

Jacket: 412-801
Title: Emergency Response Guide Book 2020 Edition
Agency: Dept. of Transportation
Bid Opening: May 27, 2020 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
LSC Communications	\$2,231,429.00	0.0%	30 days	\$2,231,429.00
Advantage Mailing LLC	\$3,258,311.56	0.5%	20 days	\$3,242,020.00
Gray Graphics	\$3,826,110.00	2.0%	20 days	\$3,749,587.80
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BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on May 27, 2020 by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening

BID SUBMISSION: NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 412-801 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements prior to award, email Remon Mankourous at rmankourous@gpo.gov. For contract administration after award, contact APS DC at 202-512-0307.

Additional e-mailed Bid Submission Provisions:

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.*
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.*
- (3) Illegibility of bid.*
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.*

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: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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.

PREAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via telephone conference prior to award.

Proof of delivery must be emailed to jeffrey.mclean@dot.gov upon completion.

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

PRODUCT: Three different versions of a perfect bound book (English (Item 1), French (Item 2), and Spanish (Item 3). Distribution Required.

TITLE: Emergency Response Guide Book 2020 Edition

QUANTITY: 1,966,895 Total Perfect Bound Book equal to 1,895,695 copies of Item 1 (English Version), 24,216 copies of Item 2 (French Version), and 46,984 copies of Item 3 (Spanish Version) plus Two (2) Sets of Digital Deliverables, and 50 QARC's of each Item. Distribution Required.

PAGES:

Item 1 (English Version): 392 pages plus a separate wrap around cover.

Item 2 (French Version): 384 pages plus a separate wrap around cover

Item 3 (Spanish Version): 392 pages plus a separate wrap around cover

TRIM SIZE: 5-7/16 X 7-5/8".

GOVERNMENT TO FURNISH: Via Contractor's FTP.

One (1) InDesign file (fonts, & links included) of each Item (Text & Cover). Contractor to extend bleeds as necessary. Contractor to adjust Spine thickness as necessary. Contractor to convert NuBlack on C1 to process Black, and remove the tint Cyan background on C2, and C3.

One (1) PDF file of each Item to be used as a general guide.

One (1) Word file to follow for distribution to Canada (65,000 English, 20,000 Spanish - see attached)

One (1) Excel sheet to follow for distribution, and special instructions (1,822,487 English, 42,917 Spanish, 200 French - see attached).

One (1) Excel sheet to follow for Rider distribution, and special instructions (4,192 English, 51 Spanish – see attached)

NOTE: Contractor to type return address as DOT HQ, 1200 New Jersey Avenue, SE Washington DC 20590, c/o Tom Kiddy.

One (1) PDF with the ISBN barcode, "For Sale By .." line, and 13 digit ISBN.

GPO Form 892c (R. 12/17) Proofs.

GPO Form 915 (Business Reply Label).

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue 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 gpo.gov, fill in appropriate blanks, and attach to shipping containers.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

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 the contract administrator.

The contractor shall create or change 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.

Minimum 175 line screens required.

NOTE: CONTRACTOR MUST PROVIDE IN AN EXCEL SPREADSHEET, ALL DELIVERY TRACKING NUMBERS TO DOT, THE DAY THE PRODUCT SHIPS AND UPDATES OF WHEN DELIVERED TO: jeffrey.mclean@dot.gov.

Proofs: Two (2) sets of digital color content proofs for each Item. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be 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 to the finished size of the product

PLUS

Two (2) sets 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

Note: Contractor to submit two (2) sets of ink draw downs on actual production stock of Pantone colors used to produce the product.

Send one set of proofs together with the furnished media, one set of ink draws downs (copy, electronic files) directly to: DOT HQ, 1200 New Jersey Avenue, SE, Washington DC 20590, W12-132, c/o Jeffrey McLean, ph: 202-366-1264. The other set ships to CANUTEC/Transport Canada, 330 Sparks St., Ottawa, Ontario Canada, K1A 0N5, c/o Simon-Phillippe Leger, ph: 1-613-947-2157. Contractor to call 48 hours prior to sending proofs. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". Contractor must furnish a pre-paid FedEx or UPS Shipping Label or Number, for return of proofs.

Note: one set of proofs with all changes will be returned by DOT to the vendor.

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. 13" dated September 2019.

Cover: JCP Code* L70, Coated One Side (C1S) Cover, Point Size 8 pt.
Text: JCP Code* A80, Opacified Offset Book, Basis Size 25 X 38" 50 lbs.

PRINTING:

Items 1, 2 & 3.

