

**Jacket:** 704-727

**Title:** FY'20 Desktop Calendar

**Agency:** DLA

**Bid Opening:** February 11, 2020 at 2PM

<b>Contractor Name</b>	<b>Bid</b>	<b>Terms</b>		<b>Discounted Total</b>
*ADVANTAGE MAILING LLC	\$224,621.05	5.0%	20 days	\$213,390.00
MONARCH LITHO, INC	\$254,452.00	2.0%	20 days	\$249,362.96
CONSOL GRAPH INC/WESTLAND PRT	\$339,529.00	0.5%	20 days	\$337,831.36
*= Awarded				

**BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING PHILADELPHIA, PA TIME, ON February 11, 2020.**

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL Melita Webb AT (215) 364-6465 (Ext. 5). NO COLLECT CALLS.

### **SPECIFICATIONS**

U.S. Government Publishing Office (GPO)  
Southampton Office Park  
Suite A-190  
928 Jaymor Road  
Southampton, Pennsylvania 18966

**BID SUBMISSION:** Submit bid to: U.S. Government Publishing Office, 928 Jaymor Road, Suite A-190, Southampton, PA 18966. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to Fax No. 215-364-6476. The jacket numbers 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: U.S. Government Publishing Office, 928 Jaymor Road, Suite A-190, Southampton, PA 18966, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Philadelphia, PA time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (215) 364-6465 (Ext. 1).

**BIDDERS PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, and return page 7.

**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. 09-19).

GPO Contract Terms (GPO Publication 310.2; Rev. 1-18) - <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1; effective May 1979 (Rev 09.19) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

**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:** 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:

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>.

**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 (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 Press Sheet Inspection
P-8. Halftone Match (Single and Double Impression)	Approved Press Sheet Inspection
P-10. Process Color Match	Approved Press Sheet Inspection

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Type Quality and Uniformity	Per Electronic file
P-8. Halftone Match (Single and Double Impression)	Per Electronic file
P-10. Process Color Match	Per Electronic file, color laser prints

**GOVERNMENT TO FURNISH:** 1 DVD, MAC System, with files created using InDesign Version CS5, Illustrator Version CS5 and Photoshop Version CS5 software (Native format, fonts are located in a folder); 13 color laser furnish visuals; Labeling & Marking Specs., GPO 905 labels (2).

**PREFLIGHT:** 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 [mwebb@gpo.gov](mailto:mwebb@gpo.gov). The contractor shall create or 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.

**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:** None required. A Press inspection will be conducted in lieu of proofs.

**The contractor must not print prior to receipt of an "OK to Print" during the Press Sheet Inspection.**

### **PRESS SHEET INSPECTION**

The contractor must notify the GPO of the date and time the (proof, press sheet, bindery, or other) inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Publishing Office, at (215) 364-6465 x 5. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday.

**PRESS SHEET INSPECTION:** Final make-ready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. **NOTE:** A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8 minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; slur targets; two-color overprint ink trapping targets and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

**Viewing Light:** Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

**NOTE:** See Contract Clause, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

To maintain the required quality, the Government reserves the right to inspect the press sheets at the contractor's plant on any workday during the contractor's regular working hours. When press inspection is requested, it must be scheduled during contractor's first and/or second shifts **ONLY**.

**The contractor must not print prior to receipt of an "OK to Print" during the Press Sheet Inspection.**

**NOTE:** Upon completion of this order, if there were any changes, or if there were no changes to the furnished files, the contractor **MUST** furnish final production native files (digital deliverables) along with the furnished material. The digital deliverables **MUST** be an exact representation (reflecting any such changes as "AA's retouching, etc., that were performed on the files prior to printing the end product), and **MUST** be returned/sent on the same type media or storage as was originally furnished. Any other media type than those furnished are unacceptable, unless specified otherwise by the Government. Both the original furnished files, and the digital deliverables (the final digital download mechanical of the actual printed product; these electronic files are to be stored/filed for Agency records).

**APPROVAL:** The contractor must begin production of the publication only after receiving, in writing, the statement "approved for production". If a press inspection is requested, approval for production will be given during the inspection.

**The contractor must not print prior to receipt of an "OK to Print" during the Press Sheet Inspection.**

**FOLLOWING IS A DESCRIPTION**

**PRODUCT:** Desk top day planner pad printed in 4 color process, Red 187C and Blue 296C plus Spot Varnish, Shrink-wrap in units of 25's.

**TITLE:** FY'20 DESKTOP PLANNER CALENDAR

**QUANTITY:** 150,000 Desktop Planner Calendar (FIRM)

**PLUS:** 50 Quality Assurance Sample Desktop Planner Calendar  
12 Department Sample Desktop Planner Calendar

**TRIM SIZE:**

Day Planner Sheets = 21-3/4 X 15"

Base sheet = 21-3/4 x 17-3/4"

Chipboard backing = 21-3/4 x 17-3/4"

**STOCK/PAPER:**

Day Planner sheets – White Offset Book, basis weight: 70lbs per 500 sheets, equal to JCP Code A60.

Base Sheet – Litho Coated Cover (C1S), White, 12 Pt. JCP L70.

Backing – Chipboard @ 22 pt. Thick.

Book Cloth – Black, 1-5/8" wide strip.

