

Jacket: 413-000
Title: CGRC Class of 2020-2021 Direct Mail Campaign
Agency: HS/U.S. Coast Guard
Bid Opening: July 15, 2020 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Las Vegas Color Graphics	\$255,555.00	5.0%	20 days	\$242,777.25
Specialty Print Communications	\$258,419.00	5.0%	20 days	\$245,498.05
Monarch Litho Inc.	\$259,952.00	2.0%	20 days	\$254,752.96
Advantage Mailing LLC-Anaheim	\$260,171.72	1.0%	20 days	\$257,570.00

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on July 15, 2020 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 413-000 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award, email Timothy Minor at tminor@gpo.gov. For contract administration after award, contact APS DC at 202-512-0307.

Additional e-mailed Bid Submission Provisions:

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed 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.*
- (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)).

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.

SUBCONTRACTING: (Item 2) Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

PRE-PRODUCTION TELE-CONFERENCE: A preproduction conference may be held via conference call within (3) days after award between the Government Publishing Office (GPO), U.S. Coast Guard, and the Contractor.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information.

PII is “information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.” (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- a. Personal identification number, such as passport number, driver’s license number, taxpayer identification number, or financial account or credit card number;
- b. Address information, such as street address or personal email address;
- c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

IMPORTANT: the chosen vendor must be able to store all provided data assets and preform all data processing/management activities in a Federal Information Security Management Act (FISMA) promulgated Risk Management Framework (FMF) certified and accredited (data) enclave/system having a current Authority To Operate (ATO), evidence of such to be presented as part of their bid response (this would most likely be a signed one sheeter; DoD Security Authorization Decision In the affirmative).

NOTE: Prior to award; contractor will be required to submit to GPO, a security plan within (2) hours after “Review and Confirm” call.

SECURITY CONTROL PLAN: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government provided information shall be used for nongovernment business. Specifically, no Government information shall be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- (2) Explain how all accountable materials will be handled throughout all phases of production
- (3) How the disposal of waste materials will be handled;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).
- (5) Certify in writing, permanent destruction and irretrievable disposal of all USCG data assets 45 days after completing the male/female direct mail campaign or sooner, solely at the direction of the USCG.
- (6) Agree to protect and safeguard USCG data against any third party access for any reason.
- (7) Notify the USCG immediately upon GPO becoming aware of a data breach of any kind.
- (8) Affirm it will not sell, lease, exchange, give, etc. USCG data to any individual, firm, corporation, etc. for any reason whatsoever.
- (9) Affirm it will not create duplicative copies for future usage and/or storage.
- (10) Allow only “need to know” employees (Employees directly working on male/female direct mail campaign access to USCG data).

Note: Plan to be made available prior to Pre-Production Tele-Conference

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

-----**PRIVACY ACT**-----

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

CHANGES IN QUANTITY: The Government may submit increases or decrease of up to 25% until the dates specified in the schedule. These quantity adjustments may be made by telephone and will be the final quantity prior to deducting the NCOA Link un-deliverables. Billing adjustments for scheduled quantity changes (+/-) and for subtraction of un-deliverables, will be at the contractor's quoted "Additional Rate". (See OFFERS section) If no changes have been received by the scheduled date for final quantity adjustments, bid quantities will stand as the final quantity, minus un-deliverables.

NO SHORTAGES ALLOWED; Contractor must produce the full FINAL quantity. No shortages or overruns will be accepted. Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout the run. The Contractor must insure that there are no missing or duplicate pieces and/or pieces with miss-imaged data. Contractor must also insure that no defective pieces enter the mail stream.

SPECIFICATIONS WILL APPLY EQUALLY TO ALL ITEMS/VERSIONS EXCEPT AS NOTED HEREIN.

PRODUCT: Item 1: Brochures, Item 2: Personalized Letters, Item 3: 3M Post-It (TM) Notes or Equivalent, and Item 4: Envelopes: These specifications cover the production of four different Brochures, four different letters, four different 3M Post-It type “sticky” Notes and one envelope.

TITLE: CGRC CLASS of 2020-2021 DIRECT MAIL CAMPAIGN

QUANTITY: 2,000,000 copies equal: 500,000 each of (4) Different Tri-Fold Brochures, Letters, 3M Post-It (TM) Notes or Equivalent “Sticky” note, and 2,000,000 Envelopes Plus 125 QARCs each item.

TRIM SIZE:

Item 1- Brochure: Flat size 11 x 8-1/2” flat, tri-folds to 3-11/16 x 8-1/2”.

Item 2- Personalized letter: Flat size 8-1/2” x 11”

Item 3- Canary Yellow 3M Post-It (TM) Notes or Equivalent “Sticky” Note Pads: Flat size 3” x 3”

Item 4- Brown Kraft Envelope (#10): Finished Sized: 4-1/8” x 9-1/2”. (1 version) at contractors’ option, Side or Diagonal Seam.

