

Jacket: 408-524 (R-1)
Title: Census Partnership Folder
Agency: U.S. Census Bureau
Bid Opening: March 13, 2019 at 11:00 AM

Contractor Name	Bid	Terms		Discounted Total
Gateway Press Inc.	\$82,624.00	3.0%	20 days	\$80,145.28
Precision Printing	\$89,071.00	5.0%	20 days	\$84,617.45
Cenveo Worldwide Los Angeles	\$88,666.67	1.0%	20 days	\$87,780.00
Setan Prinitng	\$93,850.00	2.0%	20 days	\$91,973.00
Monarch Litho	\$99,799.00	2.0%	20 days	\$97,803.02
District Creative Printing	\$104,135.00	2.0%	20 days	\$102,052.30
Gray Graphics	\$104,270.00	2.0%	20 days	\$102,184.60
Las Vegas Color Graphics, Inc.	\$104,444.00	0.0%	20 days	\$104,444.00
McDonald & Eudy Printers	\$109,571.00	1.0%	20 days	\$108,475.29

BID OPENING: March 13, 2019

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL REBECCA SWAN. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-1239.

FACSIMILE 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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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

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.

Special attention is directed to the following items which differ significantly from the previous solicitation: *DISTRIBUTION* (Specified on Page 5 of 7) and *SCHEDULE* (Specified on Page 6 of 7).

PRODUCT: Pocket Folder

QUALITY LEVEL: Quality Level III Required

TITLE: Census Partnership Folder

QUANTITY: 385,998 including 200 Blue Label copies.

TRIM SIZE:

Flat size: 19 x 16"

Finished size: 9 x 12" with two 4" pockets and two 1/2" glue tabs.

GOVERNMENT TO FURNISH:

One CD-R formatted for use on MAC using System Version 10.12.6 utilizing Adobe Creative Suite CC (InDesign, Illustrator, Photoshop). Files are supplied in PDF format with linked graphics. Fonts are embedded and all required bleeds are included.

GPO Form 892 (R. 8/95) Proofs

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label)

GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

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 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.

PRIOR TO PRODUCTION SAMPLES:

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: U.S. Census Bureau, Attn: Ellyn Pollack, Room 8H491, 4600 Silver Hill Road, Suitland, MD 20746, Phone: (301) 763-4118. The prior to production requirement for this contract is not less than two (2) samples which will be tested for conformance of material(s) and for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order number. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within five (5) workdays of the receipt thereof. 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 therefor.

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 sample submitted is at the contractor's risk. Samples 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.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER: 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. 12 dated March 2011.

Government Paper Specification Standards No. 12 - https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf.

White Litho (Gloss) Coated Cover, 20 x 26", equal to JCP Code L10. EXECEPTION: Basis weight required is 130 lbs. per 500 sheets.

NOTE: *While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged.*

NOTE: All Stock Used Must Be Uniform in Shade.

PRINTING:

Print face only in four-color process. Bleeds all sides. Printing consists of a full coverage solid with type matter reversing out to white.

After printing, flood coat outside covers and pockets with gloss aqueous coating.

PRESS SHEET INSPECTION:

Final makeready 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 makeready 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's 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; 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.

INK: Four-color process and Gloss Aqueous

MARGINS: Follow Electronic Media. Adequate gripper.

BINDING:

From inside view (before construction) Score on folds, die-cut each folder to create two 4" pockets off foot of Covers 1 and 3 with one 1/2" construction tab on right and left edge. Allow for slight V cut in center at fold, make four 1/2" slits in each pocket spaced to fit a standard business card. Each slit will be at a 45 degree diagonal angle from centerline of folder. Contractor will be required to adjust the positioning of the business card slits so it is the same on both pockets. Fold in each pocket from foot and securely glue to inside of pocket with 1/2" construction tab on face edge then fold to a finished size of 9 x 12".

NOTE: Design File INCLUDES construction tabs for pocket assembly.

NOTE: Trim must be clean and accurate.

PACKING: Pack suitable in shipping containers in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open or split when processed through the U.S. mail system or a small package carrier delivery system.

LABELING AND MARKING (package and/or container label): Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, Rev. 7-15) from GPO.gov, fill in appropriate blanks, and attach to shipping containers.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Census Partnership Folder

REQUISITION: 9-00003

JACKET NO.: 408-524 (R-1)

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

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	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

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. O.K. Prior to Production Samples; Average Type Dimension in Publication; Electronic Media.

