

Jacket: 724-033

Title: Grow It for Home Child Daycare

Agency: USDA

Bid Opening: March 4, 2020 at 2:00 PM

Contractor Name	Bid	Terms		Discounted Total
Schmitz Press	\$115,745.00	0.5%	20 days	\$115,166.28
Monarch Litho, Inc.	\$118,881.00	2.0%	20 days	\$116,503.38
Gray Graphics	\$119,730.00	2.0%	20 days	\$117,335.40
Las Vegas Color	\$133,555.00	5.0%	20 days	\$126,877.25
District Creative Printing	\$156,500.00	2.0%	20 days	\$153,370.00

BID OPENING: March 4, 2020

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING ATLANTA, GA TIME.

ISSUE DATE: February 28, 2020

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (404) 605-9160, EXT. 32708 (Jeff Messersmith). NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Atlanta Regional Office
3715 Northside Parkway, NW
Suite 4-305
Atlanta, Georgia 30327

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)).

BIDDERS, PLEASE NOTE:

The GPO 910 "BID" Form is no longer required. Bidders are required to fill out, sign/initial, and return pages 10 and 11.

PRODUCT:

Food & Nutrition Service Kits containing 7 different items outlined below

TITLE: Grow It for Home Child Daycare

- Item 1: Grow It for Home Child Daycare (Wire-O Bound Book)
- Item 2: Tasty Acres Poster (Folded Poster)
- Item 3: My Plate Poster (Folded Poster)
- Item 4: Flash Cards (Set of 13 Individual Cards)
- Item 5: Custom die-cut Flash Card Carrier
- Item 6: Cover Sheet
- Item 7: Clear Pouch

QUALITY LEVEL:

II Quality Assurance through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

QUANTITY: 10,000 kits + 32 QARC's (1 kit = 1 each of the following 7 items)

- Item 1: Grow It for Home Child Daycare (Wire-O Bound Book)
- Item 2: Tasty Acres Poster
- Item 3: My Plate Poster
- Item 4: Flash Cards
- Item 5: Custom die-cut Flash Card Carrier
- Item 6: Cover Sheet
- Item 7: Clear Pouch

TRIM SIZE:

- Item 1 (Wire-O Book)
 - Covers: 9-1/4 x 11"
 - Text: 8-1/2 x 11"
 - 8 Tab Dividers: 9* x 11" (*includes 1/2" lip for tabs)
- Item 2: Tasty Acres Poster @ 16-1/2" x 10-3/4" flat; 8-1/4 x 10-3/4" folded
- Item 3: My Plate Poster @ 21-1/2 x 16-5/8" flat; 10-3/4 x 8-5/16" final fold
- Item 4: Flash Cards @ 4-1/4 x 5-1/2"
- Item 5: Custom die-cut Flash Card Carrier @ Overall size 9 x 11", see **DESCRIPTION**
- Item 6: Cover Sheet: 9 x 11"
- Item 7: Heavy-duty vinyl page protector (external dimensions 9-1/4 x 11-3/8", open on short side – see **STOCK** for additional information).

PAGES:

- Item 1: Wire-O Book - 328 Text + 8 Tab Dividers + 2-piece Cover
- Item 2: Tasty Acres Poster - Face and back
- Item 3: My Plate Poster - Face only
- Item 4: Flash Cards only - Face and back
- Item 5: Custom die-cut Flash Card Carrier - No printing
- Item 6: Cover letter - Face only
- Item 7: Heavy-duty vinyl page protector - No printing

DESCRIPTION:

Specifications apply equally to each Item unless otherwise indicated.

Item 1 (Wire-O Book):

- Covers 1-4 print full color matter, face and back, head-to-head, via 4-color process ink. Ink coverage 100% coverage, full bleed. Coat Covers 1-4 with clear, non-yellowing GLOSS aqueous coating.
- Text print full color matter, face and back, head-to-head via 4-color process. Ink coverage 75%-100% with uncommon to full bleeds throughout.
- Tab dividers print full color matter, face and back, head-to-head, via 4-color process ink. Ink coverage 75%-100% with uncommon to full bleeds. Flood coat entire face and back with a clear, non-yellowing GLOSS aqueous coating.
 - Tabs are 1/8th cut, 1 full bank, with rounded corners. Tabs must be reinforced by the lamination method of a single thickness of CLEAR plastic, cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the divider, which shall lap over at least 3/8" on the base sheet and extend at least 3/8" beyond the tab end. The outer edge of the tab must be smooth.

