

**Jacket:** 705-043

**Title:** Universal Easy Lock Binder

**Agency:** DLA

**Bid Opening:** May 21, 2020 at 11:00 AM

<b>Contractor Name</b>	<b>Bid</b>	<b>Terms</b>		<b>Discounted Total</b>
*Sellco Industries, Inc	\$299,840.00	1.0%	20 days	\$296,841.60
Creative Vinyl Products	\$320,340.19	0.0%	0 days	\$320,340.19
Unified Packaging, Inc	\$352,400.00	0.5%	20 days	\$350,638.00
*= Award				

Specifications by MW  
Reviewed by: MR

Jackets: 705-043  
Dept: DLA  
Req: 0-001880G

### SPECIFICATIONS

U.S. Government Publishing Office (GPO) - Philadelphia  
Southampton, PA 18966-3820

**BID OPENING:** Bids shall be opened at **11:00 AM**, prevailing Philadelphia, PA time, on **May 21, 2020** at the U.S. Government Publishing Office, Philadelphia Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

Any questions before or after award concerning these specifications, email Melita Webb at [mwebb@gpo.gov](mailto:mwebb@gpo.gov) or call (215) 364-6465, Ext. 5.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to [bidsphiladelphia@gpo.gov](mailto:bidsphiladelphia@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, along with your company name. Bids received after **11:00 AM** 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.

**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 100 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. Note: The GPO 910 "BID" Form is no longer required; bidders are to fill out, sign/initial, as applicable, 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. 9/2019).

- GPO Contract Terms (GPO Publication 310.2): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms-01-18.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>

**Doing Business with GPO Customer Services During Coronavirus Pandemic.**

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team> .

**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. Warranty further protects against ink fade, ink adhesion, and failure of material and pockets in compliance with product poster/bulletin specifications. 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>.

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

**PRODUCT:** Universal easy-lock binder printing one color in silk-screen ink with clear coat gloss varnish protective finish over all silk-screened areas.

**TITLE:** UNIVERSAL EASY LOCK BINDER

**QUANTITY:** 2,000 FIRM

**TRIM:** Cover: 9-3/4 x 11-3/4"  
Backbone: 2-1/2 x 11-3/4"

**GOVERNMENT TO FURNISH:** 2 sheets with text for binders. 1 previous sample. Delivery Instructions Sheet Navy Forms Material. GPO 905 Sheet for Carton Labeling. Warehouse Unit-of-Issue Label. GPO Delivery Confirmation Fax Sheet.

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Philadelphia regional office prior to further performance. Email [mwebb@gpo.gov](mailto:mwebb@gpo.gov)

**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 email Melita Webb at [mwebb@gpo.gov](mailto:mwebb@gpo.gov) to confirm receipt.

Soft proofs will be withheld not longer than 2 workdays from date of receipt by the Government to date of proof approval and/or corrections from the ordering agency via email. NOTE: The date of receipt by the Government is NOT considered the first workday.

Email the PDF proofs to Katherine Brown [Katherine.brown@dla.mil](mailto:Katherine.brown@dla.mil).

**Upon approval of the PDF proofs:** The contractor must provide 1 **PRODUCTION SAMPLE:**

The prior-to-production sample requirement for this contract is 1 construction sample. Sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Prior-to-production sample will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials.

Contractor is responsible for all costs incurred in the delivery of the proofs. The Government will approve, conditionally approve, or disapprove the samples. 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 therefore.

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 samples submitted is at the contractor's risk. **SAMPLE 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.

**Send 1 Pre-Production Sample to be delivered to:**

NAVSUP Weapon Systems Support  
5450 Carlisle Pike, Bldg 6  
Mechanicsburg, PA 17055  
Attn: Barbara Shindle, Code 0091 (717) 605-3829  
M/F: Proofs

Proofs will be withheld not more than 5 workday.

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

**FOLLOWING IS A DESCRIPTION**

**Construction:** Flanged, full length piano hinges; front and back covers riveted with four (4) exposed rivets each; backbone riveted with eight (8) exposed rivets; rivets to match color of cover material "Black". Hinges must be lubricated with silicone spray on assembly. Front and back covers to have rounded outside corners and edges. Contractor to exactly match furnished sample stock, weight, color, locking mechanism, text and rules.

