

U.S. GOVERNMENT PUBLISHING OFFICE

San Francisco, CA

General Terms, Conditions, and Specifications
for the procurement of

RPI 969 Army Generic Pocket Folder

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Army Enterprise Marketing Office (AEMO)

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Pacific Standard Time (PST), on **October 5, 2022** at the U.S. Government Publishing Office, San Francisco Regional Office, 536 Stone Road, Suite I, Benicia, CA 94510. Due to COVID-19, this will NOT be a public bid opening.

BID SUBMISSION: Bidders MUST submit email bids to bidssanfran@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 11:00am on the bid opening date specified above will not be considered for award.**

The Jacket Number 671-543 and bid opening date must be specified in the subject line of the emailed bid submission. Bids received at 11:00am PST on the bid opening date specified above will not be considered for award.

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 75MB may 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.

For information regarding the solicitation requirements prior to award, please email jyarbrough@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

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)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, 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) 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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

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

Product Quality Levels:

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

Inspection Levels from ANSI/ASQC Z1.4 (MIL-STD 105):

- (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
P-8. Halftone Match	Electronic Media
P-10. Process Color Match	Electronic Media

PREDOMINANT FUNCTION: The predominant function for this procurement is the printing and binding of the brochures.

SUBCONTRACTING: Subcontracting is **NOT** authorized.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

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. Instructions 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>.

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

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; and,
- 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).

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this 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; and,
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).

SECTION 2.- SPECIFICATIONS

TITLE: RPI 969 Army Generic Pocket Folder

FIXED PRICE-INDEFINITE QUANTITY CONTRACT: This is a fixed-price contract. The bidder submitting a response shall bid the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$302,770.00.

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

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

TRIM SIZE: Flat size: 19-1/2 x 16" (includes 3/4" tabs); Constructed size: 9 x 12"

PAGES: Face only.

PRINTING: Flat sheet prints in 4-color process on face only before construction with heavy ink coverage and bleeds on all edges. Copy is type, rules, solids, reverses, screens, color halftones and line art illustrations. Top coat the face (excluding glue tab areas) with a dull aqueous coating to prevent scratching and smearing. The coating must be evenly applied with no trapped foreign particles or air bubbles.

STOCK: The specifications of all stock 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, and any subsequent amendments thereto.

JCP Code* L70, Coated One-Side Cover (C1S), Basis Weight 12 pt.

INKS: 4-Color Process plus dull aqueous coating.

MARGINS: Bleeds on all edges.

BINDING: Construct folders to form 4" deep inside pockets at the bottom inside left and right leaf with 3/4" construction tabs securely glued to the inside pockets. Folded size is 9 x 12" with 4" pockets and full "V" cut in pockets center fold. Die cut four diagonal slits on inside left pocket to hold a 3-1/2 x 2" business card. Score folder on all folds. Grain must run parallel to the spine. Cracking on folds is not acceptable and may result in rejection.

GOVERNMENT TO FURNISH: A high resolution PDF, a password protected Zip file with home address for release approval copies, and the purchase order will be emailed to contractor upon award.

--Artwork provided will be Adobe Creative Suite applications, with all collected files and fonts, bleeds included, and all colors converted to CMYK.

--NOTE: Contractor must revise GPO imprint and Jacket number on furnished PDF, please include cost in your bid.

Contractor must typeset the NEW GPO imprint located at bottom right in 6-point sans serif type (e.g., Arial regular), consisting of the GPO logo and imprint line followed by the current calendar year, and dash and the jacket number. There shall be no additional charge to the Government to fulfill this requirement.

The NEW GPO imprint line (with U.S. Government Publishing Office) has been updated with the new GPO logo and agency name. The GPO logo for the new imprint line is available in four downloadable versions (EPS, JPEG, PDF and PNG) and are available at <https://www.gpo.gov/vendors/updates.htm>. Failure to include the imprint line may be cause for a discount.

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 within 24 hours of receipt of the Government furnished material.

The contractor will be creating or altering 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 required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

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: Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Jennifer Yarbrough at 707-748-1976 to confirm receipt.

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

Email proofs to alexmfaulkner@gmail.com, alex.m.faulkner2.civ@army.mil, and shannon.j.wax.mil@army.mil. Contractor must also copy contract administrator at jyarbrough@gpo.gov. GPO jacket number 671-543 must appear on all correspondence.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

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

RELEASE APPROVAL COPIES: Deliver 25 final copies from separate areas of the manufacturing run, prior to release of the full shipment for delivery to the warehouse. Release approval copies will not be returned and are included in the total quantity.

Contractor is required to test the QR code before sending. Deliver via traceable means to a residence (see distribution).

Contractor must notify the ordering agency on the same day that the Release Approval Copies ships via e-mail sent to alex.m.faulkner2.civ@army.mil, shannon.j.wax.mil@army.mil and jyarbrough@gpo.gov.

Contractor must not proceed with distribution until an approval to release is granted. An "OK" of approval copies constitutes approval to release the order. In no way does this negate any of the Government's rights under this contract. Release approval will be provided within 2 working days.

After contractor's receipt of an OK to release, deliver the balance (via Traceable Means) to the specified address.