Item 2 (Tasty Acres Poster):

- Poster prints full color matter on the face, via 4-color process ink. Ink coverage 100%, full bleed. Back prints type, line art and reverse type matter in black ink. Ink coverage 65%, uncommon bleed.
- After printing, laminate both sides of the form with a clear, MATTE/DULL (1.5 mil) DRY ERASE lamination on each side. Laminate must not extend beyond the trim size.

Item 3 (My Plate Poster):

- Poster prints full color matter, face only, via 4-color process ink. Ink coverage 100% coverage, full bleed. Coat the entire face with a clear, non-yellowing SATIN aqueous coating.

Item 4 (Flash Cards – 13 individual cards):

- Face and back print full bleeds printing full color matter via 4-color process. Coat the entire face and back with a clear, non-yellowing SATIN aqueous coating. Print head to head.

Item 5 (Custom die-cut “Flash Card” Carrier):

- Contractor to furnish a die-cut carrier (non-printed) consisting of one top leaf of E-flute or suitable (suitable thickness to match 13 leaves of 100# cover stock) and one suitable thick backing sheet. The overall size of carrier is 9-1/4 x 11”; depth to be determined by contractor. Die-cut the top leaf with a 4-3/8 x 5-9/16” rounded corner window (which includes 1/16” on all sides from the final trim size of the die-cut flash cards) to allow one shrink-wrapped set of flash cards to be placed flush within the carrier. Apply suitable fugitive glue on the backing sheet to ensure the wrapped set stays in place. Final construction of carrier is to be determined by the contractor, but the carrier with a shrink wrapped set of flash cards inserted MUST be flush for final packing assembly (see **PACKING**).

Item 6 (Cover Sheet – “Grow It, Try It, Like It”):

- Form prints full color matter, face only, via 4-color process ink. Ink coverage 100% coverage, full bleed. Coat the entire face with a clear, non-yellowing SATIN aqueous coating. Print one side only.

Item 7 (Heavy-duty Vinyl Page Protector):

- No printing required.

NOTE: Items 1-4 & 6 must be printed via conventional OFFSET printing on a minimum 4-color press with one single pass. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

GOVERNMENT TO FURNISH:

- See below for electronic media.
- One previous printed sample of all items to be used as visual and construction guide.

Electronic Media -

Platform: Unknown

Storage Media: 4 DVDs

Software:

- Item 1 (Wire-O Book): Total of 9 Adobe InDesign CC (version 15.0) files furnished.
- Item 2 (Tasty Acres Poster): 1 Adobe InDesign CC (version 15.0) file furnished.
- Item 3 (My Plate Poster): 1 Adobe InDesign CC (version 15.0) file furnished.
- Item 4 (Flash Cards only): 1 Adobe InDesign CC (version 15.0) file furnished.
- Item 6 (Cover Sheet): 1 Adobe InDesign CC (version 15.0) file furnished.
- Contractor to furnish all bleeds as specified.
- Contractor is not to request that files be converted to a different format. If contractor wishes to convert files to a different format, the final output must be at the same or higher quality.

Output: High resolution output of 175 line screen.

Fonts: All fonts furnished.

Colors identified as CMYK.

Additional information:

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.

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 your contract administrator.

The contractor shall create or edit 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 Post Script Files are not furnished - 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 deliverable) with the furnished media. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, any proprietary file formats other than those supplied, unless specified by the Government.

STOCK:

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.

BIDDERS PLEASE NOTE: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

- Item 1 (Wire-O Book):

- Covers and Tab Dividers: JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26", Basis Weight 100#
- Text: JCP Code* A240, Matte Coated Text, White, Basis Size 25 X 38", Basis Weight 80#

- Item 2 (Tasty Acres Poster): JCP Code* A261, No. 1 Silk/Dull Coated Text, White, Basis Size 25 X 38" Basis Weight 100#**- Item 3 (My Plate Poster): JCP Code* A261, No. 1 Silk/Dull Coated Text, White, Basis Size 25 X 38", Basis Weight 100#****- Item 4 (Flash Card): JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26", Basis Weight 100#****- Item 5 (Custom die-cut "Flash Card" Carrier): E-flute cardboard of suitable thickness top & bottom leaves****- Item 6 (Cover Letter): JCP Code* A240, White Matte Coated Text, Basis Size 25 X 38", Basis Weight 80#****- Item 7 (Heavy-duty Vinyl Page Protector): 7-8 mil thick, clear, no-hole binder page with ¼" drop, external dimensions 9-1/4 x 11-3/8", open on short side, beaded edge and round corners with 9/16" binding edge – MATCH FURNISHED SAMPLE!****INK:**