**Seamless Tubes:** Three (3) 1/4" diameter posts and sleeves on 4-1/4" centers. Each post in the seamless tube set must telescope enough to expand the internal spine from a width of approx... 2-1/8" to a width approx... 3-5/8". Easy-Lock binder material mechanism must incorporate seamless metal tubes. Tubes with seams are not acceptable. Each set of seamless tubes should be about 4-1/4" inches apart.

**Checkering:** A 2" wide checkering zone (0.005" minimum depth) near the backbone shall extend full height on the front and back covers to enhance gripping. This checkering (cross-hatching, pattern of checks or square) shall be similar to that used on a rifle stocks and pistol grips.

**Debossing:** Front cover will have one debossed area 6-3/8 x 4-1/2" for placement of a label. Backbone will have one debossed area 2-1/2 x 2-3/4" for placement of a label.

**Printing:** Front cover to have 18 lines of type matter and one heavy rule printing in solid PMS873C Gold. Inside front cover to have "How To Operate" instructions centered, printing in PMS 873C Gold. Back cover has two lines of

typematter printing in sold PMS 873C Gold. Backbone has two lines of typematter printing in sold PMS 873C Gold. Silk-screened printing required. Silk screening must be clean and solid with no pitting. All silk-screened areas to be covered with clear coat gloss protective finish.

**NOTE:** Binders do not print common image. Type of binder is the same.

**STOCK:** Modified Linear Polyethylene, 0.180 Gauge, 0.100 grain, Black.

**INK:** Pantone 873C (GOLD)

**VARNISH:** Spot clear gloss varnish over all silk-screened areas.

**MARGINS:** Follow supplied sample binder. No bleeds.

**PACKING:** Pack binders in suitable and equal amounts in sturdy shipping cartons, with protective paper sheets or equal between each binder to insure printed areas of covers and spines do not scratch or chip during shipment. Contractor to insure no damage occurs to any binder during shipping. Each shipping container must not exceed 45 pounds when full packed.

**LABELING AND MARKING:** Reproduce shipping container GPO Form 905 from furnished repro, fill in appropriate blanks and attached to shipping containers.

### **SCHEDULE**

Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2, Rev. 1-18. Purchase Order and furnished material will be electronically available to provide to the contractor by **May 27, 2020**.

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.

### **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 invoice for payment.

An Order Delivery/Tracking Report is required for all deliveries. Contractor to update report with each shipment and each confirmed delivery and email to [katherine.brown@dla.mil](mailto:katherine.brown@dla.mil) and [infophiladelphia@gpo.gov](mailto:infophiladelphia@gpo.gov).

**DISTRIBUTION:** Deliver f.o.b. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Prior to bulk shipment, deliver 200 binders on/or before **June 23, 2020** to:

Deliver 1,800 binders on/or before **August 31, 2020** to:

NAVSUP Weapon Systems Support  
5450 Carlisle Pike, Bldg 6  
Mechanicsburg, PA 17055  
Attn: Barbara Shindle, Code 0091 (717) 605-3829  
M/F: UNIVERSAL EASY LOCK BINDER

Jacket 705-043  
Req. No. 0-001880G

Note: MANDATORY – Call 24 hours in advance to confirm/arrange delivery. Immediately upon completion of this order, return all GFM to address above.

Return all GFM’s to within 7 working days of completion of order to:

NAVSUP Weapon Systems Support  
5450 Carlisle Pike, Bldg 6,  
Attn: Barbara Shindle Code 0091  
Mechanicsburg, Pa 17055. 717-605-3829

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

**QUALITY ASSURANCE LEVELS AND STANDARDS:**

The following levels and standards shall apply to these specifications:

Product Quality Level:

- (a) Printing Attributes – Level 3
- (b) Finishing Attributes – Level 3
- (c) Exceptions: None

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:

**Attribute**

**Standard**

P-7. Type Quality and Uniformity	Approved Preproduction Sample
P-9. Solid or Screen Tints Color Match	Pantone Matching System/Approved Preproduction Sample

**OFFERS:** Offers must include the cost of all materials and operations for each item listed in accordance with these specifications.

