

Jacket: 547-817S-R1
Title: Federal Benefits
Agency: VA
Bid Opening: October 26, 2021

at 1:00PM

Contractor Name	Bid	Terms		Discounted Total
Monarch Litho, Inc	\$141,441.00	2.0%	20 days	\$138,612.18
Gray Graphics Corp	\$261,901.00	1.0%	20 days	\$259,281.99
Las Vegas Color Graphics	\$285,555.00	5.0%	20 days	\$271,277.25
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
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			days	\$0.00

BID OPENING: Bids shall be opened at 1:00 p.m., prevailing Central Time (Dallas, TX), on October 26, 2021, at the Government Publishing Office, Dallas, TX. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Dallas Regional Office
1100 Commerce St., Room 731
Dallas, TX 75242

R-1: The Cover stock has been revised. The delivery date has been extended.

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, binding, packing, and shipping of saddle-stitched pamphlets by the date specified.

TITLE: Federal Benefits for Veterans, Dependents, & Survivors, 2021

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

QUANTITY: 341,962 total copies

Jacket 547-817, req 1-00289: 400 copies
Jacket 547-818, req 1-00290: 250 copies
Jacket 547-819, req 1-00291: 25 copies
Jacket 547-820, req 1-00292: 2,500 copies
Jacket 547-821, req 1-00293: 206,800 copies
Jacket 547-822, req 1-00294: 31,861 copies
Jacket 547-823, req 1-00295: 75 copies
Jacket 547-824, req 1-00296: 51 copies
Jacket 547-825, req 1-00297: 100,000 copies

TRIM SIZE: 5-1/4 x 8-1/4"

PAGES: 72 pages plus separate cover

DESCRIPTION: One print file common to all Jackets. Covers 1 and 4 print head to head, type, line matter, illustrations, tints/solids with reversing in black ink only. Cover 1 bleeds uncommon. Covers 2 and 3 are blank. Cover 4 contains a return address and is set up as a mailing page. Contractor will print a bar code on Cover 4, furnished as a separate file. Text pages print face & back, head to head, type and line matter in black ink, no bleeds. No blank pages.

GOVERNMENT TO FURNISH:

1 PDF file containing covers and text pages, 1 PDF for bar code, a VA packing slip and VA carton label, Excel spreadsheets for distribution addresses, and Purchase Order.

Electronic Media: Files supplied - Adobe PDFs created using Adobe InDesign CC, all fonts are embedded, all bleeds are included, and graphics are linked.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- 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.

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 March 2019.

COVER: JCP L50, White Matte Cover, Basis Weight 65 lb., 20 by 26 inches, 500 sheets.

TEXT: JCP A60, White Uncoated Text, Basis Weight: 50 lb., 25 by 38 inches, 500 sheets.

INK: Black.

If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Bleeds on Cover 1. Cover 4 and text pages do not bleed.

PROOFS: Contractor to email an Adobe Acrobat PDF proof to Customer on or before October 28, 2021. Email proof to rick.gordon@va.gov and dprzybylowicz@gpo.gov.

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 and image position. Contractor must call 214-767-0451, x7 to confirm receipt of proof, which will be evaluated within ONE (1) work day (s) upon receipt.

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 therefore.

NOTE: The day the email is sent is not the first workday.

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.

BINDING: Saddle stitch in 2 places on the 8-1/4" side. Trim 3 sides. Score and fold cover parallel to the grain.

PALLETIZING: All motor freight shipments require pallets. Palletize in accordance with GPO Pub. 310.2, Contract Terms, revised January 2018.

PACKING/LABELING: Standard pack is 100 pamphlets per carton as destination quantities dictate. Pack suitably in cartons using supplied VA packing slip. Shipping containers must not exceed 30 lbs. when fully packed. Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 psi.

Must mark all VA cartons with VA labels as noted from file provided. Each label must accurately state what is included in each package/carton. Contractor may duplicate common information when printing labels and then customize for each specific carton.

Noncompliance with the packing and marking instruction will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2, Contract Terms, revised January 2018.

SCHEDULE:

Award will be made and purchase order issued by October 27, 2021.

PDF Proofs will be due to deliver to agency and GPO on or before October 28, 2021.

See Distribution for shipping and delivery schedule.

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent rick.gordon@va.gov and dprzybylowicz@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 547-817S/REQ: 1-00289, et al". 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.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised January 2018.

SHIP FOB CONTRACTOR'S CITY:

Ship the following on or before November 17, 2021:

Jacket 547-821

90 continental US destinations and 2 Overseas destinations per distribution list

-----206,800 copies per distribution list*

Jacket 547-822

88 continental US destinations per distribution list

-----31,861 copies per distribution list*

*Distribution lists are available by request for bidding purposes by emailing infodallas@gpo.gov.

