

**Jacket:** 412-525  
**Title:** EDDM Letters  
**Agency:** GPO  
**Bid Opening:** February 11, 2020 at 11:am

| Contractor Name                | Bid            | Terms |         | Discounted Total |
|--------------------------------|----------------|-------|---------|------------------|
| Specialty Print Communications | \$312,685.30   | 5.0%  | 21 days | \$297,051.04     |
| Las Vegas Color Graphics, Inc. | \$735,555.00   | 5.0%  | 20 days | \$698,777.25     |
| NPC Inc.                       | \$1,016,071.00 | 2.0%  | 20 days | \$995,749.58     |
|                                |                |       | days    | \$0.00           |
|                                |                |       | days    | \$0.00           |
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|                                |                |       | days    | \$0.00           |
|                                |                |       | days    | \$0.00           |

February 10, 2020

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 412-525, scheduled for opening at 11 am on February 11, 2020, are amended as follows:

1. The bid opening date remains 11 am on February 11, 2020.
2. On page 2 of 5, paragraph 5, delete “Contractor responsible for shipping cost to the DDU’s and replace it with “Contractor responsible for shipping cost to the SCF’s (Sectional Center Facility) associated with the DDU’s (Deliver Destination Unit). Contractor responsible to determine the number of SCF’s addresses that product will ship too.”
3. On page 3 of 5, paragraph 1, delete *phone: 719-948-9320* and replace it with *phone: 719-295-2682*.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
Bid Section, Room C848, Stop CSPA  
732 North Capitol Street NW  
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

LORRAINE CARTER  
Contracting Officer

**BID OPENING:** FEBRUARY 11, 2020

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL K KERNS. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

**FACSIMILE BID SPECIFICATIONS**

U.S. Government Publishing Office (GPO)  
Washington, D.C.

**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)).

**NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable pages.

**PREAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via telephone conference prior to award.

**PRODUCT:** Preparation of mailing and mailing services for "Every Door Direct Mailing"

Proof of Delivery to be emailed to [thunt@gpo.gov](mailto:thunt@gpo.gov).

**TITLE:** EDDM Letters

**QUANTITY:** 14,313,864.

**TRIM SIZE:** 11 x 6"

**GOVERNMENT TO FURNISH:** Contractor to pick up:

One Microsoft Excel file containing delivery information with zip codes and carrier routes for distribution. There are 9 columns fields, 6 populated and 3 to be filled in as mail is bundled and trayed. Column titles: A: DDU KEY, B: DDU\_NAME, C: DDU\_ADDRESS, D: 5 DIGIT ZIP CODE, E: CARRIER ROUTE, F: TOTAL # OF EDDM. (contractor to fill) G: TOTAL # PER BUNDLE, H: TOTAL # OF BUNDLES, I: BUNDLE\_PART.

One pdf file containing sample of the printed product that will mail.

One pdf file containing "Every Door Direct Mail" facing slip.

The EDDM letters will be available for contractor to pick-up from the U.S. Government Publishing Office, U.S. GPO Fulfillment Center, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

Preprinted EDDM letter, size 11 x 6" letter printed on card stock (JCP K10, Index, White, Basis Size 25-1/2 x 30-1/2" 110 lbs., shrink-wrapped in units of 100, packaged 2100 letters per box with approximately 48 boxes per pallet, see attachment of letter (card) to be mailed. U.S. Census Bureau Permit No. G-58, ECRWSEDDM appears in the upper right corner of the letter and will be funded by the agency for "EDDM" mailing costs. Contractor to contact Tommy Hunt (phone 719-295-2682) after award for further information and indicia account information.

NOTE: Pallets containing materials meet GPO Contracting Terms requirements and are stacked no higher than 42".

**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.

**OVERVIEW:** Contractor to perform mail preparation services and mail using the USPS EDDM mail rate using the Agency permit. Contractor responsible to perform all operations necessary to mail the 11 x 6" letter (card). Contractor to pick up a printed letter (see description above) from GPO Laurel Fulfillment Center located in Laurel MD.

Upon receipt of the files the contractor should immediately check if number of addresses in the Carrier Route is current for processing the "EDDM" mail piece.

**MAILING:** The publication is a Preprinted EDDM letter, size 11 x 6" letter printed on card stock (JCP K10, Index, White, Basis Size 25-1/2 x 30-1/2" 110 lbs., The address panel is preprinted with return address, "Official Business, Penalty for Private Use \$300. "PRSRST STD, POSTAGE & FEES PAID, U.S. Census Bureau, Permit No. G-58, \*\*\*\*\*ECRWSEDDM\*\*\*\*\*, Residential Customer" Postage will be funded by the U.S. Census Bureau.

Contractor to pick up 14,313,864 letters (11 x 6" cards) at the U.S. Government Publishing Office, U.S. GPO Fulfillment Center, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986. Contact Tom Hunt, phone 719-295-2682.

