

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on November 28, 2022 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.

Note: The GPO 910 “BID” Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 6.**

The Jacket Number 420-908 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 202-512-0078.

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)).

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

SPECIFICATIONS WILL APPLY EQUALLY TO BOTH LANGUAGES EXCEPT AS NOTED HEREIN.

PRODUCT: Tear Sheet Pads.

TITLE: 2 Pass It On sample packs (Pub 887A English and pub 894A Spanish) 14-page Tear Sheet Pads.

ENGLISH

Item 1		Pass It on Letter
Item 2	881A	Business Impersonator Scams – English
Item 3	883A	Charity Fraud – English
Item 4	85A	Government Impersonator Scams – English
Item 5	934A	Grandkid and Family Scams – English

Item 6	884A	Health Insurance Scams – English
Item 7	976A	Home Repair Scams – English
Item 8	882A	Identity Theft – English
Item 9	1023A	Investment Scams – English
Item 10	978A	Job Money-Making Scams – English
Item 11	936A	Romance Scams – English
Item 12	933A	Tech Support Scams – English
Item 13	975A	Unwanted Calls and Text Message – English
Item 14	886A	“You’ve Won” Scams – English

SPANISH

Item 15		Pass It on Letter
Item 16	888A	Business Impersonator Scams (Estafas de Impostores de Negocios) – Spanish
Item 17	890A	Charity Fraud (Estafas de Organizaciones de Caridad) – Spanish
Item 18	939A	Government Impersonator Scams (Estafas de impostores del gobierno) – Spanish
Item 19	938A	Grandkid and Family Scams (Estafas del nieto y otras emergencias familiares) – Spanish
Item 20	891A	Health Insurance Scams (Estafas de seguro de salud) – Spanish
Item 21	980A	Home Repair Scams (Estafas de reparaciones en el hogar) – Spanish
Item 22	889A	Identity Theft (Robo de identidad) – Spanish
Item 23	1024A	Investment Scams (Estafas de inversiones) – Spanish
Item 24	982A	Job Money-Making Scams (Estafas de empleo y oportunidades para ganar dinero) – Spanish
Item 25	940A	Romance Scams (Estafas de romances) – Spanish
Item 26	937A	Tech Support Scams (Estafas de asistencia técnica) – Spanish
Item 27	957A	Unwanted Calls and Text Message (Llamadas y mensajes de texto no deseados) – Spanish
Item 28	893A	“You’ve Won” Scams (Estafas “usted ganó”) – Spanish

QUANTITY: 232,000 total sets (170,000 English sets and 62,000 Spanish Pads) plus 50 QARCs for each item

PAGES: 14 Pages Face and Back (each language).

TRIM SIZE: 8-1/2” x 11”

GOVERNMENT TO FURNISH:

One (1) Adobe Acrobat PDF file for each Item to use for production. **NOTE:** Contractor to convert the seal in Spanish files from 4 color process to black.

GPO Form 892 (R. 12/17) 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 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: EMAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of emailed electronic page proofs. Contractor to submit one Press Quality PDF soft proof (for content only) for each item 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. Email proofs (mark with jacket and requisition number plus return name and email address) directly to the agency at dapanaviciute@ftc.gov and arayo@ftc.gov or mpatterson1@ftc.gov.

Contractor must call GPO Compliance at (202) 512-0520 immediately upon emailing proofs and immediately upon receiving the returned proofs or OK email back from the department.

Contractor will provide one (1) set of ink drawdowns for each of the two Pantone colors (155c and 7474c).

Deliver ink drawdowns to: Federal Trade Commission, Attn: Daniele Apanaviciute, (202-326-3302), 600 Baltimore, MD 21214. Complete delivery address to be provided after award.

Proofs and ink drawdowns 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.

JCP Code* A61, No. 1 Smooth-Finish Text, White, Basis Size 25 X 38", 70 lbs.

NOTE: All stock used must be uniform in shade.

PRINTING:

Print text/rule matter and illustrations on the face and back with some type reversing out to appear white, head to head, in Pantone 155 Tan, Pantone 7474 Green, and black. Face bleeds three sides and back bleeds 4-sided.

INK: Pantone 155c, Pantone 7474c, and Black.

MARGINS: Follow electronic files/Inadequate Gripper

BINDING: Pad back with 20pt chipboard, glue across top (8-1/2"). Trim four sides. Secured with strong, flexible White Padding Compound.

COLLATING: Collate in order, 14 different tear sheet per pad.

PACKING: Pack 140 pads per carton (1,960 sheets per carton, 14 sheets per pad) and shrink wrap in bundle of 5s. All Cartons must meet 275 lb. test and no taller than 10" labeled with full title (including code) and quantity. Cartons to be securely sealed and cross-taped at least once. They must be packed with no headspace, or headspace filled with packing material. Crushed containers will be refused at delivery.

Cartons to be packed on wooden pallets. *** For orders with multiple titles, DO NOT MIX TITLES IN CARTONS, DO NOT MIX TITLES ON PALLETS. Pallets must be in good condition and 48"x40" 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 when arriving to the destination. NOTE: Delivery will be refused if pallets are not the correct condition or size. Delivery hours: 8:00 am - 2:00 pm, Monday-Friday

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

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Pub 887A Pass It On Sample Pack (English), 14-page tear sheet pads, Quantity: 140pads
AND Pub 894A Pass It On Sample Pack (Spanish), 14-page tear sheet pads, Quantity: 140pads

REQUISITION: 2-00027

JACKET NO.: 420-908

QUANTITY: _____

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

Cartons **must** be labeled correctly. Mislabeled cartons will be returned for correction at the contractor's expense.

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

Product Quality Levels:

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

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 Proofs/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each sublot.

The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

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: Deliver F.O.B. Destination.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to dapanaviciute@ftc.gov. The subject line of this message shall be "Distribution Notice for Jacket 420-908, Requisition 2-00027". 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.

Deliver 169,860 collated English Pads and 61,860 collated Spanish pads (Includes 200 Departmental Random Blue Label Copies for English and Spanish pads) to: Public Document Distribution Center, Attn: Receiving, 31451 United Avenue, Pueblo, CO 81001, 719-295-2680, Hours: 8:00 AM - 2:00 PM, M-F.

Deliver 140 collated English Pads and 140 collated Spanish pads, One (1) carton each to: Daniele Apanaviciute (202-326-3302), 600 Pennsylvania Ave, NW, CC-10308, Washington, DC 20580.

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.

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

SCHEDULE: The purchase order and GFM will be available via e-mail or contractor's FTP site on December 2, 2022. Deliver complete by **January 9, 2023.**

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. Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld (2) workdays from receipt in the Agency until they are made available for pickup by the contractor.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. A price must be submitted for each additional 1,000 assembled sets. 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>

JACKET NUMBER		BID PRICE:	ADDITIONAL/M
Jacket 420-908	TOTAL COST	\$ _____	
<u>ENGLISH:</u>		\$ _____	\$ _____
<u>SPANISH:</u>		\$ _____	\$ _____

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)