

September 25, 2024

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Specifications by CC  
Reviewed by RW  
Jacket: 578-141

## GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of  
2024 Patient Guide

As requisitioned from the U.S. Government Publishing Office Northwest Team by the  
VA Puget Sound Health Care System

**BID OPENING:** Bids shall be publicly opened virtually at **1:00 P.M., prevailing Washington, D.C., on October 3, 2024**, at the Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov prior to bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of 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 and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 1:00 P.M., prevailing Washington, D.C. time, on the bid opening date specified above will not be considered for award.***

The Jacket 578-141 and bid opening date must be specified in the subject line of the emailed bid submission.

**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.

**BIDDERS PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable page 9 of this solicitation. Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

**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. 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>.

Direct questions concerning these specifications to Chris Caviezel, [ccaviezel@gpo.gov](mailto:ccaviezel@gpo.gov), or (206) 764-3727.

**PRODUCT:** 48 Pages, plus separate wrap around cover, saddle-wire stitched. Prints in 4-Color Process. Flood Gloss Varnishing or Aqueous Coating Required

**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 09-02)).

**Bidders please note updated:**

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

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

**TITLE:** 2024 Patient Guide

**QUALITY LEVEL:** 2

**QUANTITY:** 1<sup>\*\*</sup> Total Copies. (XXXXX + XXX Blue Label Random Copies + 50 GPO QARC Copies + 10 Sample Copies).

<sup>\*\*</sup> Award will be based upon producing the largest quantity of books, all for \$277,770.00. Bidders must submit a quantity, along with the afore mentioned price. Additionally; a cost must be submitted for additional (each, 100, or 1,000) copies. In the event of a tie quantity, award will be determined by the overall lowest discounted cost (prompt payment discount). -- This is a fixed cost contract. If Author's Alterations are made during the proofing stage, the total quantity may be reduced in accordance with the contractor's quoted additional rate to offset the cost of the Author's Alterations.

**TRIM SIZE:** 8-1/2" x 8-1/2"

**PAGES:** 48 Text Pages + Wrap-Around Cover

**SCHEDULE:**

Print Ready Publisher file will be made available to Vender's FTP site after award.  
Deliver XXXX total Agency copies to arrive at destinations by **November 29, 2024**  
FOB Destination.

**SCOPE:** These specifications cover the production of Health Care Benefits Booklets; requiring such operations as presswork, and bindery.

**SUBCONTRACTING:** Subcontracting will not be permitted.

**PRESSWORK:**

Covers 1, 2, 3 and 4 prints a full bleed background illustration in 4-Color Process, consisting of type/line matter, solids with type matter reversing out to white, full color images, screens, builds of the process colors, and fine line departmental logos. Covers 1 through 4 bleeds all sides. Heavy Ink Coverage. After printing, coat the entire surface of Covers 1 through 4 with a clear, non-yellowing flood gloss varnish or aqueous coating.

There are 48 text pages (24 leaves). Text pages prints head to head, in 4-Color Process throughout, consisting of type/line and rule matter, solids with type matter reversing out to white, small to full size color images, screens and fine line departmental logos. Medium to Heavy Ink Coverage.

**MATERIAL FURNISHED By GOVERNMENT:** One Press Ready PUBLISHER file Fonts are furnished, and all required bleeds are included. Contractor may need to convert any RGB images to CMYK. File may be uploaded to contractor's FTP Site after award. After award contractor is to contact Alisa Engeland at [alisa.engeland@va.gov](mailto:alisa.engeland@va.gov) to arrange for receiving all production files.

One GPO Forms 892, 915, 917, 2686 and 2678.

One reproduction proof, Form 905 with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, must not print on finished product.

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.

**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) set of assembled page proofs, and two (2) set of Full Color Digital proofs will be withheld not more than 2 workdays from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK to print".

**ASSEMBLED PAGE PROOFS:** Proofs must represent image quality of the final product. 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.

**FULL COLOR DIGITAL PROOFS:** One-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option, one (2) set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

All proofs will be withheld not more than 2 workdays from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an 'OK to print'.