If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

- Item 1: (Wire-O Book): Covers, Text and Tab Dividers: 4-color process + clear, non-yellowing gloss aqueous coating
- Item 2: (Tasty Acres Poster): 4-color process + Black
- Item 3: (My Plate Poster): 4-color process + clear, non-yellowing satin aqueous coating
- Item 4: (Flash Cards): 4-color process + clear, non-yellowing satin aqueous coating
- Item 6: (Cover Letter): 4-color process + clear, non-yellowing satin aqueous coating

MARGINS:

- Item 1: (Wire-O Book): Covers 1-4, text and tab dividers print full and/or uncommon bleeds.
- Item 2: (Tasty Acres Poster): Face prints full bleeds in all dimensions, back bleeds head, left and right.
- Item 3: (My Plate Poster): Face prints full bleeds in all dimensions.
- Item 4: (Flash Cards): Face and back print full bleeds.
- Item 6: (Cover Letter): Face prints full bleeds in all dimensions.

PROOFS:

Deliver the following proofs to the department on or before **March 16, 2020**. Contractor **MUST** return ALL Government furnished material with the proofs.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All proofs will be withheld not longer than 5 workday(s) from date of receipt by the Government** to date proofs are **MADE AVAILABLE FOR PICKUP** by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor **MUST** include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

(*) **CONTENT PROOFS (EACH ITEM):** One complete digital color CONTENT proofs 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 (where applicable) to the finished size/format of the product.

(*) **INKJET PROOFS (EACH ITEM):** One set of INKJET proofs that are G7 profiled and use pigment-based inks. 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 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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.

IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE

FINAL OUTPUT.

PRESS SHEET INSPECTION REQUIRED:

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least **5 workday(s)** prior to the inspection. Notify Jeff Messersmith (jmessersmith@gpo.gov) at Atlanta GPO (404-605-9160 Ext 32708)). Note: See Contract Clause, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). 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.

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.

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.

TRAVEL EXPENSE AND PER DIEM: Travel expenses and per diem to be incurred by the Government for press sheet inspection will NOT be a factor in determining award.

TRAVEL EXPENSE AND PER DIEM:

Travel expenses and per diem to be incurred by the Government for press sheet inspection will be a factor in determining award. This will be based on sending 1 Government representative from the Washington, DC area for 3 calendar days.

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.

BINDING:

Item 1 (Wire-O Book):

- Covers and Text: Trim 4 sides.
- Tab Dividers – see **DESCRIPTION**.
- Collate covers, text, tab dividers and heavy-duty clear vinyl page protector (Item 7)
- Punch suitable along 11" left dimension and bind with a suitable sized WHITE Wire-O binding.

NOTE: Wire-O binding element must be large enough to allow books to lie flat when opened.

Item 2 (Tasty Acres Poster):

- See **DESCRIPTION** for laminating requirements.
- Trim 4 sides.
- Score and fold to 8-1/4 x 10-3/4" with color image out

Item 3 (My Plate Poster):

- Trim 4 sides.
- Score and fold to 10-7/8 x 16-3/4" ,
- Score and fold again to 10-3/4 x 8-5/16" with color image out

Item 4 (Flash Cards):

- Trim flash card 4 sides with rounded corners.
- Collate per furnished visual.
- Shrink wrap each set of 13.

Item 5 (Custom die-cut "Flash Card" Carrier)

- Contractor to furnish a die-cut carrier (non-printed) consisting of one top leaf of E-flute or suitable (suitable thickness to match 13 leaves of 100# cover stock) and one suitable thick backing sheet. The overall size of carrier is 9-1/4 x 11"; depth to be determined by contractor. Die-cut the top leaf with a 4-3/8 x 5-9/16" rounded corner window (which includes 1/16" on all sides from the final trim size of the die-cut flash cards) to allow one shrink-wrapped set of flash cards to be placed flush within the carrier. Apply suitable fugitive glue on the backing sheet to ensure the wrapped set stays in place. Final construction of carrier is to be determined by the contractor, but the carrier with a shrink wrapped set of flash cards inserted **MUST** be flush for final packing assembly (see **PACKING**).

Item 6 (Cover Sheet):

- Trim 4 sides

Item 7 (Heavy-duty Vinyl Page Protector):

- Collate into Wire-O Book between back cover and last text page – see furnished visual.

