

Jacket: 740-074

Title: Managing Your Transition/Financial Planning/Education Participant Guide

Agency: U.S. Navy

Bid Opening: November 6, 2019 11AM

Contractor Name	Bid	Terms		Discounted Total
* Monarch Litho, Inc., Montebello, CA	\$137,731.00	2.0%	20 days	\$134,976.38
Gray Graphics Corp., Capitol Heights, MD	\$147,642.00	2.0%	20 days	\$144,689.16
BKR Printing, Salt Lake City, UT	\$170,770.00	5.0%	20 days	\$162,231.50
Las Vegas Color Graphics, Las Vegas, NV	\$175,555.00	5.0%	20 days	\$166,777.25
Cenveo Worldwide Los Angeles, CA	\$263,809.05	0.5%	20 days	\$262,490.00
* = Awarded				

BID OPENING: NOVEMBER 6, 2019

Bids shall be publicly opened at 11:00 A.M. prevailing Columbus, OH time on November 6, 2019. Submit bids to: U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **FACSIMILE BIDS ARE ACCEPTABLE.**

Any questions before or after award concerning these specifications call Becky Rottier at (614) 488-4616, Ext. 9. No collect calls.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
1335 Dublin Road, Suite 112-B
Columbus, OH 43215-7034

BID SUBMISSION: Using the bid return sheet (p. 8 of these specifications), submit bids to the U.S. Government Publishing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215-7034. **Facsimile bids in response to this solicitation are permitted.** Facsimile bids may be submitted directly to the GPO Columbus bid Section, Fax No. (614) 488-4577. The Jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

BIDDERS PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, page 8.

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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 9-19).

- GPO Contract Terms (GPO Publication 310.2):
<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>
- GPO QATAP (GPO Publication 310.1):
<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the 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>.

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.

TITLE: Managing Your Transition/Financial Planning/Education Participant Guide

PRODUCT: These specifications cover the printing of a 258 page book with a separate printed front cover, black plastic back cover, and 3 tab dividers. The book is spiral bound with plastic black coil. Pack suitable. F.O.B Destination and F.O.B. Contractor's city. There are 20,930 copies that deliver to 44 addresses. There are 3,200 copies that ship/mail to 13 APO/FPO addresses. All costs for shipping/mailing to be included in bid.

QUANTITY: 24,130 copies

TRIM SIZE: 8-1/2 x 11" book with three 9 x 11" tab dividers (includes 1/2" tab).

PAGES: 258 pages plus a front printed cover and black plastic back cover, and 3 tabs.

DESCRIPTION/PRINTING: Cover 1 prints full color. No bleeds. Cover 2 is blank. Covers 3 and 4 are 20-25 mil black plastic - no printing. Text prints 258 pages in full color, medium coverage, no bleeds, head to head. One blank to be added as the last text page. Blank is included in the 258 pages.

Three tab dividers 9 x 11"; 1/2" tab, position 1, 2, and 3, 1/3 cut, each prints type on face and back, black only, tab area only, insert to divide the 3 sections. Tab dividers are placed within the furnished pdf file.

Tab 1: after pdf file page 2 (cover 2).

Tab 2: after pdf file page 34.

Tab 3: after pdf file page 140.

Perforate pdf file pages 129-140 and 255-266 along the 11" left dimension, so the sheets can be removed.

Gather collated front cover, text and tabs, and 20-25 mil black plastic back cover; punch and spiral bind on left 11" way with suitable capacity black plastic coil.

GOVERNMENT TO FURNISH (GFM):

Electronic Media (Print Files) will be furnished by e-mail described as follows:

Platform: Windows PC

Software: Adobe Acrobat Professional

Fonts: All printer and screen fonts will be embedded.

Ink Colors: Full Color

Additional Information: Files will be furnished in PDF format.

Distribution: Excel file

PDF file is approx. 19 MB. First 2 pages of the PDF are Covers 1 and 2. Color ID is RGB, convert to CMYK.

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.

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.

Files must be output on high resolution image processors at a minimum of 2400 dpi.

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

Upon completion of each 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.