Cover: C1 and C4 bleed 4 sides with heavy coverage, images consist of type/rule matter, illustrations, and solids plus some type reversing out to appear White. Covers 2 & 3 have no bleeds and medium coverage, image consist of type/rule matter, illustrations, and screen tints. NOTE: All Pantone color plates will be the same for all 3 versions of covers, only difference is single black plate changes for covers 1 & 4 and covers 2 & 3 between each version. Pantone colors are common on all covers. Black prints as overprint for easy plate change.

Ink:

C1, and C4: Pantone 151 orange*, Pantone 186 red, Pantone 285 blue, Pantone 109 Yellow, and process Black.

*NOTE Pantone 151 requires 2 plates - 1 for the solid and 1 for the screen, for cover 1 and 4.

C2, and C3: Pantone 186 Red, Pantone 151 Orange, and process black.

Item 1 (English Version).

Text:

PRINTING: Image consists of type/rule matter, illustrations, and images.

INK: Pages 1, 7-9 print PANTONE 151 Orange, PANTONE 335 Green, PANTONE 376 Green, PANTONE 292 Blue, PANTONE 102 Yellow, PANTONE 109 Yellow, PANTONE 186 red and Black - No Bleeds

Pages 12, 16, 17, 18 and 23 print Black, PANTONE 151 Orange, PANTONE 186 Red, and PANTONE 109 Yellow - No Bleeds

Pages 28 – 90 print PANTONE 102 Yellow, PANTONE 376 Green, and Black - Bleeds 4 sides

Pages 92-154 print PANTONE 292 Blue, PANTONE 376 Green and Black - Bleeds 4 sides

Pages 156-285 print PANTONE 151 Orange, PANTONE 376 Green and Black - Bleeds 4 sides

Pages 2-6, 10-11, 13-15, 19-22, 24-27, 91, 155, 286-293, and 354-366, 368-389, and 391-392 print Black – No Bleeds

Pages 294-353 print PANTONE 376 Green, and Black - Bleeds 4 sides

Pages 367, 390 print PANTONE 186 Red and Black - No Bleeds

Item 2 (French Version).

Text:

PRINTING: Image consists of type/rule matter, illustrations, and images.

Ink: Pages 1, 7-9 print PANTONE 151 Orange, PANTONE 335 Green, PANTONE 376 Green,

PANTONE 292 Blue, PANTONE 102 Yellow, PANTONE 109 Yellow, PANTONE 186 Red and Black - No Bleeds

Pages 12, 16-18 and 23 print Black, PANTONE 151 Orange, PANTONE 186 Red, and PANTONE 109 Yellow - No Bleeds

Pages 28 – 88 print PANTONE 102 Yellow, PANTONE 376 Green, and Black - Bleeds 4 sides

Pages 90-150 print PANTONE 292 Blue, PANTONE 376 Green and Black - Bleeds 4 sides

Pages 152-281 print PANTONE 151 Orange, PANTONE 376 Green and Black - Bleeds 4 sides

Pages 2-6, 10, 11, 13-15, 19-22, 24-27, 89, 151, 282-289, and 340-356, 358-378 and 380-384 print Black - No Bleeds

Pages 290-339 print PANTONE 376 Green, and Black - Bleeds 4 sides

Pages 357, 379 print PANTONE 186 Red and Black - No Bleeds

Item 3 (Spanish version)

Text:

PRINTING: Image consists of type/rule matter, illustrations, and images.

Pages 1, 7-9 print PANTONE 151 Orange, PANTONE 335 Green, PANTONE 376 Green, PANTONE 292 Blue, PANTONE 102 Yellow, PANTONE 109 Yellow, PANTONE 186 Red and Black – No Bleeds

Pages 12, 16, 17, 18 and 24 print Black, PANTONE 151 Orange, PANTONE 186 Red, and PANTONE 109 Yellow – No Bleeds

Pages 30 – 97 print PANTONE 102 Yellow, PANTONE 376 Green, and Black – Bleeds 4 sides

Pages 98-163 print PANTONE 292 Blue, PANTONE 376 Green and Black – Bleeds 4 sides

Pages 164-293 print PANTONE 151 Orange, PANTONE 376 Green and Black – Bleeds 4 sides

Pages 2-6, 10-11, 13-15, 19-23, 25-27, 294-301, and 354-366, 368-388, and 390-392 print Black – No Bleeds

Pages 302-353 print PANTONE 376 Green, and Black – Bleeds 4 sides

Pages 367, 389 print PANTONE 186 Red and Black – No Bleeds

(12,000) GPO "Sales" Copies ONLY (4,000 of each version): The ISBN barcode must be printed in black ink at the bottom of Cover 4 centered left to right. Contractor to create knock-out OR use suitable white adhesive label. The ISBN number must be printed in Human-Readable Interpretation and bar coded using 3 of 9 (code 39) Bar Code System, non-contact reading in accordance with ISO-2108:2005.

