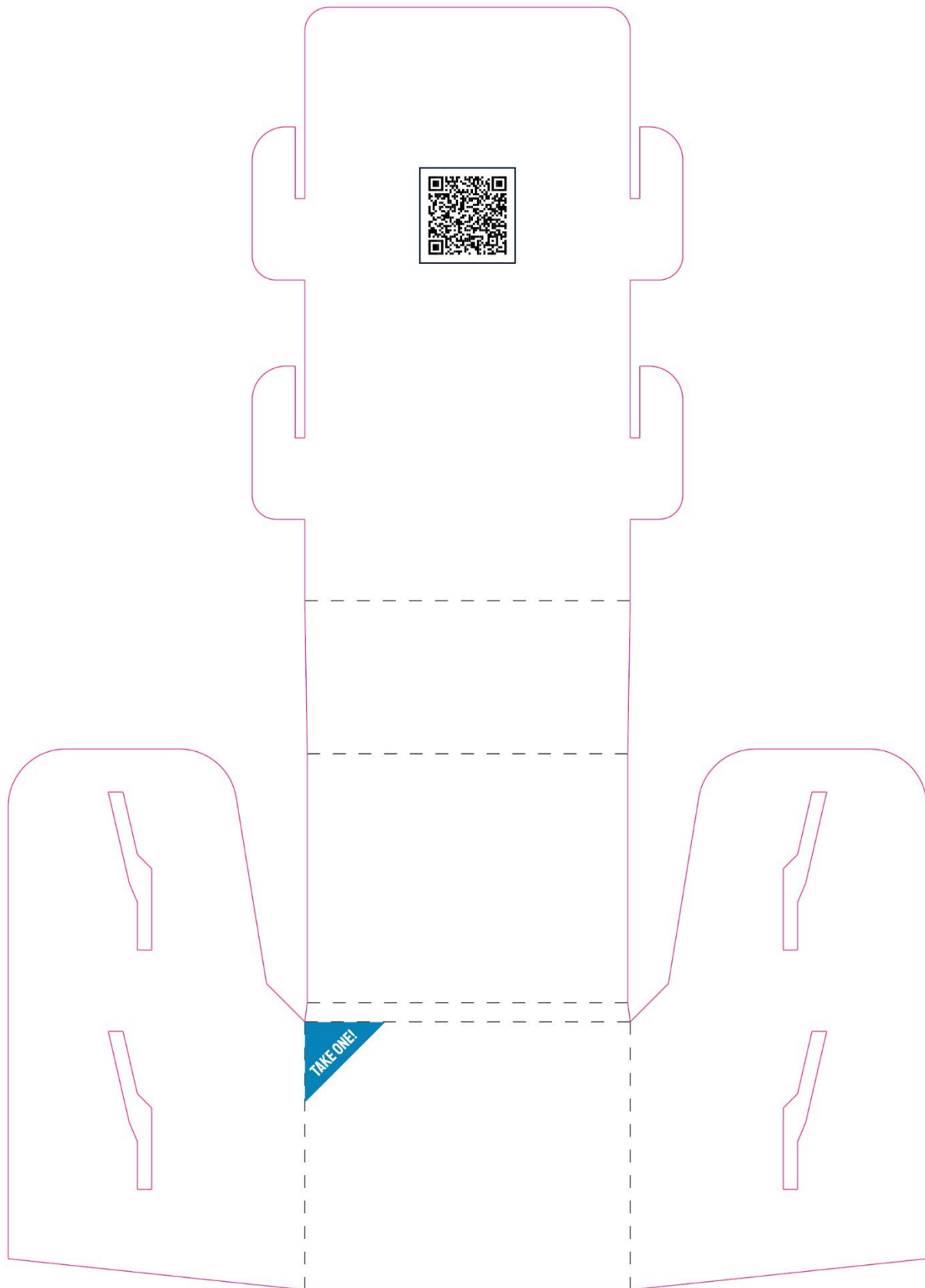
THIS SECTION FOR GPO USE ONLY

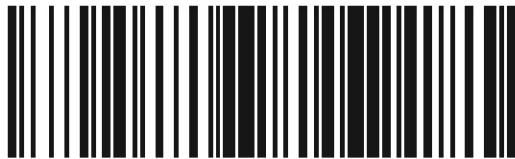
Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)



547-772 Exhibit B – Take Once Box layout





C-AF09193

DESCRIPTION: 24-063 AIRFORCE TAKE ONE BROCHURE BOX

COUNT: 1 BX

LOT:



01092025

Warehouse #:C-AF09193

PROGRAM/PRINT #:24-063

QTY PER CONTAINER

100

PACKAGES PER CONTAINER

2 PKGS. OF 50



C-AF09193

UNITED STATES AIR FORCE

**DESCRIPTION: 24-063 AIRFORCE
TAKE ONE BROCHURE BOX**

COUNT: 1SKID

LOT:



01092025

WAREHOUSE #:

C-AF09193

PROGRAM/PRINT #:

24-063

