



**BID OPENING:** Bids shall be opened at **2:00 p.m., prevailing Central Standard Time (CST)**, on **August 30, 2023** for the U.S. Government Publishing Office, Northcentral Region. This will NOT be a public bid opening.

**BID SUBMISSION:** Bidders MUST submit email bids to [bidsnorthcentral@gpo.gov](mailto:bidsnorthcentral@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. See also "ADDITIONAL EMAILED BID SUBMISSION PROVISIONS".

The Jacket number "**735-561**" and bid opening date "**August 30, 2023**" must be specified in the subject line of the emailed bid submission. Bids received after "**2:00 p.m., Central Standard Time**" on the bid opening date specified above will not be considered for award.

All the requirements of these specifications apply equally to all items unless otherwise indicated.

Any questions before award concerning these specifications call Mike Szopo, at 312-353-3916 x 4 or email at [mszopo@gpo.gov](mailto:mszopo@gpo.gov)

**PRODUCT:** Perfect bound books.

**BIDDERS, PLEASE NOTE:** GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). 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.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is the printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared non-responsible.

**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 10 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.

**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 low contractor may be required to provide one or more of the following financial documents the same workday, or as required, from the notification to submit:

- 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 a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**TITLE:** Participant Guides 5.1 Rev 08/15/23

**QUANTITY:**

62,515 copies.  
(includes 2 GPO inspection copies)

**TRIM SIZE:**

8-1/2 x 11" – adjust spine as needed.

**PAGES:**

200 pages plus separate wraparound cover.

**PRINTING:**

Covers: 1 and 3 and spine print in 4-color process type and line matter with illustrations, type reversing and bleeds uncommon. After printing, flood coat covers 1 & 4 and the spine with a clear, non-yellowing dull/silk varnish. Cover 2 and 4 are blank.

Text: Prints head to head in 4-color process type and line matter with illustrations and type reversing. Bleeds throughout.

**GOVERNMENT TO FURNISH:** PDF files will be shared via GPO fileshare after award.

NOTE: Contractor to resize/correct files for bleed at no added cost to the government.

NOTE: If changes are made to the files furnished, during the proofing stage, at the agency's request, or per the specifications, the contractor must create a revised CD with all changes incorporated therein for return to the agency after completion of the order.

**BASIC CHECK OF FURNISHED MEDIA AND FILES:** Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned quality assurance through attributes program (QATAP) level.

**RIGHTS ON DATA:** The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

**IDENTIFICATION MARKS:** Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., including GPO imprint, form number, and revision date, carried on copy, electronic files, or film, must not print on finished product.

**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:**

Email PDF proofs to: [Nelson.Colon@va.gov](mailto:Nelson.Colon@va.gov) ; [Penny.Woods2@va.gov](mailto:Penny.Woods2@va.gov) ; [Brian.Mano@va.gov](mailto:Brian.Mano@va.gov) and [mszopo@gpo.gov](mailto:mszopo@gpo.gov)  
Contractor must confirm receipt of proofs by calling: Nelson Colon, 202-280-5074.

Approval will come from Nelson Colon, Penny Woods, or Brian Mano.

Proofs will be withheld not more than 2 workdays from receipt in agency until contractor is notified of an "OK to proceed". Contractor must not proceed prior to receipt of an "OK to proceed".

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.

**STOCK:**

**Cover:** JCP Code\* L11, White No. 1 Gloss Coated Cover, Basis Size 20 X 26", Basis Weight, 100lb.

**Text:** JCP Code\* A60, White Uncoated Text, Basis Size 25 X 38", Basis Weight, 70lb.

**BINDING:**

Perfect bind on the left 11" dimension, using Polyurethane Reactive (PUR) adhesive. Hinge score approximately 3/16" from bind on front and back covers. Trim three sides. Perfect binding must withstand extensive handling by end user without damage to the binding or pages, without separating from the binding.

**PACKAGING, LABELING, AND MARKING:** Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

Pack 25 suitably per shipping carton.

No loose items in cartons are permitted. Include sufficient inner packaging in submitted price. Ensure sufficient inner packaging to ensure no damage occurs during shipping.

At the Government's option, any items damaged during production or shipping may be required to be re-fulfilled in an expedited manner, including expedited handling, expedited production, and expedited shipping. Or, contractor may be required to waive the cost of any items received in damaged condition.

Mark/label each shipping container with the Requisition No., Jacket number, and title, corresponding to contents.

Cartons not to exceed 45 pounds each when full.

Pack GPO copies suitably.

**PALLETIZING:** Contractor will be required to furnish pallets, for bulk shipments, in shipping containers, when the containers fill two or more layers on the pallet. Palletize in accordance with GPO Pub. 310.2.

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

Product Quality Level:

- (a) Printing (page related) Attributes-Level III.
- (b) Finishing (item related) Attributes-Level III.
- (c) Exception – 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: Specified Standard

P-7. Type Quality and Uniformity: Approved proofs

P-10. Process Color Match: Electronic media

**DISTRIBUTION:**

Deliver f.o.b. destination (at contractor's expense) - all domestic addresses.

Ship f.o.b. contractor's city (at contractor's expense) - all foreign APO/FPO/DPO addresses.

Approx. 107 total destinations – follow the distribution list.

Email [mszopo@gpo.gov](mailto:mszopo@gpo.gov) to receive the distribution lists.

See distribution lists for individual destination quantities.

**NOTE: PAY PARTICULAR ATTENTION to column M with special notes regarding deliveries.**

**NOTE: All delivery and USPS shipping costs must be included in bid price.**

All APO/FPO/DPO addresses must be mailed Priority Mail with the USPS. Make sure to include the Unit Number and box numbers if assigned (ie; 1 of 2, 2 of 2, etc.). To prevent mail from entering foreign mail networks, do not include city or country names in the APO/FPO/DPO shipping addresses. These must be included in the total bid cost.

2 copies marked Inspection Copies and with GPO jacket number to: U.S. GPO, Attn: Compliance -Mike Szopo, residential Chicago IL address to come. Email [mszopo@gpo.gov](mailto:mszopo@gpo.gov) for address after award.

NOTIFICATION: All items must be sent by traceable means. Immediately after shipping, distribution lists with tracking information added must be emailed to: [Nelson.Colon@va.gov](mailto:Nelson.Colon@va.gov) ; [Penny.Woods2@va.gov](mailto:Penny.Woods2@va.gov) ; [Brian.Mano@va.gov](mailto:Brian.Mano@va.gov) and [mszopo@gpo.gov](mailto:mszopo@gpo.gov)

**SCHEDULE:** See Notice of Compliance with Schedules in GPO Publ. 310.2.

**Award** will be made and Government furnished material and purchase order will be available for pickup on or before **September 1, 2023**.

**PDF proofs are due on or before September 7, 2023.** Proofs will be withheld not more than **2 workdays** from receipt by the Government.

**Deliver complete on or before October 30, 2023** to all domestic destinations.

**Ship in time to ensure complete delivery on or before October 30, 2023** to all foreign APO/FPO/DPO destinations.

Contractor MUST email delivery verification information to [Verifynorthcentral@gpo.gov](mailto:Verifynorthcentral@gpo.gov) within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

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 1,000 copies**. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

**PAYMENT:**

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout.

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>.

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

TOTAL BID PRICE \$ \_\_\_\_\_ ADDITIONAL RATES: Mark below PER 1,000 sets

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).

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 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.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO State and 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)

\_\_\_\_\_  
(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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THIS SECTION FOR GPO USE ONLY

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

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See next page for specifying bid.