All copies: Contractor to strip in the 13 digit ISBN Number (ISBN: 978-0-16-095520-4) and the GPO "For Sale By .." line, at the bottom of the second printed page in black ink on ALL copies.

DIGITAL DELIVERABLE: Upon completion, the contractor must furnish one CD-R with final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode. CD-R disc must be ISO 9660 compliant.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved for each form and cover 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' ink rollers. The control bars must show areas consisting of 1/8" x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); 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.

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) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. 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.

MARGINS:

Inadequate gripper, bleeds all sides.
Follow electronic media.

BINDING: Fold and collate signatures, then perfect bind with appropriate cover on the 7-5/8" dimension; English with English text, French with French text and Spanish with Spanish text, 3 knife trim to final size 5-3/8 X 7-5/8".

PACKING:

Pack each Item separately and identify.

Package in quantities per distribution lists (2) provided addresses and ship (40 books per carton). Pack suitable in shipping containers.

NOTE: Shipping Labels For Supt. Docs. "Sales" Or "Subscription" Copies Must Contain Stock No. 050-000-00599-2, and ISBN No. 978-0-16-095520-4.

Additional Instructions

Sales IMCs:

Pack in individual mailing cartons with the title and S/N or List ID (see above) on the spine of each carton

Depository/IES IMCs:

Pack in individual mailing cartons with the title only on the spine of each carton.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:

- (a) Printing Attributes -- Level II
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	Specified Standard
P-7. Type Quality and Uniformity	OK Press Sheets
P-8. Halftone Match (Single and Double Impression)	OK Press Sheets
P-9. Solid and Screen Tint Color Match	OK 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. Ok'd proofs/Furnished electronic media
- P-8. Ok'd proofs/Furnished electronic media
- P-9. Pantone Matching System

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. 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 numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: F.O.B. destination.

*****SHIPPING COST ARE NOT REIMBURSEABLE*****

Contractor to verify with small package courier, deliverability to each specific address on distribution lists in the event an address is undeliverable prior to shipping and presented to the agency in enough time to make correction and still make the delivery date.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to jeffrey.mclean@dot.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-801, Req. No. 0-10238. 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

AGENCY'S COPIES.

Deliver 65,000 copies of Item 1 (English Version), and 20,000 copies of Item 2 (French Version) via traceable means to 2 Canadian Locations. See attached.

Deliver 1,822,487 copies of Item 1 (English Version), 200 copies of Item 2 (French Version), and 42,917 copies of Item 3 (Spanish Version) via traceable means to approx. 80 different US locations (addresses include US territories). See attached. NOTE: Contractor to follow special instructions on excel sheet.

RIDER'S COPIES

Deliver 4,192 copies of Item 1 (English Version), and 51 copies of Item 3 (Spanish Version) via traceable means to approx. 28 different addresses. NOTE: Contractor to follow special instructions on excel sheet, and include BAC, and Req.# on shipping label.

SUBDOC COPIES.

Deliver 1 copy of each Item via traceable means to: U.S. Government Publishing Office, (BAC 1523-01),

Federal Depository Library Office, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401.
Marked Item No: 0982-K-03.

Deliver 15 copies of each Item via traceable means to : Library of Congress,(BAC 1525-01), U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

SALES COPIES.

Deliver 3,997 copies of each Item via traceable means to: U.S. Government Publishing Office, Document Warehouse, 8660 Cherry Lane, Laurel, MD 20707-4986.

Deliver 3 copies via traceable means to: Manager, GPO Bookstore, Stop SSFM, GPO Bookstore, US Government Publishing Office, 732 North Capitol St. NW, Washington, DC 20401-0003.

Deliver One Set of Digital Deliverables via traceable means to: Deliver one (1) set of digital deliverables via email to: Glenda Carmichael (gcarmichael@gpo.gov), and Tiffany Merrick (tmerrick@gpo.gov), or contact them for FTP site. Deliver One (1) set of Digital Deliverables via email to: Jeffrey McLean jeffrey.mclean@dot.gov, or contact them for a large file transfer upload link.

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

SCHEDULE:

Furnished material will be available for upload to contractor's FTP by June 5, 2020.

Deliver complete to arrive at destinations on or before 07/01/2020

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld not more than 3 workdays from receipt at the Department to receipt in the contractor's plant.

OFFERS: Offers must include the cost of all materials and operations in accordance with these specifications. In addition, a price must be submitted for each additional 100 copies of each Item. The prices 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.

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:

- 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.

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>.