PACKING: Pack to ensure no damage occurs to product during transit. Corners must be protected. All damaged items must be replaced by the contractor at contractor's cost in an expedited manner, generally within 5-7 workdays.

Shrink-wrap in units of 25. Do not band. Pack shrink-wraps in 275 PSI shipping containers, not to exceed 45 lbs. Mark each container with Customer name, customer address, Jacket No., Req. No., Title, Quantity and Number of shrink-wraps.

Contractor must follow the guidelines below for shipping/palletizing /receiving for Accession Distribution Center. Failure to follow guidance may result in refusal of shipment upon arrival.

--Shipping pallet must be 4" tall, 40" wide, and 48" long.

--Pallet and skid together must be no greater than 60" in height.

--Skid must be tightly banded or polywrapped including the pallet.

--Damaged item or skid will result in pallet being refused.

CUSTOMER DELIVERY NOTIFICATION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to alexmfaulkner@gmail.com, alex.m.faulkner2.civ@army.mil, shannon.j.wax.mil@army.mil. The subject line of this message shall be "Distribution Notice for Jacket 671-543 AND Requisition number 2-00050". 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.

*NOTE: Delivery and shipping documents must include quantity and number of cartons Jacket.

DISTRIBUTION: 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 June 2018.

F.O.B. Destination. All Shipments must be made via traceable means.

(Residence)

St. John, IN 46373

-----25 - Release Approval Copies.

Accessions Distribution Center (502-626-0981 or 502-626-0690)

Building 207

9th Cavalry Regiment Avenue

Fort Knox, KY 40121-2725

-----35% - RPI 969 Army Generic Pocket Folder by November 15, 2022

-----35% - RPI 969 Army Generic Pocket Folder by November 26, 2022

-----30% - RPI 969 Army Generic Pocket Folder by December 12, 2022

IMPORTANT DELIVERY INSTRUCTIONS: Normal receiving hours: Monday through Friday from 7:30AM to 11:00AM and 1:00PM to 3:00PM. ADC will not be available for deliveries from 11:01AM to 12:59PM daily. Closed most holidays.

Delivery appointments are required: Shipments must not arrive unannounced and will be refused if not properly scheduled. Contact Mr. Frank Logsdon or Mr. Tracy Mercy at (502) 626-0690 to schedule an appointment for delivery. Please have delivery contents and pallet count information available before calling. All materials must be delivered in cartons on skids. Bulk skids cannot be handled by this facility. They must be shipped in individual cartons weighing no more than 45 lbs.

Each carton must be clearly labeled with:

----Customer name

----Customer address

----SOD Number or Contract Number

SCHEDULE: The purchase order and government furnished materials will be emailed to the contractor within 4 days of bid opening on or before **October 11, 2022**.

- PDF Proofs emailed on or before **October 13, 2022**.
- Release Approval copies delivered on or before **November 8, 2022**.
- Partial delivery of 35% delivered on or before **November 15, 2022**.
- Partial delivery of 35% delivered on or before **November 26, 2022**.
- Complete delivery of 30% delivered on or before **December 12, 2022**.

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

INVOICE APPROVAL INSTRUCTIONS: Contractor must provide invoice to agency for final invoice approval PRIOR to submission of invoice voucher to GPO. Contractor may not submit invoice voucher for payment without inclusion of all completed mods, if required, and all delivery receipts, including all postal statements if applicable. The final invoice voucher submitted to GPO for payment must include the documentation of AEMO's approval of the invoice voucher.

EMAIL INVOICE VOUCHER TO: alex.m.faulkner2.civ@army.mil, shannon.j.wax.mil@army.mil, felicia.a.mcgurren.civ@army.mil, jeremy.m.pollock.civ@army.mil, and jyarbrough@gpo.gov.

Approval of invoice voucher will be provided within 2 workdays.

****FINAL AEMO APPROVED INVOICE VOUCHER MUST BE COURTESY COPY EMAILED TO AEMO SAME DAY AS SUBMISSION TO GPO FAX FOR PAYMENT, FOR AEMO OFFICIAL TIME STAMPING OF INVOICE SUBMISSION DATE.** Email to: alex.m.faulkner2.civ@army.mil, shannon.j.wax.mil@army.mil, felicia.a.mcgurren.civ@army.mil, jeremy.m.pollock.civ@army.mil, and jyarbrough@gpo.gov.

DETERMINATION OF AWARD: Award shall be made to the responsible bidder submitting a bid whose bid specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of **\$302,770.00**. Bidders submitting responses to this solicitation shall submit a total quantity - for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

Additionally, the bid shall include separate unit pricing for each additional copy.

BIDS: Bids must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award. Bids must be received by the exact date and time specified. Late bids will not be considered.

SCHEDULE OF PRICES:

<u>Quantity</u>	<u>Price</u>
_____	\$302,770.00

A cost must be submitted for each additional copy.

Additional per each copy \$ _____

Contractors must provide a cost breakdown of Bid as follows:

Production cost:	\$ _____
Shipping cost:	\$ _____
TOTAL PRICE:	\$302,770.00

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 undersign agree, if this bid is accepted with _____ 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 point(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 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 (pg. 8) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

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)

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

THIS SECTION FOR GPO USE ONLY

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