

**Jacket:** 417-995  
**Title:** A Guide to Alerts & Warnings  
**Agency:** FEMA  
**Bid Opening:** November 12, 2021 at 11:00am

<b>Contractor Name</b>	<b>Bid</b>	<b>Terms</b>		<b>Discounted Total</b>
Monarch Litho	\$160,061.00	2.0%	20 days	\$156,859.78

**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on November 12, 2021 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](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 417-995 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 please email [tsankey@gpo.gov](mailto:tsankey@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)).

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

**SUBCONTRACTING:** The predominant production function is printing. Must be printed on a press capable of four colors in a single pass. Bidders who must subcontract this operation will be declared non-responsible. Subcontracting for production of magnets and die cutting of tabs, is allowed.

**PRODUCT:** Coil Bound Books with tabs and magnetic back cover

**TITLE:** A Guide to Alerts & Warnings

**FORM#:** FEMA P-2187

**QUANTITY:** 100,011 + 50 QARC's

**TRIM SIZE:** Pages 1-2, 39-40: 4-7/10 x 5-1/2". Pages 3-38: 5 x 5-1/2" (includes 3/10" stair-stepped tabs along right outer edge of all pages / sheets).

**PAGES:** 40 Pages (Head to Head)

**GOVERNMENT TO FURNISH:**

Via email after award (GPO to email).

(1) Purchase Order

(1) PDF file (created on Macintosh, Adobe InDesign 16.4). See attached.

Pallet Instruction Sheet for Pueblo delivery (see attached)

GPO Form 892c (R. 12/17) Proofs

GPO Form 952 Desktop Publishing - Disk Information

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

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

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 at [yvette.williams2@fema.dhs.gov](mailto:yvette.williams2@fema.dhs.gov) and [moira.corcoran@fema.dhs.gov](mailto:moira.corcoran@fema.dhs.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 3 workdays from receipt at the Department to receipt in the contractor's plant.

NOTE: Contractor MUST illustrate the location of the magnetic strips on page 40 (if Option B is chosen).

**AFTER EMAIL PROOF APPROVAL:**

Prior to production Samples:

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the agency at the address below. Eight (8) samples will be tested for conformance of material(s). Eight (8) samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 3 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 contractors 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.

Send proofs with the furnished media (visuals, electronic files) directly to: Moira Corcoran, Washington, DC 20010 (address is a residence, complete address provided upon award). Send via traceable means, inside delivery required. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto: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 (3) workdays from receipt in the department to when they are made available for (contractor provided) pickup at the department. **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" dated September 2019. [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

JCP Code\* L50, Matte-Coated Cover, White, Basis Size 20 X 26", 80#

\*In lieu of JCP Code\* L50, Matte-Coated Cover, White, Basis Size 20 X 26", 80#, contractor may substitute: JCP Code\* L60, Silk / Dull-Coated Cover, Basis Size 20 X 26", 80#

**PRINTING:**

**DIGITAL PRINTING IS NOT ACCEPTABLE, MUST BE PRINTED BY THE OFFSET METHOD**

Booklet prints 4-color Process on face and back (head to head), images consist of agency, departmental seals, illustrations, pictures, solids, screens and some type/logos reversing out to appear white in four color process. Bleeds all sides.

Note: each page has a solid blue background that should remain consistent throughout the press run. After printing, apply a clear non-yellowing dull/matte aqueous coating over the entire surface of all pages to prevent scratching and smearing.

\*In lieu of a clear dull/matte aqueous coating, contractor may substitute a clear non-yellowing UV coating or dull/matte varnish.

**MAGNETIC BACK COVER:**

The back cover of the book must be magnetic so it will adhere to a metal surface, such as a refrigerator. The magnet must be of sufficient strength so the booklet will adhere to a metal surface without sliding, slipping, or falling off. Contractor is advised to test samples on multiple metal surfaces, including various types of refrigerators, to ensure this requirement is met.

The agency has allowed for three (3) options on the magnetic back cover:

- A) Page 39 prints on white magnetic material, page 40 is the magnet.
- B) Page 39 and 40 print on the same paper as the rest of the book (80# matte cover / 80# dull/silk cover). After printing, laminate the entire surface of pages 39-40 with clear **matte** polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate, having a thickness of approximately 1.2 mil – 1.5 mil (matte lamination). The laminated product must have no distortion of the printed matter and must remain clear and legible. Magnetic tape is applied to page 40.
- C) Page 39 and 40 print on the same paper as the rest of the book (80# matte cover / 80# dull/silk cover) and after page 40, a piece of blank magnetic material, the same size as pages 39 and 40, is added as a back cover.

Note: If option A is chosen, page 40 with the solid blue background will no longer be part of the document and will be replaced by the magnet.

**INK:** 4-Color Process plus clear non-yellowing dull/matte aqueous coating.

\*In lieu of a clear dull/matte aqueous coating, contractor may substitute a clear non-yellowing dull/matte UV coating or dull/matte varnish.

**MARGINS:** Inadequate gripper, bleeds all sides, follow electronic file.

**BINDING:** Tab pages 3-38 (Construction): 1/18th cut, 1 bank. - 1st thru 18th position. Die-cut tab dividers with a 3/10" lip along 5-1/2" right side, square corner lip only. Collate with pages 1-2 and pages 39-40 (including magnet), punch suitably for plastic coil binding and bind with white plastic coil of suitable capacity on the left side edge of the 5.5" dimension.