Send proofs, together with the furnished media (color lasers and electronic file) using the furnished proof label (GPO Form 892), which must be filled in by the contractor and used on all proof packages. Send proofs directly to: Dept. VA Puget Sound Health Care System, Public Affairs Office (Tammy Begasse) 1660 S Columbian Way, Seattle, WA 98108 425-417-6929.

Contractor must furnish a Pre-paid FedEx or UPS Shipping Label or Number, for return of One (1) set of Proofs. Please provide contact information (name & phone number) for verbal "ok to print" if no corrections.

Contractor must call Contract Administrator (Chris L. Caviezel) at (206) 764-3727, or e-mail information to [ccaviezel@gpo.gov](mailto:ccaviezel@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 3 workdays from receipt in the department until they are made available for pickup by the contractor.

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

**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": "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."

**Covers:** JCP Code\* L10, Gloss-Coated Cover, Basis Size 20 X 26", Basis Weight 100 lbs.

**Text:** JCP Code\* A240, Matte-Coated Text, Basis Size 25 X 38", Basis Weight 80 lbs.

"NOTE: At the time of award; the contractor must provide their paper supplier's commitment as to the availability of adequate paper stock to complete this order."

**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.

**MARGINS:** Inadequate gripper margins; uncommon bleeds. Follow furnished electronic media.

**BINDING:** Saddle-Wire Stitch in two places on the left 8-1/2" dimension. Trim 3 sides.

**PACKING:** Pack in suitable quantities. Pack in suitable shipping containers.

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers/packages.

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

JOB TITLE: 2024 Patient Guide  
REQUISITION: 4-78141

JACKET NO.: 578-141  
QUANTITY:  
NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4....

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

- Product Quality Levels:
  - (a) Printing Attributes -- Level II.
  - (b) Finishing Attributes -- Level II.

- 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	Approved Proofs/Electronic Media
P-10. Process Color Match	Approved Proofs/Electronic Media

**DISTRIBUTION:**

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>

**F.O.B. DESTINATION: (TO DELIVER ON OR BEFORE SCHEDULED DELIVERY DATE)**

Deliver 10 sample copies, and all furnished materials to: VA Puget Sound Health Care System, Public Affairs Office, 1660 S Columbian Way, Seattle, WA 98108

**GPO Copies:**

Deliver 50 "Quality Assurance Random Copies (QARC) to: US Government Publishing Office, Publishing Support Operations-Stop CSPS, Quality Control For Published Products, 732 N. Capitol Street NW, Washington, DC 20077-5496.

Mail/Ship the agency XXX, XXXX copies to VA Puget Sound Health Care System, Public Affairs Office, 1660 S Columbian Way, Seattle, WA 98108 , via traceable small package third party carrier.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into **200** sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-

Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678- Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

**NOTE:**

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

Notify Tammy Begasse of the day that the product will deliver: [tammy.begasse@va.gov](mailto:tammy.begasse@va.gov), cc: [compliance@gpo.gov](mailto:compliance@gpo.gov) and [ccaviezel@gpo.gov](mailto:ccaviezel@gpo.gov).

The subject line message is to be "Delivery Notice for Jacket 578-141". The notice must provide all applicable tracking numbers and shipping method. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to returning materials must be borne by the contractor.

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 1,000 copies.

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.

Send your bid to: [bids@gpo.gov](mailto:bids@gpo.gov)

Mark your bid sheet with the Jacket number, 578-141, and your complete return address.

Bids must be received by **October 3, 2024**, no later than 10:00AM PST.

Late bids will not be considered.

**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):** Bidders hereby acknowledges amendment(s) \_\_\_\_\_.

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agrees, 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.

**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. 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.

**Jacket 578-141**

Quantity \_\_\_\_\_

Bid Price: \$ 277,770.00

Add'l Rate: \$ \_\_\_\_\_ per 1,000

Bidder

(Contractor Name)	(GPO Contractor’s Code)
(Street Address)	
(City – State – Zip Code)	

By \_\_\_\_\_

(Printed Name, Signature, and Title of Person Authorized to Sign this Bid)	(Date)
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(Person to be Contacted)	(Telephone Number)	(Email)
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FOR GPO USE ONLY

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Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_