

Jacket: 417-869
Title: Airborne Hazards and Open Burn Pit Registry
Agency: Department of Defense
Bid Opening: November 10, 2021 at 11:00 am

| Contractor Name | Bid | Terms | | Discounted Total | Quantity |
|-------------------------------|--------------|-------|---------|------------------|----------|
| Monarch Litho, Inc. | \$231,470.00 | 0.3% | 20 days | \$230,891.33 | 547,745 |
| Las Vegas Color Graphics Inc. | \$231,470.00 | 0.3% | 20 days | \$230,891.33 | 505,555 |
| The PrintHouse | \$231,470.00 | 0.3% | 20 days | \$230,891.33 | 436,387 |
| Advantage Mailing, LLC | \$231,470.00 | 0.5% | 20 days | \$230,312.65 | 189,730 |
| | \$0.00 | 0.0% | 21 days | \$0.00 | |
| | | 0.0% | days | \$0.00 | |
| | | 0.0% | days | \$0.00 | |
| | | 0.0% | days | \$0.00 | |
| | | | days | \$0.00 | |
| | | | days | \$0.00 | |
| | | | days | \$0.00 | |
| | | | days | \$0.00 | |

November 9, 2021

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 417-869, scheduled for opening at 11 AM on November 10, 2021, are amended as follows:

1. There is no change the bid opening date.
2. The referenced quantity of 706,024 is to be delete throughout specifications. Quantity to be based on fixed dollar amount of \$231,470.00 as referenced in the specifications.
3. Shipping/Mailing list will be adjusted accordingly.

All other specifications remain the same.

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission, which is via e-mail to bidsapsdc@gpo.gov for this solicitation.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

JOCELYN M. GOODEN
Contracting Officer

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on November 10, 2021 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 417-869 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 please email Dalton Everett at deeverett@gpo.gov. For contract administration after award, contact APS DC at 202-512-0307.

NOTE: Distribution /Mail list uploaded to GPO Public Site and SAM.gov. For an Excel copy of Distribution /Mail list, please contact deeverett@gpo.gov.

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.*

SUBCONTRACTING (Item 2): Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

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)).

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when

combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

Contractor to provide Security Control Plan for approval prior to award.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

Proof of Delivery to be emailed to DCGPO.docsvcs@dla.mil.

DIGITAL PRINTING IS NOT ACCEPTABLE, MUST BE PRINTED BY THE OFFSET METHOD

All the requirements of these specifications apply equally to both item unless otherwise indicated.

PRODUCT: Item 1: Letter face only. Item 2: Envelope prints one side before construction.

TITLE: Airborne Hazards and Open Burn Pit Registry.

QUANTITY: FIXED PRICE-INDEFINITE QUANTITY CONTRACT:

AWARD WILL BE BASED ON THE LARGEST TOTAL QUANTITY OF 2 ITEMS (in equal quantities) FOR A TOTAL OF \$231,470.00. POTENTIAL VENDORS MUST SUBMIT THE FIXED PRICE OF \$231,470.00 PLUS THE QUANTITY THEY WILL PRODUCE FOR EACH ITEM FOR THE FIXED PRICE. IN THE EVENT OF A TIE QUANTITY, THE AWARD WILL BE DETERMINED BY THE OVERALL LOWEST DISCOUNTED COST. IN ADDITION, A COST MUST BE SUBMITTED FOR EACH ADDITIONAL 1000 COPIES.

TRIM SIZE: Item 1: 8-1/2 x 11 flat, Folded to approx. 8-1/2 x 3-5/8" Item 2: 4-1/8 x 9-1/2".

GOVERNMENT TO FURNISH: One (1) Purchase Order

Two Print Ready PDF files. (Item 1 and Item 2) Fonts are not included.
One Microsoft Excel file with names and addresses for mailing.
GPO Form 892c (R. 12/17) Proofs.
One GPO Form 917 (Certificate of Selection).
One 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.

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.

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: One set of digital color content proofs for entire book. 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.

E-Mail proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at steven.p.jones10.civ@mail.mil; Radcliff_Katherine@bah.com and eric.l.williams@dla.mil. Contractor must call/email GPO Contract Compliance Section at (202) 512-0520/compliance@gpo.gov 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. After E-mail proof approval contractor to produce prior to production samples.

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.

Item 1: JCP Code** A60, White Uncoated Text, Basis Size 25 x 38" 50-60 lbs.
Item 2: JCP Code* V20, Writing Envelopes, White, Basis Size 17 x 22" 24 lbs.

Note: All paper stocks used on this order must be uniform in shade.

