

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on June 1, 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 412-886 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 James.Zawada@cfpb.gov upon completion.

PRODUCT: Twin Loop White Wire-O Bound Pamphlets with (22) pages includes 9 double-sided fold-ins.

TITLE: Debt getting in your way? Get a handle on it.

QUANTITY: 150,016 Total Twin Loop White Wire-O Bound Pamphlets.

PAGES: 22, self-cover.

TRIM SIZE: Fold-ins pages: 10-1/2 x 8-1/2" folds to; front panel 5 x 8-1/2", and back panel 5-1/2 x 8-1/2"
Trim size: 5-1/2 x 8-1/2"

GOVERNMENT TO FURNISH: Via email after award;

Purchase order.

One (1) PDF file. Contractor to extend bleed as necessary.

One (1) PDF file with comments to follow for spot and flood varnish.

Pueblo Distribution Center pallet requirement (see attached).

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

GPO Form 917 (Certificate of Selection).

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

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.

PROOFS: One (1) set of digital color content proofs for entire publication. 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. Digital color content proof **MUST** represent spot varnish areas.

Send proofs together with the furnished media (copy, electronic files) directly to: Yuliya Rzad, 123 Farrelly Drive, San Leandro, CA 94577, 202-704-3632. 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"**

PLUS (after approving content proof).

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit one (1) sample to: Yuliya RZad, 123 Farrelly Drive, San Leandro, CA 94577, 202-704-3632. Sample will be tested for conformance of materials and for construction. Each sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. 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 (3) 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. 13" dated September 2019.

JCP Code* L61, No. 1 Coated Cover, Dull-Finish, Basis Size 20 X 26" Basis Weight 80 lbs.

DIGITAL PRINTING NOT ACCEPTABLE

PRINTING: Pamphlet (circle folioed 1 thru 22) print with type/rule matter, illustrations, screens, and solids in 4-color process plus some type reversing out to appear white; bleed all sides. Circle folio 21 is blank. After printing, Flood coat folio 1 and 22 with a clear non yellow matte vanish. Eighteen (18) pages, (Nine (9) leaves), Fold-ins are circle folios 3 thru 20. Spot Coat (after printing) the 4-color process image and text on circle folios 4, 6, 8, 10, 12, 14, 16, 18 and 20 (area 5 x 8-1/2") with a clear non-yellowing spot matte varnish to prevent scratching and smearing. NOTE: Contractor to create spot varnish.

INK: 4-color process plus flood and spot matt varnish (see description for details).

MARGINS:

Inadequate gripper, bleeds all sides.
Follow electronic media.

BINDING: Trim 4 sides.

Eighteen (18) pages fold-ins (9 leaves) from 10-1/2 x 8-1/2" to; front panel 5 x 8-1/2", and back panel 5-1/2 x 8-1/2".

Punch suitably on the 8-1/2" left side and insert a suitable capacity White Twin Loop Wire-O type binding to allow it to lay flat when fully open. "Wire-O" is a registered trademark of James Burn International.

PACKING: Shrink Film Pack in units of 10. Package 12 bundles per carton. Packaged weight should not exceed 36 lbs. Pack flat.

Label each carton with the publication item number: CFPB324, the title: Debt getting in your way? Get a handle on it., and the carton count.

Carton specifications must meet the following strength guidelines:

- At least 200 lb bursting strength.
- At least 32 lb edge crust test.

Seal boxes with heavy-duty tape (preferably reinforced) to be ready to ship out individual cartons via UPS, FEDEX, or USPS.

If shipping via freight/on a pallet, only 1 publication per pallet is allowed for easy identification.

Pallets must be stacked no taller than 42" tall. See attached for correct pallet specifications.

Delivery truck must be able to reach standard dock.

Pueblo Distribution Center receives deliveries on Federal work days from 7:00 am to 12:00 pm MT.

Contractor must call Pueblo Distribution Center (719-295-2679) 48 hours prior to delivery to make arrangements. The Center is only open by appointments.

Pack suitably per shipping container.

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

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

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'd prior/Furnished Electronic Media
P-10. Process Color Match	OK'd prior/Furnished Electronic Media

DISTRIBUTION: F.O.B. destination.

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

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to James.Zawada@cfpb.gov (202-435-7130), and yuliya.rzad@cfpb.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-886, Req. No. 0-30004. 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. (Alternate contacts: Anne Sobota 202-435-9661).

AGENCY'S COPIES.

Deliver 150,000 copies (includes 200 Departmental Random "Blue Label" Copies) via traceable means to: GPO Pueblo Distribution Center, Attn: Thomas Hunt (719-295-2679), CFPB324, 31451 United Avenue, Pueblo, CO 81001.

SUBDOC COPIES.

Deliver 15 copies via traceable means to: Library of Congress, BAC (By-Law) 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).

Deliver 1 copy via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401. Marked Item No. 0443-G.

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

SCHEDULE: Furnished material will be available to contractor via email by June 8, 2020.

Deliver complete to arrive at destinations on or before 08/14/2020

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 1000 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>.

JACKET NUMBER: _____

BID PRICE: _____ **ADDITIONAL RATE:** _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision 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 completed copy of current page(s).

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, and Title of Person Authorized to Sign this Bid)

(Signature) _____ (Date) _____

(Telephone Number) (Email)

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