



**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on October 14, 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 [bidapsdc@gpo.gov](mailto:bidapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 413-272 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.

*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)).

Proof of delivery must be emailed to [dapanaviciute@ftc.gov](mailto:dapanaviciute@ftc.gov) upon completion.

ALL THE REQUIREMENTS OF THESE SPECIFICATIONS APPLY EQUALLY TO ALL ITEMS UNLESS OTHERWISE INDICATED HEREIN.

**PRODUCT:** Three (3) Different Pamphlets (Various Page Count Publications).

ITEM#	TITLE	QUANTITY	PAGES	TRIM SIZE	PAGES PRINT
1	Pub # 764A Net Cetera: Chatting with Kids About Being Online	500,016	28	5-1/2 x 8-1/2"	Face & Back
2	Pub #792A Heads Up: Stop Think. Connect	500,016	16	5-1/2 x 8-1/2"	Face & Back
3	Pub #875A Choosing A College: 8 Questions to Ask	40,016	12	5-1/2 x 8-1/2"	Face & Back
<b>TOTAL PIECES</b>		<b>1,040,048</b>			

**GOVERNMENT TO FURNISH (GFM):** Contractor to Receive via email after award;  
Purchase order.

One (1) PDF file of each Item. Contractor to extend bleed as necessary for Items 1 thru 3.  
GPO Form 952 Desktop Publishing – Disk Information  
GPO Form 892 (R. 12/17) Proofs  
GPO Form 2678 (departmental random copies-blue label).  
GPO Form 917 (Certificate of Selection).

Contractor can download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://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(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** 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: E-MAIL PROOFS** (indicate margins): **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**. One set of E-Mailed Electronic Page Proofs. 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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at [dapanaviciute@ftc.gov](mailto:dapanaviciute@ftc.gov). Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

**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. [https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol\\_13..PDF](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13..PDF).

Items 1 thru 3: **JCP Code\* A261, No. 1 Silk / Dull-Coated Text, Basis Size 25 X 38" "** – 80 lbs.

**NOTE:** All paper used in each order must be of a uniform shade.

**PRINTING:** Digital Printing Not Acceptable.

Items 1 thru 3: Print face and back (head to head) with heavy coverage, illustration, logos, type/rule matter, screens/tints, and solids plus some type reversing out to appear white. After printing, apply a clear dull aqueous coating over the entire surface of covers 1, 4 and spine to prevent scratching and smearing. **NOTE** (All Items): GPO Imprint line **MUST** not show on the final product.

**INK:** Each Item prints in 4-color process. Dull Aqueous Coating on Covers 1 and 4.

**CONSTRUCTION/ BINDING:** Saddle-wire stitch in two places on the 8-1/2" side and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will **NOT** be allowed. Score on fold, self-cover, grain must run parallel to spine. Fold brochures from 8-1/2 x 11 to 5-1/2 x 8-1/2" with title page out.

**MARGINS:** Items 1 thru 3: bleeds head, foot and outside edge scattered throughout (after construction). Inadequate Gripper; Follow electronic media.

**PACKING:** Shrink-wrapped in units of 25's. Quantities per carton Pack varies; Item 1, pack 200 copies per carton, Item 2, pack 500 copies per carton and Item 3, pack 800 copies per carton, Cartons to be no taller than 10" and labeled with full title (including code) and quantity. Cartons to be securely sealed and cross-taped at least once. Cartons to be packed on wooden pallets.

**DO NOT MIX TITLES IN CARTONS, DO NOT MIX TITLES ON PALLETS.**

Pallets must be in good condition and 48"x 40" with opening for fork lift on the 48" side. Pallets to be stacked no more than 42" high and must include corrugated cardboard corner protectors. Delivery truck must be able to reach a standard loading dock. Driver to contact Kimberly Schmitz (Warehouse manager) @ 719-295-2679, at least 24 hours in advance upon delivery and about 1 hour before arriving to the destination.

**GPO SUBDOC COPIES:** Pack suitable in individual mailing cartons with the title only on the spine of each carton. Pack suitably per shipping container. 16 Copies of each item.

**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	Approved Proof/Furnished Electronic File
P-10. Process Color Match	Furnished Electronic Media

**DISTRIBUTION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [dapanaviciute@ftc.gov](mailto:dapanaviciute@ftc.gov). The subject line of this message shall be "Distribution Notice for Jackets 413-272, Requisitions 0-00011 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 COPIES:** (F.O.B Destination).

Deliver ALL copies via traceable means to: Public Document Distribution Center, Attn: Receiving, (719-295-2680), 31451 United Avenue, Pueblo, CO 81001.

**NOTE: Driver to contact Kimberly Schmitz (Warehouse manager) @ 719-295-2679, at least 24 hours in advance upon delivery and about 1 hour when arriving to the destination. Delivery hours; 8:00 am -2:00 pm, Monday-Friday.**

**SUBDOC COPIES:** (F.O.B Destination):

Deliver 1 copy of each Item via traceable means to: U.S. Government Publishing Office, BAC (C&I) 1523-01, Federal Depository Library Office, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Marked Item No. 0535.

Deliver 15 copies of Item 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).

**SCHEDULE:** The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than October 16, 2020.

Submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule.

F.O.B. destination, delivery complete by 11/10/2020.

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](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

**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 100 copies of each package. The price 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 pre-award 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/how-to-work-with-us/vendors/how-to-get-paid>.

ITEM#	TITLE	TOTAL COST	ADD'L/M
1	Pub # 764A Net Cetera: Chatting with Kids About Being Online	\$	\$
2	Pub #792A Heads Up: Stop Think. Connect	\$	\$
3	Pub #875A Choosing A College: 8 Questions to Ask	\$	\$
<b>JACKET 413-272 TOTAL BID PRICE</b>		\$	

**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, 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)