PAGES: Item 1: Face and Back. Item 2, Item 3 and Item 4 (before construction) face only.

GOVERNMENT TO FURNISH:

Electronic Media (Print Files) will be furnished as follows:

Platform: Windows 7.

Storage Media: CD-ROM or email.

Software: Adobe InDesign CC

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts are furnished.

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.

Additional Information: Low resolution files in PDF format (for viewing purposes only) and In-Design files in native format for brochures, letter, sticky notes and envelopes. Similar previously printed sample for construction match.

Native files Adobe Creative Suite InDesign, Illustrator and Photoshop CC2015, all fonts and links will be provided. 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. All creative graphics encrypted PII mailing lists (all will handle PII IAW GPO standards and JAMRS MOA.

Mailing lists – A. TXT or excel file, ZIP code sorted for all addresses.

Mailing lists will be uploaded directly to the contractor’s secure FTP site by the United States Coast Guard or by the U.S. GPO. The contractor must guarantee that it and any of its subcontractors will not reproduce, or

allow reproduction of, the address lists furnished by the Government, nor use or allow any person to use the address lists or addresses themselves for any purpose other than the mailing of the ordered mailing packages.

USCG Mailing indicia, for contractor reproduction.

In accordance with the use of the indicia, the contractor will be furnished a control number that must be entered into the "Federal Agency Cost Code" portion of the PS Form before the form is presented to the USPS. Failure to present this number, in its proper location, to the post office may result in a delay of payment and a price reduction if additional administrative costs are incurred due to this failure.

GPO Form 892 (R. 12/17) Proofs
GPO Form 915 (Business Reply Label)
GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level. Minimum 175 line screens required.

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, carried on copy or film, must not print on finished product.

MAILING: The Government will furnish the contractor with address files, sorted by ZIP code. The raw data contained in the address files may not have been passed through Finalist Software (equivalent to Code I of Group One Software) for hygiene and standardization.

The contractor must comply with all U.S. Postal Service regulations and the requirements in the Domestic Mail Manual governing Presort First Class Mail.

Contractor is responsible for passing the address file through (CASS) certification and through the National Change of Address (NCOA) service database to verify addresses are NCOA-certified, as required using a Licensed USPS Full Service Provider. All related costs to perform this operation must be included in the bid.

NOTE: VENDOR MUST PROVIDE PII DESTRUCTION CERTIFICATION NLT (7) BUSINESS DAYS AFTER THE COMPLETION OF MAILING.

The contractor is required to supply a list of all failed addresses to the Government after the presort is completed.

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, carried on copy or film, must not print on finished product.

POSTAL COST VALIDATION WILL BE PROVIDED TO COAST GUARD RECRUITING COMMAND NLT 2 BUSINESS DAYS AFTER FINAL MAIL DROP. POSTAGE CANNOT EXCEED \$500,000.00 (POSTAL FUNDING IS NOT INCLUDED IN THIS ORDER).

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. The Contractor shall be responsible for submitting proofs and hosting press sheet and binding inspections before full-scale operations commence.

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.

PROOFS: Two (2) set(s) of digital color content proofs for all Items. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. 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.

Two (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 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 be cause for the job to be rejected should the final product not match the proofs for color.

Send proofs together with the furnished media (copy, electronic files) directly to: Recruiting Command, US Coast Guard Stop 7419, Attn: Mauro Cooper, 2703 Martin Luther King Jr. Ave., SE, Washington DC 20593-7419. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@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 (5) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT."**

STOCK/PAPER: The specifications of all papers furnished must be in accordance with those listed herein or listed in the corresponding JCP Code numbers in the “Government Paper Specifications Standards No 13, dated September 2019.

(Item 1): Brochures: JCP Code* A182, No. 2 Coated Text, White Gloss-Finish, Basis Size 25 X 38" Basis Weight 100 lb.

(Item 2): Letter: JCP Code* A60, White Offset Book, Basis Size 25 X 38" Basis Weight 60 lb.

(Item 3): 3M Post-It (TM) Notes or Equivalent “Sticky” Note Pads: A60, Offset Book, Basis Size 25 X 38" Basis Weight 60 lb., (4-color Process) Canary Yellow.

(Item 4): #10 Brown Kraft Envelope: JCP Code* V10, Light-Colored Brown (Kraft, Shade) Envelopes, Basis Size 17 X 22" Basis Weight 24 lb.

PRINTING: (Item 1): Four (4) different tri-fold brochures print in four color process type/rule matter, illustrations, 100% ink coverage and full bleeds on face and back, head to head. Score on fold, and then tri-fold brochures. Scores must be parallel with the grain of the paper to avoid cracking. See "BINDING"

(Item 2): Four (4) different Letters Print face only in four color process; type/rule matter, reverses and logo. 50% ink coverage.

(Item 3): Four (4) different 3M Post-It (TM) Notes or Equivalent "Sticky" note Print face only in Black ink.