**BID OFFER**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_.

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

Bid Price: \$ \_\_\_\_\_ Additional Rate: \$ \_\_\_\_\_ per \_\_\_\_\_

**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. 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.

_____	_____
(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)

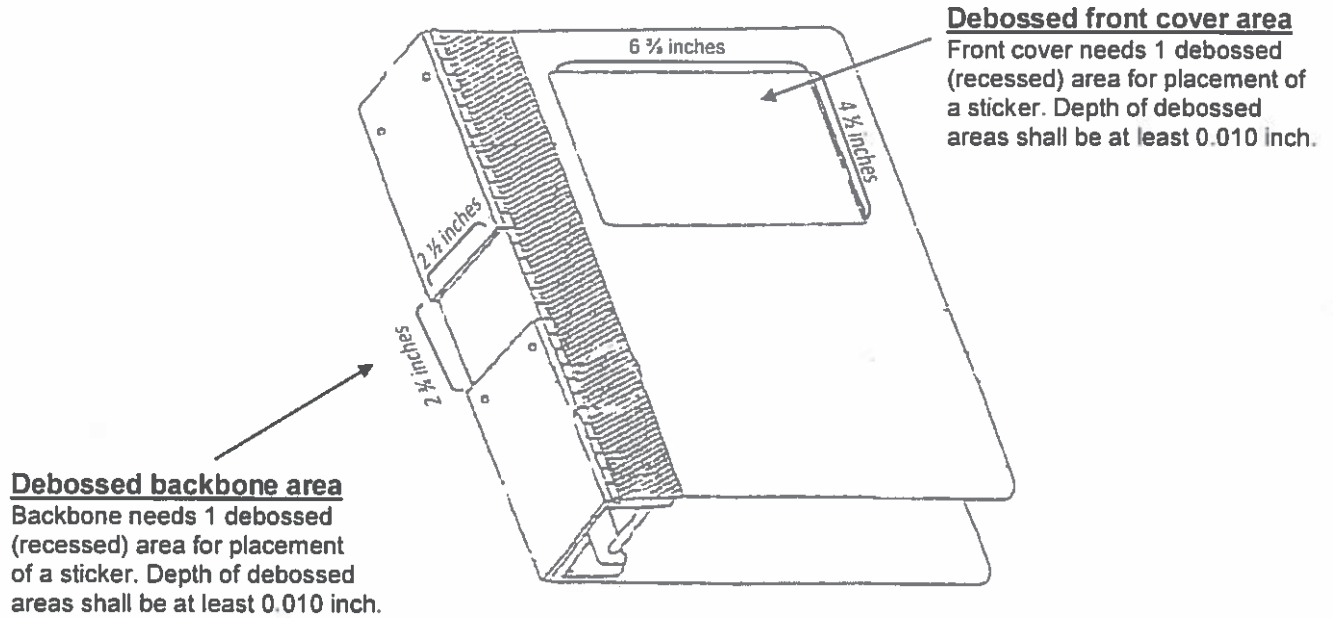
\*\*\*\*\*





## Figure 1: Debossing & Checkering

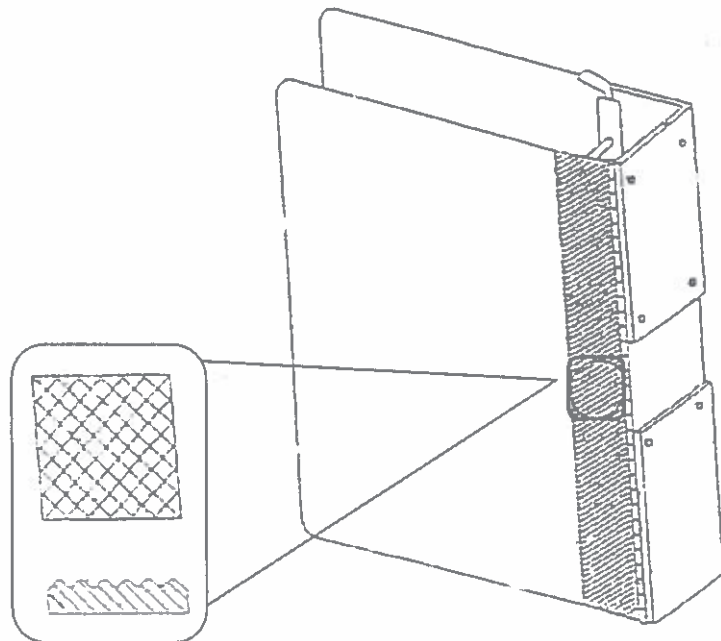
This page must be sent with the binder order to a binder vendor but does not need to be sent to a label vendor.