P-10. O.K. Prior to Production Samples; Electronic Media.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packaged separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION: Deliver f.o.b. destination.

Deliver 64,208 folders to each of the following addresses:

Atlanta: Atlanta Regional Census Center, Attn: Larry Carter, 285 Peachtree Center Avenue NE, Marquis II, 11th Floor, Atlanta, GA 30303-1701.

Chicago: Chicago Regional Census Center, Attn: Ellisa Johnson, 175 West Jackson Blvd., Suite 600, 6th Floor, Chicago, IL 60604.

Dallas: Dallas Regional Census Center, Attn: Pauline Nunez, 4500 Fuller Drive, Suite 300, Irving, TX 75038.

Los Angeles: LA Regional Census Center, Attn: Luz Castillo, 555 West 5th Street, Suite 3000, Los Angeles, CA 90013.

New York: New York Regional Census Center, Attn: Lisa Moore, 32 Old Slip, 6th Floor, New York, NY 10005.

Philadelphia: Philadelphia Regional Census Center, Attn: Paul Reyes, 1601 Market Street Suite 1100, Philadelphia, PA 19103.

Deliver 500 folders to: HQ/CPEP, US Census Bureau, Attn: Wendy Button/Ellyn Pollack, Office: ADCOM, Room: FLD-5H026C, 4600 Silver Hill Road, Suitland, MD 20746.

Deliver 250 folders to: HQ/NPP, US Census Bureau, Attn: Raul Cisneros/Anna Owens, Room 8H155-1, 4600 Silver Hill Road, Suitland, MD 20746.

Inside delivery to room number specified is required.

NOTE: Each regional center has individual delivery instructions as specified in Attachment 1.

Contractor must notify the ordering agency on the same day that the product delivers via e-mail to dbrynes@reingold.com. The subject line of this message shall be "Distribution Notice for Jacket 408-524 (R-1), Requisition 9-00003". The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

All expenses incidental to picking up and returning materials, submitting prior to production samples, and furnishing sample copies must be borne by the contractor.

SCHEDULE: The Purchase Order will be available for pick up, or will be e-mailed, at the U.S. Government Publishing Office, Washington, D.C. 20401, no later than **March 18, 2019**.

Submit prior to production samples as soon as the contractor deems necessary in order to comply with the shipping schedule. Prior to production samples will be withheld no more than five (5) workdays from their receipt at the ordering agency until they are made available for pickup by the contractor.

The contractor must notify the U.S. 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 72 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. 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. NOTE: See contract clauses, 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.

Deliver complete by **April 8, 2019**.

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.

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

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: CSPS, 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. 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 408-524 (R-1)

\$ _____

\$ _____

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.

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 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 Address)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)

ATTACHMENT 1: DELIVERY REQUIREMENTS FOR REGIONAL CENTERS

REGIONAL CENSUS CENTER	REQUIREMENTS
DALLAS	<ul style="list-style-type: none"> • Loading Dock Present - Dock Plate Required • No restrictions of times of truck traffic • Site zoned for 48' • Freight elevator available • Dock is covered
CHICAGO	<ul style="list-style-type: none"> • Loading Dock Present -Dock Plate Require • A lift gate is required for street loading. • First come, first served during hours of operation scheduled in advance for weekend access and after-hours • Dock is covered • Two elevator for use (Shared)
ATLANTA	<ul style="list-style-type: none"> • Time limitations -all large deliveries before 8am or after 5 pm • Loading Dock Present • The dock has to be reserved • Dock is covered • Freight elevator available 40.5" • Elevator needs to be reserved
PHILADELPHIA	<ul style="list-style-type: none"> • No Loading Dock available • Loading is underground • Freight elevator available • Elevator is shared with other building tenants
LOS ANGELES	<ul style="list-style-type: none"> • Loading Dock available not available on weekends • Dock is covered 13 foot height maximum • Freight Elevator available - must reserve
NEW YORK	<ul style="list-style-type: none"> • Loading Dock available 6:00 am - 8:00 am or after 6:00 pm on weekdays • Loading Dock is covered • Freight Elevator available 6'2" 3/4 width • Must be on list prior to delivery