MAILING REQUIREMENTS FOR ALL F.O.B CONTRACTOR'S CITY (JACKETS 547-821 & 547-822): All mailing shall be made at the Standard Pre-Sort Rate utilizing contractor reimbursable postage.

The contractor must pass entire address file against a USPS Code Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified. Contractor is responsible to meeting USPS move requirements by passing file against the National Change of Address Link (NCOA Link) file using a USPS Full Service Provider.

The contractor's mail processing software must correct addresses with the most current information from USPS databases. To provide the highest level of readability for the post office, the software must standardize abbreviations and fonts and add ZIP+4 codes and PostNet barcodes. Contractor's software must be CASS certified through NCOA at least three times per year. The contractor must also utilize the Fast Forward program of the USPS to ensure the maximum possibility of all addressees receiving the letter sent to them.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must be pulled from the file. A report of address corrections and undeliverables must be completed and sent to rick.gordon@va.gov.

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

Certificate of Conformance: When using Permit Imprint Mail the 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.

DELIVER THE FOLLOWING FOB DESTINATION:

CRITICAL – DELIVER THIS FIRST - Deliver on or before November 10, 2021:

Jacket 547-820

NOTE: Address this shipment as listed below; however, deliver to John Allem at GPO (contact plantwork@gpo.gov to arrange delivery).

US Department of Veterans Affairs VA
Congressional Liaison Service
US House of Representatives
Rayburn House Office Building, Room 2026
Washington, DC 20515

-----2,500 copies

Deliver the following on or before November 15, 2021

Jacket 547-817

US Department of Veterans Affairs
ATTN: Jeanette Mendy, 202-461-6544
810 Vermont Ave., NW, 9th Floor
Washington, DC 20420

-----400 copies

Jacket 547-818

US Department of Veterans Affairs
ATTN: Anita Major, 202-461-7440
810 Vermont Ave. NW (Room 905)
Washington, DC 20420

-----250 copies

Jacket 547-819

US Department of Veterans Affairs
ATTN: Andre Washington for Sue Hamlin, 202-632-5100
Board of Veterans' Appeals
Room 5E.105C425 I Street, NW
Washington, DC 20001

-----25 copies

Jacket 547-823

US Department of Veterans Affairs
ATTN: Delores Tyms-Williams, 202-461-5141
810 Vermont Ave. NW, Room 110
Washington, DC 20420

-----75 copies

Jacket 547-824 (1 of 2 shipments)
 US Department of Veterans Affairs
 ATTN: Arna Hunter, 202-384-5360
 810 Vermont Ave., NW, (Room 1016)
 Washington, DC 20420
 -----31 copies

Jacket 547-824 (2 of 2 shipments)
 US Department of Veterans Affairs
 ATTN: Domenic Destafano, 202-384-5360
 9716 Fields Road
 Gaithersburg, MD 20878
 -----20 copies

Deliver on or before November 17, 2021:

Jacket 547-825
 US Department of Veterans Affairs
 SDC/OPS, Bldg. 37, Door 14
 ATTN: John Burke, 708-786-7758
 1st Avenue, One Block North of 22nd St.
 Hines, IL 60141
 -----100,000 copies

NOTE: Must be delivered on pallets. Warehouse hours are between 7:00 – 14:00 Central Standard Time.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. 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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent with the 100,000 copies going to the Hines, IL address under Jacket 547-825.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The bidder agrees that any contract resulting from bidder’s offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 “Quality Assurance Through Attributes – Contract Terms” in effect on the date of issuance of the invitation for bid. GPO Pub 310.1 is available at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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
- (c) 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	Specified Standard
P-7 Type Quality and Uniformity	File Output

NOTE: Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 one hundred pamphlets. The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges (but will include shipping), and will NOT be a factor for determination of award.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to **bidsdallas@gpo.gov** for this solicitation. No other method of bid submission will be accepted at this time. *The Jacket number, bid opening date, and company name must be specified in the subject line of the emailed bid submission.* Bids received after 1:00 p.m. on the bid opening date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return “CONTRACTOR’S BID” section (pages 8 and 9).

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.

PRE-AWARD 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 receiving payment. 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/agency/billing-and-payment>.

CONTRACTOR: _____

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.

Jacket: 547-817 **Bid Price \$** _____

Jacket: 547-818 **Bid Price \$** _____

Jacket: 547-819 **Bid Price \$** _____

Jacket: 547-820 **Bid Price \$** _____

Jacket: 547-821 **Bid Price \$** _____

Jacket: 547-822 **Bid Price \$** _____

Jacket: 547-823 **Bid Price \$** _____

Jacket: 547-824 **Bid Price \$** _____

Jacket: 547-825 **Bid Price \$** _____

Additional rate per 100 pamphlets: _____

(Initials)

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).

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.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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 of pages 8, 9 and 10, initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

(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)

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

***** THIS

SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____

(Initials) (Initials)
