

**Jacket:** 740-239

**Title:** FY23/SY24 1HSJ 0123 Mailing Where Have You Been

**Agency:** DLA Document Services

**Bid Opening:** December 5, 2022

11:00 AM

Contractor Name	Bid	Terms			Discounted Total
*Advantage Mailing, LLC, Anaheim, CA	\$412,673.37	0.50%	20	days	\$410,610.00
Meredith-Webb Printing Company, Burlington, NC	\$444,500.00	0.00%	30	days	\$444,500.00
Monarch Litho, Inc., Montebello, CA	\$530,035.00	2.0%	20	days	\$519,434.30
* =Awarded					

U.S. Government Publishing Office (GPO)  
Columbus, OH 43215-7034  
General Terms, Conditions, and Specifications  
for the procurement of  
FY23/SY24 1HSJ 0123 Mailing Where Have You Been  
As requisitioned from the U.S. Government Publishing Office (GPO) by the  
U.S. Defense Logistics Agency

**BID OPENING:** Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time on **December 5, 2022**.

Any questions before or after award concerning these specifications call Joy Gooden at (614) 488-4616, Ext. 9 + 2. No collect calls. E-mail: JGooden@gpo.gov.

**BID SUBMISSION:** Bidders MUST submit email bids to: **bidsnortheast@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 11:00 a.m. EST 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 75 MB may not be received by GPO due to size limitations for receiving emails.
- 3) The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- 4) When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**BIDDERS PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, page 10.

**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. 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.

**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 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 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.

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.

**PAYMENT:** PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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>

**MODS:** If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

**SUBCONTRACTING:** The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

**GOVERNMENT IN-PLANT INSPECTIONS:** The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.



Final delivery to Newington, CT must be made by **January 23, 2023** by 2pm local time.

Contractor MUST provide the following during Review and Confirm with GPO:

- (1) Press schedule, along with how many shifts this will be printed over.
- (2) Printing type, sheet fed or web.

**PRINTING:** Cross Carrier: Prints head to head in 4-color process + Pantone 187 + Pantone 296 + Pantone Gold on face over Pantone 187 and Pantone Gold+ clear, non-yellowing matte varnish or aqueous coating. Contractor must block out address area. All colors must print in one pass.

Reply card: Prints head to head in 4-color process + Pantone 187 + Pantone 296 + Pantone Gold on face over 4-color process + Pantone 187 + Pantone Gold + clear, non-yellowing matte varnish or aqueous coating. Contractor must block out address area. All colors must print in one pass.

**INK:** Four color process plus Pantone 296 plus Pantone 187 plus Pantone Gold plus aqueous or varnish coating.

All colors must print in one pass.

**BINDING:**

Cross Carrier: SCORE all folds and FOLD to 5 x 7".

DIECUT to create a cross Carrier: Top Flap Size: 7 x 1-1/2". Bottom Flap Size: 7 x 5". Side Flap Sizes: 6-7/8 x 5"

Reply card: SCORE all folds and accordian FOLD to 6 x 4-1/4".

TWO (2) blind PERFORATIONS required for separation of Business Reply Cards.

**GOVERNMENT TO FURNISH:** Media consists of PDF files (bleeds not included) will be emailed upon award. Contractor to resize/correct files for bleed at no added cost to the government.

**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 GPO contract administrator immediately.

The contractor shall create or 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 required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on suitable storage media or e-mailed upon request. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

**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. Include REMINDER that agency can keep proof **TWO (2) workdays**. Date of receipt is NOT considered first workday. Contractor must call below to confirm receipt. Deliver proofs to:

Jackie McGowan            [jackie.mcgowan@wundermanthompson.com](mailto:jackie.mcgowan@wundermanthompson.com)  
Sheri Beyea                [sheri.beyea@dla.mil](mailto:sheri.beyea@dla.mil)                    (207) 475-5915  
Joy Gooden                 [jgooden@gpo.gov](mailto:jgooden@gpo.gov)

\*\*\*\*\* **AND** \*\*\*\*\*

At the same time the Electronic proof is sent, prior to the commencement of production of the contract production quantity, the contractor shall submit one set of Content and High-resolution proofs to each of the following.

Ms. Jackie McGowan at *Residential Address to be provided at time of award*  
Hartsdale, NY 10530

Branden Roane Wunderman Thompson  
3630 Peachtree Road, NE Suite 1200  
Atlanta, GA 30326

Marine Corps Recruiting Command (Code M) Major Alex Scarborough  
3280 Russell Road, Advertising Section, 2<sup>nd</sup> Floor  
Quantico, VA 22134-5103

All PMS colors must be shown in proof as close as possible to the actual color.

