

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on March 25, 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.

**** R1 – See Schedule, Stock, Printing, Ink, Binding, Packing, and Quality Level ****

**** R2 – See Title, Quantity, Pages, Schedule, Stock, Printing, Ink, Packaging, and Distribution ****

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 420-287 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 Steve Gaumer at sgaumer@gpo.gov For contract administration after award, contact Steve Gaumer at (202) 512-0446.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed 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. The bidder’s email provider may have different size limitations for sending email; however, bidders 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-andstandards-filesfor-vendors/qatap-rev-09-19.pdf>.

PRODUCT: Business Cards

TITLE: What You Can Do With a My Social Security Account (SSA/Publication Number: 05-10641D Edition

Date: 01/2022)

QUANTITY: FIXED PRICE-INDEFINITE QUANTITY CONTRACT FOR Business Cards.

AWARD WILL BE BASED ON THE LARGEST QUANTITY OF (Business Cards) FOR (\$535,500.00). POTENTIAL VENDORS MUST SUBMIT THE FIXED PRICE OF (\$535,500.00) PLUS THE QUANTITY THEY WILL PRODUCE FOR THE FIXED PRICE. IN THE EVENT OF A TIE QUANTITY, THE AWARD WILL BE DETERMINED BY THE OVERALL LOWEST DISCOUNTED COST. ADDITIONALLY, A COST MUST BE SUBMITTED FOR EACH ADDITIONAL (1,000) COPIES.

TRIM SIZE: 3.5 x 4”

PAGES: 2 Pages

GOVERNMENT TO FURNISH (GFM): Receive via email after award and contractor must have a web accessible FTP site for SSA to upload artwork.

One (1) Purchase order.

Two (2) PDF files, PC based Win 10, Adobe InDesign , Illustator, Photoshop, cc2022, Fonts furnished, and graphics linked.

GPO Form 952 Desktop Publishing – Disk Information

GPO Form 917 (Certificate of Selection).

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

GPO Form 2686 QARC Random copies sampling & shipping instructions.

GPO Form 915 (Business Reply Label).

Contractor can 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:

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 matthew.thomas@ssa.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-and-standards-files-for-vendors/vol_13.pdf

JCP Code* L70, Coated One-Side Cover (C1S), White, 9 pt., 10 pt. or 12 pt.
JCP Code* L72, Coated Two-Side Cover (C2S), White, 9 pt., 10 pt. or 12 pt.
JCP Code* L61, No. 1 Silk / Dull-Coated Cover, White, Basis Size 20 X 26", 80 lbs. or 100 lbs.
JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26", 80 lbs. or 100 lbs.
At contractor's option JCP Code L70, L61, or L11 may be used.
JCP Code L70 & L72 with exception to pt.

PRINTING:

Face of cards print with type/rule matter, illustrations, tints, images, solids, and agency seal in 4-color process plus some type reversing out to appear white. Bleeds 3 sides. After printing, apply a clear gloss aqueous coating or clear gloss varnish over the entire surface to prevent scratching and smearing.

Back of cards print a common back with type/rule matter, tints, solids, plus some type reversing out to appear white. Bleed 3 sides. After printing, apply a clear gloss aqueous coating or clear gloss varnish over the entire surface to prevent scratching and smearing.

INK:

4-color process plus at contractor's option Flood Gloss Aqueous coating or Flood Gloss Varnish coating.

MARGINS:

Inadequate gripper
Follow Electronic Media

BINDING:

Trim 4 sides
Score all cards along the 3-1/2" length at 2" center.
Leave flat.

PACKING:

Shrink wrap in 100's. Pack suitably in cartons and shipping containers to ensure cards are not damaged during shipment.

If instructions are not followed, boxes will be sent back to contractor for relabeling.

MARK CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: What You Can Do With a My Social Security Account – Business Cards
REQUISITION: 2-00158
JACKET NO.: 420-287
PRODUCT ID: 05-10641D
EDITION DATE: 01-2022
QUANTITY: ____, NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

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	Ok'd Proof / Furnished Electronic File
P-10. Process Color Match	Furnished Electronic file

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to sign 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: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to matthew.thomas@ssa.gov. The subject line of this message shall be Distribution Notice for Jacket 420-287, Requisition 2-00158. 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 (TBD) cards via traceable means to: SSA Fulfillment Center, NPC North, Ward Warehouse, 700 N. 3rd Ave., Altoona, PA 16601.

Deliver (200 Departmental Random "Blue Label" Copies) via traceable means to: Social Security Administration, Matthew Thomas, 6401 Security Blvd., 3-B-9-E Annex Building, Baltimore, MD, 21235, (410) 965-9620.

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>

Deliver (25 "Yellow label" copies) via traceable means to: Social Security Administration, Matthew Thomas, 6401 Security Blvd., 3-B-9-E Annex Building, Baltimore, MD, 21235, (410) 965-9620.

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

SCHEDULE: The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than March 30, 2022.

Submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule. Proofs will be withheld not more than (2) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT**

F.O.B. destination, contractor has the option to deliver half of the proposed Quantity by 5/24/2022 and the balance by 6/14/2022 .

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 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 1,000 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>.

JACKET NUMBER

BID PRICE:

Jacket 420-287 R2 \$ _____

ADDITIONAL/M

\$ _____

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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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)

(Person to be Contacted) (Telephone Number) (Email Address)

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