(Item 4): #10 Envelope Prints face only in Black Ink type/rule matter, and some reversing.

****NOTE:** Variable data imaging must match font, style and size of the static letter text.

VARIABLE IMAGING DATA: The contractor is responsible for imaging of variable mailing address information and the G-157 permit indicia on the mailing portion of the outer envelopes and all letters. The variable address and permit indicia imaging may be accomplished by either impact printers or non-impact printers. Imaging must be directly on the envelope (labels are not acceptable). The image area is approximately 9- 1/2" x 3" and is centered on the envelope.

If the furnished address list does not conform to the contractor's equipment, the contractor must take furnished data and reformat it to produce all of the required information using their own equipment. The contractor must notify GPO directly to resolve address list and or programming problems.

INK: Items 1 & 3: 4-Color Process. Items 2 & 4: Black ink

CONSTRUCTION/ BINDING: Trim four sides (Items 1, 3 and 4).

Item 1: Brochures: Tri-fold: Score all folds.

Item 2: Envelope bleeds face only on two sides after construction.

Item 3: Letters: Tri-fold to 8-1/2 x 3-11/16", addressee name out, Insert into #10 envelopes;

Item 4: Canary Yellow 3M Post-It (TM) Notes or Equivalent "Sticky" Note Pads: Each sheet to have a 1/2" wide glue strip across the entire 3" top of text parallel to adhesive edge on the back. The glue is to contain a re-usable pressure sensitive adhesive. Glue and backing sheet similar to 3M Post-It (TM) Notes or Equivalent.

MARGINS: Items 1 & 2: Inadequate gripper. Follow electronic Media
Items 3 & 4: Adequate gripper. Follow electronic Media

PACKING/ASSEMBLY: After letter is folded, attached sticky note to letter. Insert brochure, letter (with sticky attached), into #10 envelope.

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

PRODUCT QUALITY LEVELS (PQL): For each attribute, QATAP indicates either a specified standard or a nominal value along with tolerances that specify the range of acceptability. The following PQL was chosen based on the reliability of reproduction required, the desired aesthetic appearance, and the intended durability of the final usage of the product:

Product Quality Levels:

- (a) Printing Attributes -- Level II
- (b) Finishing Attributes -- Level II

(c) Exception -- Exceptions as listed within.

Additional Quality Tolerances for Survey Forms, Envelopes, and Packages specified herein.

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 Uniform	OK Proofs/Furnished Electronic Media
P-10. Process Color Match	OK Proofs/ Furnished Electronic Media

In addition to the stated GPO quality levels and other quality requirements in this contract, the Contractor shall follow current industry practices for process control and quality control techniques of press and finishing lines, including all process steps. The most restrictive attribute or tolerance shall govern in all cases.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. 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 numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to; anthony.d.smith@uscg.mil; mauro.a.cooper@uscg.mil. The subject line of this message shall be "Distribution Notice for Jacket 413-000, Requisition 0-99129". 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.

2,000,000 copies (500,000 copies of 4 version three (3) different items +envelopes) to be mailed by September 1, 2020.

ALL FOUR (4) MAIL DROPS MUST BE METERED AS PRESORT STANDARD (PRSRT STD) AND MAILED NLT 1 SEPTEMBER 2020.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Mail using customers supplied mailing indicia, via the USPS Presort Standard using supplied distribution list.

Presort data for mailing in accordance with postal regulations. Provide NCOA and CASS certification as needed.

Contractor to create intelligent mail barcode to be printed in address block.

Contractor to deliver presorted mail trays and present proper USPS paperwork.

All mailing shall be made at the Automated Pre-Sorted rate and delivered to postal facility. When using permit imprint mail, contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO, and the appropriate mailing statement or statements, supplied by USPS.

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

Location of Point of Entry: Contractor will specify in his bid the location of his proposed point of entry for mailing.

SCHEDULE: The Purchase Order will be available for e-mailed by the U.S. Government Publishing Office, Washington, D.C. 20401, no later than **July 22, 2020**. Furnished Material will be supplied directly to the contractor by the agency via contractor FTP site upon award and issuance of Purchase Order (exceptions noted immediately below).

All files will be furnished on or before **July 23, 2020**.

Submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule.

Mail complete by **September 1, 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.

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 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.

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>

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 low contractor may be required to provide one or more of the following financial documents within (2) days of notification to submit:

- 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 a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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.

JACKET NUMBER	BID PRICE:	ADDITIONAL/M
Jacket 413-000		
Tri-fold Brochures (Item 1)	\$ _____	\$ _____
Letters (Item 2)	\$ _____	\$ _____
3M Post-It (TM) Notes (Item 3)	\$ _____	\$ _____
#10 Envelope (Item 4)	\$ _____	\$ _____
TOTAL	\$ _____	

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

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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 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 Address)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)