PROOFS - PDF PROOFS and PRIOR TO PRODUCTION SAMPLES:

PDF PROOFS:

Contractor to submit one Press Quality PDF soft proof (for content only - must show covers/text and tabs with placement and blanks with placement; also must show perforated pages with placement) 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 to e-mail proof to jimmie.goss@navy.mil and rrottier@gpo.gov by **November 14, 2019 in the a.m.**

Proofs will be OK'd within 1 workday from date of receipt to date proof status is made available to the contractor by e-mail, contractor must give contact and # information. Do not print prior to receipt of proof approval. The date of receipt is not the first workday.

Proofs must have all elements in proper position, trimmed, and constructed to the finished size specified.

AFTER PDF APPROVAL SEND:

PRE-PRODUCTION SAMPLES:

The sample requirement for this contract is not less than 2 printed copies. Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality of reproduction, and satisfactory processing on the machine indicated.

The package must be marked "PRE-PRODUCTION SAMPLES DO NOT DELAY"; and must include the GPO jacket #, dept. req # & form title.

The samples must arrive not later than **November 22, 2019**, to allow Government testing of the samples and production and shipment of the final product. The Government will approve, conditionally approve, or disapprove the samples within 2 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 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 article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 5-99)).

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.

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. 12" dated March 2011.

Tab Dividers: White Index, basis weight: 90 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

*Text: White Offset Book, basis weight: 60 lbs per 500 sheets, 25 X 38", equal to JCP Code A60.

*Covers 1/2: White No. 1 Coated Cover, Gloss-Finish, basis weight: 100 lbs per 500 sheets, 20 X 26", equal to JCP Code L11.

Back Cover 3/4: 20-25 mil black plastic.

*The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

MARGINS: No bleeds, adequate gripper.

BINDING: See Description/Printing.

PACKING: Pack suitable per shipping container. Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

Must be packaged for export. Identify carton count on each carton; 1 of 3, 2 of 3, etc.

Include full packing slip to include requisition number.

Several locations require Inside Delivery or have special delivery requirements. Please see attachment and bid accordingly.

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

LABELING AND MARKING: Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2). Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, 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 3
- (b) Finishing Attributes - Level 3

Inspection Levels (from ANSI/ASQC Z1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Prior to Production Samples
P-10. Process Color Match	Approved Prior to Production Samples

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Each partial delivery 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 to the IN address indicated 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 material will be e-mailed from U.S. Government Publishing Office by: **November 8, 2019.**

PDF Proof to be emailed by: **November 14, 2019 in the a.m.**
Prior to Production Samples to be delivered by: **November 22, 2019.**

Deliver F.O.B. Destination (to arrive at specified destinations by):

20,930 copies to 44 addresses to deliver by December 18, 2019.

Deliver F.O.B. Contractor's City (to ship/mail to specified destinations by):

3,200 copies to 13 APO/FPO addresses to mail/ship by December 18, 2019.

See attached distribution list.

ALL COSTS FOR F.O.B. DESTINATION AND F.O.B. CONTRACTOR'S CITY SHIPPING TO BE INCLUDED IN THE BID.

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.

DISTRIBUTION:

NOTE: Several locations require Inside Delivery or have special delivery requirements. Some addresses POC must be notified 24 hours in advance of delivery. Please see attachment and bid accordingly.

2 Pre-Production Samples to: CNIC - FFSP N911, Attn: Jimmy Goss 901-874-4327, 7736 Kitty Hawk Drive, Bldg. 457, Room 116, Millington, TN 38054

Deliver 20,930 books to 44 addresses; see attachment.

Ship/mail 3,200 books to 13 FPO/APO addresses; see attachment.

NOTE: ON THE EXCEL SPREADSHEET ONLY USE THE COLUMN LABELED "MY EDUCATION/FINANCIAL PLANNING/TRANSITION PARTICIPANT GUIDES".

All shipments to be sent traceable means and contractor shall provide tracking numbers per location to the following email addresses: rottier@gpo.gov and jimmie.goss@navy.mil

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.

SHIPMENT(S): Shipment(s) will be made f.o.b. destination from: City _____, State _____.

Bid Price: \$ _____ **Additional Rate:** \$ _____ per _____.

DISCOUNTS: Discount is 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.

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.

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

(Company Name)

(GPO Contractor's Code)

(Street Address, City, State and Zip Code)

(Printed Name and Title)

(Telephone number)

(Signature)

(Date)

(E-Mail)

(Facsimile Number)

THIS SECTION FOR GPO USE ONLY

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)