PRINTING: Item 1: Letter prints face in 4-color process, type/rule matter, solids/tints, photo illustrations and some text reversing out to appear white. Common bleeds 3 sides (left, right and head).

Item 2: Envelope prints one side before construction with fine detail agency seal in lower left corner. Contractor's USPS permit prints in upper right corner with type and rule matter in upper left corner (return address) in Black ink. Contractor to convert agency seal from CMYK to black.

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

Upon receipt of the files the contractor should immediately check addresses for deliverability. Contractor must pass the Government supplied addresses through the United States Postal Services (USPS) approved CASS and National Change of Address (NCOA) software program for all domestic addresses. After NCOA, PAVE and CASS certified, the non-deliverable addresses (indicated by PAVE and CASS) shall be outputted and sent to: DoD, Steve Jones, 703-661-7335, Health Affairs, 7700 Arlington Blvd, Falls Church, VA 22042. The Government will either correct addresses and e-mail back to contractor or in writing tell the contractor to proceed with or without the address. The changed addresses from NCOA and CASS must also be mailed back to the Government.

MAILING: The publication is a 1 piece letter, folded and inserted into a #10 envelope. The contractor to provide indicia and permit number. Postage is **NOT** reimbursable (contractor to include/consider postage cost in fixed bid price). Contractor is to perform Cass and NCOA process to verify deliverability. Print inkjet addresses and barcode to envelope.

Contractor must sort mail pre-sort standard class, and pre-sorted mail must be placed in trays according to the USPS domestic mail standard. Mailing, along with proper paperwork to be delivered to an USPS section center facility. Contractor to determine the most economical method for mailing the product within the mail class "Presort Standard Mail.

Contractor to verify address format with agency after award. Contact DoD, Steve Jones, 703-661-7335, Health Affairs, 7700 Arlington Blvd, Falls Church, VA 22042. Addressed envelopes should be dropped at the most economic USPS facility for the type of mail required. Contractor to provide an estimated postage cost for type of mail required. This cost will not be a factor in award.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the

proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

MARGINS: Inadequate gripper, bleeds uncommon all sides. Follow electronic media.

BINDING: Item 1: fold from 8-1/2 x 11" to 8-1/2 x 3-5/8" with title panel out. Trim 4 Sides. Item 2: See construction under "Description".

PACKING: Pack remaining Item 1 and 2 after mailing in suitable shipping containers.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

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

Product Quality Levels:

- (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:

| <u>Attribute</u> | <u>Specified Standard</u> |
|---------------------------------|--------------------------------------------------------------|
| P-7 Type Quality and Uniformity | OK'd Prior to Production Samples /Furnished Electronic Files |
| P-10. Process Color Match | OK'd Prior to Production Samples/Furnished Electronic Files |

DISTRIBUTION: Ship/Mail F.O.B Destination.

- **SHIPPING/MAILING COST NOT REIMBURSEABLE**

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Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to steven.p.jones10.civ@mail.mil and eric.l.williams@dla.mil. The subject line of this message shall be "Distribution Notice for Jacket 417-869, Req. No. 1-210531G/763804. 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.

NOTE: Distribution /Mail list uploaded to GPO Public Site and SAMs.gov. For an Excel copy of Distribution /Mail list, please contact deeverett@gpo.gov.

Ship/Mail F.O.B Destination:

Mail approximately 706,024 letters inserted into envelopes to approximately 706,024 individual addresses from Government furnished mailing distribution list. Mail "Presorted Standard Rate" in accordance with the furnished (Excel file) distribution list.

NOTE: All APO addresses and foreign addresses **MUST** be mailed via FIRST CLASS MAIL (there are approx. 6,617 APO and foreign addresses shipping a total of 6,617 letters inserted into envelopes.

Ship all letters (item 1) and envelopes (item 2) **NOT** addressed (includes 200 Departmental Random "Blue Label" copies of each) and Government Furnished Material to: DoD, Steve Jones, 703-661-7335, Health Affairs, 7700 Arlington Blvd, Falls Church, VA 22042.

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>.

NOTE: Contractor to provide an estimated postage cost for type of mail required.

SCHEDULE: Furnished material will be available on or before November 15, 2021.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 3 workdays from receipt in the GPO until they are made available for pickup by the contractor.

Mail/Ship complete all copies on or before December 30, 2021.

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.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications for each Item. In addition, a price must be submitted for each additional 1000 copies of each Item. 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 sheets
- 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>.

| JACKET NUMBER | BID PRICE: | ADDITIONAL/M |
|-----------------|------------------|--------------|
| Jacket 417-869: | Item 1: \$ _____ | \$ _____ |
| | Item 2: \$ _____ | \$ _____ |

TOTAL COST: \$ _____

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 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)

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