### Checkering

2-inch wide checkering zone (0.005 inch depth) near the backbone shall extend full height on the front & back covers to enhance gripping.

This checkering (cross-hatching, pattern of checks or squares) shall be similar to that used on rifle stocks and pistol grips.





**Bechtel Plant Machinery, Inc.**

3500 Technology Drive  
Monroeville, PA 15146-2459

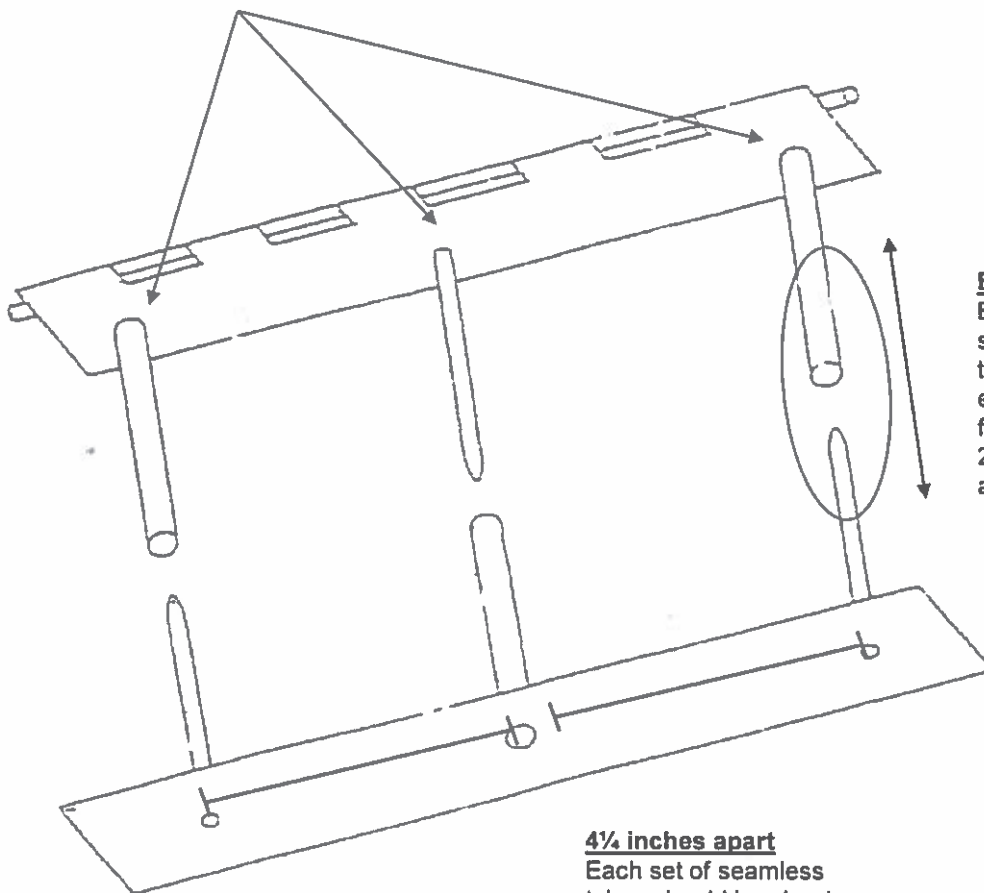
Post Office Box 1021  
Schenectady, NY 12301-1021

## Figure 2: Seamless Tubes

*This page must be sent with the binder order to a binder vendor but does not need to be sent to a label vendor.*

### Posts & sleeves

Each binder for BPML must have three ¼-inch-diameter posts & sleeves. These posts & sleeves are called "seamless tubes."



### Expand spine to 3¼ in.

Each post in the seamless tube set must telescope enough to expand the binder spine from a width of approx. 2¼ inches to a width of approx. 3¼ inches.

### 4¼ inches apart

Each set of seamless tubes should be about 4¼ inches apart.