Contractor should make additional set of proofs for reference. **PROOFS WILL NOT BE RETURNED.**

Three (3) sets of digital color **Content proofs** for all pages. 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, as applicable.

\*\*\*\*\* **AND** \*\*\*\*\*

Three (3) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all pages.

-- **OR** --

At contractor's option, one set 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](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-endors/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.

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

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

The container and accompanying documentation shall be marked **PREPRODUCTION PROOFS** and shall include the GPO jacket and purchase order. 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.

Government will approve, conditionally approve, or disapprove the samples within **TWO (2) workdays** of the receipt thereof. Date of receipt is NOT considered first workday. 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 contractor's 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.

**Second round of proofs** required and should be considered and included when bidding on project schedule.

Contractor must not print prior to receipt of 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)

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

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

**MARGINS:** Bleed must be built.

**PACKING:** Pack in uniform quantities in shipping containers with a minimum bursting strength of 275 psi. Boxes must be filled to capacity without air. Each shipping container must not exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery process.

Pack to ensure no damage occurs to product during transit prior to receipt by agency. Pack to ensure no shifting of product in transit, using spacers if necessary. Product should arrive with no abrasions, dog-ears, etc.

Packing to be in accordance with GPO Contract Terms (GPO Pub. 310.2). Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

Palletizing: Pallets must be in accordance with GPO Contract Terms (GPO Pub. 310.2).

**LABELING AND MARKING:** Each package or carton must be labeled. Each pallet must be labeled. The label MUST indicate full title, quantity, Jacket number, and total number of boxes shipped, i.e. 6 of 10. White labels with black image of bold, 1/4" height entries.

Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2).

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

Product Quality Levels:

- (a) Printing Attributes -- Level I.
- (b) Finishing Attributes -- Level I.

Inspection Levels (fromANSI/ASQC 21.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication
P-10. Four Color Process	Approved proofs

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

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** Order must be divided into 200 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance to the delivery address stated under DISTRIBUTION.



A copy of the PURCHASE ORDER/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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**SCHEDULE:** Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order and furnished material will be emailed no later than **December 6, 2022**.

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.

Submit proofs as soon as possible in order to comply with the shipping schedule. Email PDF proofs and deliver three (3) sets of content and high-resolution proofs will be withheld two (2) workdays from receipt until approval of proofs. Date of receipt is not considered first day.

**Second round of content and high-resolution proofs** is required and should be considered and included when bidding on project schedule.

The contractor must not print prior to receipt of an "OK to print."

Contractor to prioritize deliveries to Hartsdale, NY and Atlanta, GA. These destinations are to be delivered before Newington, CT location.

Inside delivery to three (3) locations must be made by **December 30, 2022** by 2pm local time. Delivery Date is non-negotiable. A minimum of 50,000 of each version must be delivered by **December 30, 2022**.

Final delivery to Newington, CT must be made by **January 23, 2023** by 2pm local time.

**NOTIFICATION OF SHIPMENT:** Immediately after the order has shipped, the contractor must EMAIL tracking numbers to [sheri.beyea@dla.mil](mailto:sheri.beyea@dla.mil) & [jgooden@gpo.gov](mailto:jgooden@gpo.gov) on same day the product ships. Ensure all boxes contain title & box# of total shipment

The subject line of this message shall be "Distribution Notice for Jacket 740-239, Req. 3-320233E-820568". 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.

**DISTRIBUTION:** All shipments to be sent by traceable means.

Shipping costs need to be included in the bid price.

Prior to shipping full run to Data Mail, INSIDE DELIVERY of 25 package samples each of sealed and unsealed of each version PLUS two (2) labeled final digital downloads along with a directory of what was printed TO: Ms. Jackie McGowan at *Residential Address to be provided at time of award* Hartsdale, NY 10530

Prior to shipping full run to Data Mail, INSIDE DELIVERY of 25 package samples each of sealed and unsealed of each version TO: Branden Roane Wunderman Thompson  
3630 Peachtree Road, NE, Suite 1200  
Atlanta, GA 30326

Balance of assembled, sealed packages are to be packed in cartons by outside carrier code and delivered TO:  
Data Mail ATTN: Colleen Costin/Scott Stickles, call 24 hours 860-666-0399 to SCHEDULE your delivery  
240 Hartford Avenue, Receiving Hours: M-F: 9:00AM to 5:00PM  
Newington, CT 06111

**RECEIPT FOR DELIVERY:** As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's voucher for payment.

Bidders must fill out this page and return it via email.

TOTAL BID PRICE \$ \_\_\_\_\_ ADDITIONAL RATE \$ \_\_\_\_\_ PER 1,000

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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, 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)

COMPLETE THIS PAGE AND SUBMIT AS YOUR BID

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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