PACKING:

Assemble one complete kit (Items 1-7) must be collated as follows:

- One copy of Item 6 (Cover sheet) on top of one piece of chipboard (9-1/4 x 11").
- One copy of Item 1 (Wire-O Book) with a piece of chipboard (9-1/4 x 11") on the bottom to protect tabs.
- One copy of Item 2 (Tasty Acres Poster, folded as specified) with a piece of chipboard (9-1/4 x 11") on the bottom of the laminated poster.
- One copy of Item 3 (My Plate Poster, folded as specified) with a piece of chipboard (9-1/4 x 11") on the bottom of the laminated poster.
- One copy of Item 4 (Flash Cards, shrink wrapped and bound in suitable custom carrier (Item 5) as specified)).
- Shrink-wrap to create one complete collated kit.

Pack suitable per shipping container, with total carton weight not to exceed 45 lbs. See **DISTRIBUTION** for additional labeling requirements.

BULK SHIPMENT (LAUREL, MD):

Carton labels for bulk (GPO) shipments must be completed and labeled (in bold and all caps) as follows:

"TEAM NUTRITION Grow It, Try It, Like It".

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

SCHEDULE:

Purchase Order and Government furnished material will be available for pick up from the U.S. Government Publishing Office, Atlanta Regional Office, 3715 Northside Parkway NW, Atlanta, GA 30327 on or before **March 6, 2020**.

Deliver all proofs on or before **March 16, 2020**.

Deliver a 2,500 complete sets on or before **April 22, 2020**.

Deliver the balance of complete sets on or before **May 8, 2020**.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Don Newsome (donald.newsome@fns.usda.gov) and GPO Atlanta Regional Office (infoatlanta@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 623-961, Req. 9-15642". 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 (F.O.B. DESTINATION):

Deliver ALL proofs to: Don Newsome (703-305-2953), 14357 Southgate Ct., Woodbridge, VA 22193. (Residential Address)

Deliver 10 completed sets on/before **April 22, 2020** to: USDA/FNS, ATTN: Don Newsome (703-305-2953), 1320 Braddock Place, Suite 717, Alexandria, VA 22314 (MUST SHIP VIA **UPS ONLY** (INSIDE DELIVERY REQUIRED)).

Deliver 2,500 sets on/before **April 22, 2020** to: US Government Publishing Office, C/O RECEIVING - USDA/FNS, (TEAM NUTRITION Grow It, Try It, Like It), 8660 Cherry Lane, Laurel, MD 20707.

Deliver balance of sets on/before **May 8, 2020** to: US Government Publishing Office, C/O RECEIVING - USDA/FNS, (TEAM NUTRITION Grow It, Try It, Like It), 8660 Cherry Lane, Laurel, MD 20707.

NOTE: Delivery hours are 8:00am to 3:00pm, M-F (Federal workdays). CONTRACTOR MUST NOTIFY GPO (202-512-2317 or remitchell@gpo.gov) AT LEAST 5 WORKING DAYS PRIOR TO DELIVERY. See "PACKING" for additional labeling information.

Upon completion, return all furnished material AND Department Digital Deliverables (see **ELECTRONIC MEDIA** for specific requirements) under separate cover via traceable means to: USDA, ATTN: Don Newsome (703-305-2953), 3101 Park Center Drive, Suite 828, Alexandria, VA 22302.

QUALITY ASSURANCE RANDOM COPIES (32 sets):

The contractor will be required to complete a "Certificate of Selection" furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the QARC copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, must be furnished with billing as evidence of mailing.

QUALITY ASSURANCE THROUGH ATTRIBUTES:

The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid. GPO Pub 310.1 is available without charge from: U.S. Government Publishing Office, Atlanta Regional Office, 3715 Northside Parkway, NW, Suite 4-305, Atlanta, Georgia 30327.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II
- (b) Finishing (item related) Attributes – Level II

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 Specified	Specified Standard	Alternate Standard*
P-7 Type Quality and Uniformity	Press Sheet Inspection	Approved Proofs
P-10 Process Color Match	Press Sheet Inspection	Approved Proofs

*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

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 hundred or thousand copies. The price of the 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.

BID SUBMISSION:

Submit bid to: U.S. Government Publishing Office (GPO), Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Atlanta Regional Office Fax No. (404) 605-9185 or (404) 605-9186. The Jacket number must be specified with the bid. Refer to Facsimile Bids in Solicitations Provisions of GPO Contract Terms, GPO Publication 310.2 (Rev. 01-18).

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/finance/index.htm>.

CONTRACTOR NAME: _____

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.

Bid Amount: _____

Additional Rate per M Kits: _____

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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 fax or mail, fill out and return one copy of all pages of "CONTRACTOR'S BID" section including initialing/signing where indicated.

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)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)