**INK:** 4 color process, Red 187C and Blue 296C.

**VARNISH:** A "low rub" spot varnish required over all full color illustrations and color builds.

**PRINTING:** Each day planner sheet (12) and Base sheet prints face only in 4 color process, Red (187C) and Blue (296C), plus spot varnish. The Base Sheet prints face only in 4 color process, Red (187C) and Blue (296C), plus spot varnish at the bottom portion (2-3/4" x 21-3/4").

**FORMAT:** Day Planner Sheets July 2020 thru June 2021, a 13<sup>th</sup> sheet (Base Sheet) to be collated in sequence, padded (top edge) with black book cloth and chipboard backing (22 pt. thick). Follow files for color breaks.

**MARGINS:** Day planner sheets/page, all pages bleed all 4 sides. Base Sheet Bleeds 3 sides.

**PERFORATION:** Day Planner Sheets – Perforate once, with a full horizontal perforation along the 21-3/4" dimension, 3/4" from the top edge.

**\*\*NOTE: LITHO PERFORATIONS ARE NOT ACCEPTABLE.**

**BINDING:**

Day Planner: Trim 4 sides. Collate day planner sheets July 2020 thru June 2021, Base Sheet and backing chipboard and bind with four (4) wire stitches @ 7-1/4" center to center and 1/4" center to edge along the 21-3/4" top dimension, through the sheets and chipboard. After wire stitching, cover along the bind edge with a 1-5/8" X 21-3/4" strip of black book cloth, lapping equally @ approximately 11/16" over the top sheet and wrapping around the top edge to lap over the chipboard. Cloth strip must be firmly glued in place.

Die cut four (4) 3/4" slits on the lower right side of the base sheet to house a business card. Follow files for position.

Apply two (2) 1" X 1" patches of double sided tape on the chipboard, one patch on the left side @ 1-1/4" from the left trim edge and one on the right side @ 1-1/4" from the right trim edge. Position both patches approximately @ 1-1/2" from the bottom. **NOTE:** End user will expose double sided tape adhesive and fasten base sheet to backing sheet, after inserting business card.

**PACKING:** Shrink-wrap in units of 25's and box per mailing carton. Follow GPO white shipping label. Carton labels must show title, quantity, form number and control number and must appear on the outside of the mailing and shipping cartons. Use new corrugated fiberboard for mailing and shipping containers. Shipping containers may contain more than one mailing carton provided the weight does not exceed 50 Lbs. Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Pallets are required for all destinations receiving 10 or more shipping containers. Failure to properly palletize may be cause for re-palletizing at contractor's expense.

**PALLET REQUIREMENTS:** Pallets used for delivery to the destination listed below **MUST** be wood and have front and rear load beam, with a single (1) 48" long 2x4 upright support, centered on the length of the 48" dimension; this will allow a "fixed-fork unloader/uploader" to enter the pallets and place them in the warehouse racks. Pallets **MUST** be partially shrink-wrapped, and the size **MUST** be 48" x 42", with a maximum height of 48". Cartons **MUST** be stacked on pallets in a staggered manner to ensure maximum stability. **NOTE:** Pallets **MUST** be in accordance with the "pallet requirements" as described above and in the Iron Mountain Receiving Guidelines. Therefore, there may be cause for incidental expenses at the receiving warehouse that **MUST** be borne by the contractor.

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**SCHEDULE:** 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.

Furnished material will be available for pick up at the G.P.O., Southampton, PA 18966, on **February 14, 2020**.

Deliver 150,000 packages on/or before **March 13, 2020**.

**DISTRIBUTION** – F.O.B Destination:

IRON MOUNTAIN FULFILLMENT CENTER  
Attn: Angela Smith (770)739-2166  
8125B Troon Circle  
Austell, GA 30168

Proof of delivery must be emailed to **DCGPO.docsvcs@dla.mil**.

**RETURN OF GOVERNMENT FURNISHED MATERIAL:** All materials and receipts must be returned via traceable means. See breakdown below:

1. Immediately upon completion of this job, all Government Furnished Materials and 12 printed Department copies and packing slips are to be returned to: J WALTER THOMPSON ATLANTA, C/O TUCKER, CASTLEBERRY, ATTN: NICK VIOLANTE (770)454-1580 3500 MCCALL PLACE, ATLANTA, GA 30326. Follow supplied sample of GPO 905 white carton label. **NOTE:** upon completion of this order, if there were any changes, or if there were no changes to the furnished files, the contractor **MUST** furnish final production native files (digital deliverables) along with the furnished material. The digital deliverables **MUST** be an exact representation (reflecting any such changes as "AAs" retouching, etc., that were performed on the files prior to printing the end product), and **MUST** be returned/sent on the same type media or storage as was originally furnished. Any other media type than those furnished are unacceptable, unless specified otherwise by the Government. Both the original furnished files, and the digital deliverables (the final digital download mechanical of the actual printed product; these electronic files are to be stored/filed for Agency records) **MUST** be returned/sent along with the GFM.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor is required to submit quality assurance random

copies to test for compliance against specifications. The contractor must divide the entire order into **50 equal sublots** and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies (**\*\*\*NOTE: to be mailed to WASHINGTON, DC**). The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order number must be furnished with billing.

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.

**OFFERS:** Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. In addition to a price for the quantity called for in these specifications, a price must also be submitted for each additional 1,000 printed copies at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

**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 NO:** \_\_\_\_\_

**Bid Price \$** \_\_\_\_\_ **Additional** \_\_\_\_\_ **Rate** \_\_\_\_\_

**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) \_\_\_\_\_

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

\_\_\_\_\_  
(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

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

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(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)