Contractor to perform mail preparation services and mail the 14,313,864 letters (11 x 6" cards) in accordance with the USPS mail manual using "EVERY DOOR DIRECT MAIL" USPS program. Contractor to perform all operations required for mailing at "EDDM" postage rate including but not inclusive of bundling, counting, traying or sacking tagging and delivery to proper USPS facility or facilities. Contractor responsible for filling out proper USPS postage statements, facing slips and any other USPS paper filing requirement. There are approximately 29,575 different carrier routes the printed product will mail too and is associated with approximately 3,890 DDU's. Contractor responsible for the shipping cost to the DDU's. Contractor can view the Microsoft excel "Carrier Route" spreadsheet attached to the solicitation. The excel spreadsheet describes the number of Carrier Routes that mail with the DDU locations and address.

Contractor shall have an order tracking capability that monitors and verifies the progress of the order from entry through delivery.

Contractor responsible to verify that the printed product address block, containing indicia will qualify for the EDDM mail rate.

**DISTRIBUTION:** Deliver f.o.b. destination.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to thunt@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-525, Requisition 0-60862". 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.

**F.O.B. Destination:**

Mail the 14,313,864 letters (11 x 6" cards) via "EVERY DOOR DIRECT MAIL" .

**SCHEDULE:** Furnished distribution files will be available for pick up at the U.S. Government Publishing Office, 27 G St., NW, Washington, D.C. 20401, on or before February 13, 2020.

Approx. 80% of the 14,313,864 Furnished letters (cards) will be available for pick up at the U.S. Government Publishing Office, U.S. GPO Fulfillment Center, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986 on or before February 11, 2020. The remaining 20% will be available for pick up by February 18, 2020.

**F.O.B. Destination**

Mail by February 28, 2020

Within 72 hours after shipping/ mailing, contractor must furnish a copy of the mailing/ shipping manifest for all destinations plus a copy of the appropriate USPS form(s) showing the number of pieces, weights and postal charges, signed and verified by the entry post office to: Tommy L Hunt Jr., Operations Manager, Pueblo Distribution Center, Phone 719-948-9320, e-mail thunt@gpo.gov.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via e-mail at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520 or via facsimile at (202) 512- 1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

**OFFERS:** Offers must include the cost of all materials and operations for the jacket listed in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies and the award will be based on the lowest total price for the jacket listed. Prices 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. Transportation charges are not a factor in determining award.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPA, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**JACKET NUMBER**

**BID PRICE:**

**ADDITIONAL/M**

**Jacket 412-525:**

TOTAL \$ \_\_\_\_\_ \$ \_\_\_\_\_

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discount" of solicitation Provision in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted

Within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

**NOTE:** Failure to provide a 60 day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State - Zip Code)

By \_\_\_\_\_  
(Printed Name, and Title of Person Authorized to Sign this Bid)

\_\_\_\_\_  
(Signature) (Date)

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

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



# Do you know who to count on your census?

- Any family members or friends who are living with you now, even if it's only for a short time.
- Newborn babies and young children, even if they are not in your family.
- Your roommates or any renters.
- All of the above.**

These people are often missed in the census. This means they can miss out on resources for themselves and their communities over the next 10 years.  
**Make sure everyone is counted in the 2020 Census!**

UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
National Processing Center  
Jeffersonville, IN 47132-0001

OFFICIAL BUSINESS  
Penalty for Private Use \$300

PRSR STD  
POSTAGE & FEES PAID  
U.S. Census Bureau  
Permit No. G-58

\*\*\*\*\*ECRWSEDDM\*\*\*\*

Residential Customer

Para información en español, visita **2020CENSUS.GOV/cuenta**

Shape  
your future  
START HERE >

United States<sup>®</sup>  
**Census  
2020**





# Count everyone under your roof.

**Hundreds of billions of dollars are at stake every year for the next 10 years.**

The results of the 2020 Census inform funding and planning for new clinics, school lunch programs, emergency services, and more. So make sure you count everyone living in your home as of April 1, 2020.

For more information,  
visit **[2020CENSUS.GOV/count](https://2020census.gov/count)**

**Shape  
your future  
START HERE >**

United States<sup>®</sup>  
**Census  
2020**

EVERY DOOR DIRECT MAIL  
FACING SLIP

|  |   |                            |                      |
|--|---|----------------------------|----------------------|
| <b>DDU KEY</b>   | <i>(Internal Ref. Code, not required by USPS)</i> |                            |                      |
| <b>DDU NAME</b>  |   |                            |                      |
| <b>DDU ADDRESS</b>   |   |                            |                      |
| <b>5 DIGIT ZIP CODE</b>  | <b>CARRIER ROUTE</b>                              | <b>QUANTITY</b>            | <b>DELIVERY TYPE</b> |
|  |   |                            | <b>RESIDENTIAL</b>   |
| <b>DATE</b>  | <b>TOTAL # MAILPIECES PER BUNDLE</b>              | <b>TOTAL # OF BUNDLES*</b> |                      |
| FEB. 28, 2020  |   | Bundle _____ of _____      |                      |
| <b>SATURATION MAIL DESCRIPTION</b>   |   | <b>MAILER INFORMATION</b>  |                      |
| 2020 CENSUS (BOC Headquarters) EDDM FOR RESIDENTIAL HOUSING UNITS IN SELECT CARRIER ROUTES |   | Permit Holder Name:        |                      |
|  |   | Permit Number:             | Permit Type:         |
|  |   | Post Office of Mailing:    |                      |
|  |   |                            |                      |

\*Mailers must prepare bundles to comply with standards  
Generated by USPS - - Every Door Direct Mail Facing Slip