**PACKING:** Pack suitably in shipping containers to ensure items are not damaged in shipping. Each carton not to exceed 45lbs. Carton specifications must meet the following strength guidelines: At least 200lbs bursting strength. At least 32 edge crush test. Pallets not to exceed 42 inches tall (SEE EXHIBIT A AND B FOR ADDITIONAL PALLET INFORMATION!) Pallets required for Pueblo delivery.

**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 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:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proof/Furnished Electronic File
P-10. Process Color Match	Approved Proof/Furnished Electronic File

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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:** 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 [yvette.williams2@fema.dhs.gov](mailto:yvette.williams2@fema.dhs.gov). The subject line of this message shall be "Distribution Notice for Jacket 417-995, Requisition 1-01647". 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 100,000 copies (includes 200 Departmental Random "Blue Label" Copies of each page) via traceable means to: Pueblo Warehouse, 31451 United Avenue, Pueblo, CO 81001, Attn: Warehouse Supervisor, 719-295-2676. Hours of Operation: 6:30 am – 2:30 am.

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>

Deliver 10 copies via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies

Deliver 1 copy via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H. St, NW, Loading Dock, Washington, DC 20401, Marked Item No.: 0520E01.

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

**SCHEDULE:** The Purchase Order and GFM will be sent to the contractor via email on 11/17/2021.

**Deliver complete on or before 1/31/2022.**

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 3 workdays from receipt in the GPO until they are made available for pickup 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 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.

**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

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>.

Jacket 417-995 BID PRICE: \_\_\_\_\_ ADDITIONAL/M \_\_\_\_\_

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discount" of solicitation Provision 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)

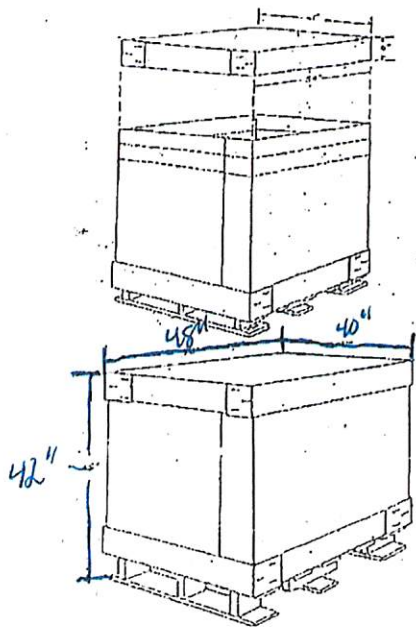
\_\_\_\_\_  
(Telephone Number) (Email)

Contracting Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_ Certifier: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)





**'D' Size Container**  
(With Pallet)



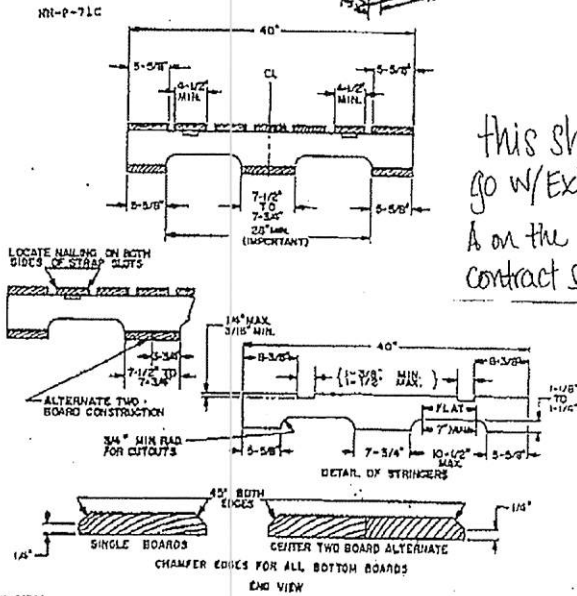
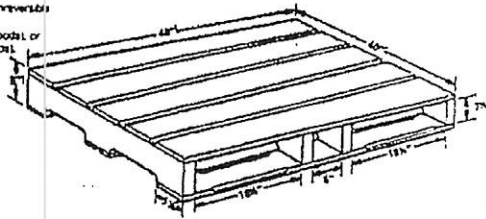
no more than  
42" tall

EXHIBIT A



## Stringer and Deckboard Design for Type III, Four-way (Partial) Flush Pallet

- a) Faceted Specification Pallets, Material Handling, Wood, Simple Construction, 2-way and 4-way pallets, NY-P-71C, dated 8-10-73.
- b) Classification:
1. Type III—four-way pallets, flush, assembled, non-reversible
  2. Size 2—40" x 48"
  3. Wood Group II—medium density woods (softwoods) or Wood Group I—high density woods (hardwoods)
  4. Grade A—untreated
- c) Production model not required.
- d) Moisture content as per specification.
- e) Manufacturer's identification not required.
- f) Banding for shipment not required.



No more than 42" tall

This should go w/ Exhibit A on the contract specs

1. Dimensions are in inches.
2. Notches are to be centered about the centerline (CL).
3. Corners of notches shall be rounded as indicated.
4. C or a of two bottom deckboards may be used at the center.

EXHIBIT B