

**Jacket:** 424-175  
**Title:** Small Blue Book  
**Agency:** State Department  
**Bid Opening:** 2/7/2023

at 11:00am

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Contractor Name	Bid	Terms		Discounted Total	Additional Price
Schmitz Press	\$257,000.00	0.5%	20 days	\$255,715.00	5075.00/m
District Creative Printing, LLC	\$271,435.00	2.0%	20 days	\$266,006.30	5400.00/m
Monarch Litho, Inc.	\$288,882.00	2.00%	20 days	\$283,104.36	5688.65/m
Advantage Mailing LLC- Anaheim	\$292,653.27	0.50%	20 days	\$291,190.00	5850.00/m
McDonald & Eudy Printers, Inc	\$320,000.00	1.00%	20 days	\$316,800.00	5878/m
KM Media Group	\$377,770.00	0.25%	20 days	\$376,825.58	7000.00/m
LSC Communications LLC	\$421,525.00	0.00%	30 days	\$421,525.00	7334.10/m
Bookfactory, LLC	\$492,500.00	2.0%	20 days	\$482,650.00	985.00/c

**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on February 7, 2023 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](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 424-175 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 Tim Sankey at [tsankey@gpo.gov](mailto:tsankey@gpo.gov). For contract administration after award, contact APS DC at 202-512-0078.

**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-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**SUBCONTRACTING:** Accordingly, Contract Clause 6, "Subcontracts," the provisions of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) are modified to permit subcontracting of the binding/bindery operations only.

**NOTE:** Any operations or functions that will be subcontracted for the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of any subcontractor(s) to be utilized in the performance of this contract.

**PRE-AWARD SAMPLES:** The low responsible bidder may be required within two (2) workdays after notification by the Government, to submit to the Contracting Officer samples demonstrating their and their subcontractor(s)' ability to meet the printing, binding, and stamping requirements as stated herein. The printing and binding samples must be of same type in specifications of bind and stock; similar thickness, size, and stamping as required. Bidders unable to furnish acceptable samples within the time specified; may be declared non-responsible.

**\*\*IMMEDIATELY AFTER AWARD** - contractor must submit the sample cloth material and a foil stamping swatch that is to be used in the production of the contract requirements for the COVER for AGENCY APPROVAL prior to the purchase of all material utilized for production requirements on the cover. Each sample must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper. Send samples via traceable means to: Department of State, Global Publishing Solutions, Attn: D'Nene Anderson, 7948 Angus Court, SA-7B, Springfield, VA 22153, 301-631-0055. Samples will be withheld not more than 2 workdays from receipt at the Department to receipt in the contractors plant. Samples will not be returned to the contractor. Contractor must notify the ordering agency/GPO with tracking information on the same day that the samples ship via e-mail sent to andersond2@state.gov and cc: tsankey@gpo.gov. The subject line of this message shall be "SAMPLE Notice for Jacket 424-175, Req#23-00007-8614".

**PRODUCT:** Case-Bound Books.

**TITLE:** Small Blue Book

**QUANTITY:** 50,000 Case-Bound Books, Die(s) Required

**TRIM SIZE:** Text Pages: 5-1/4 x 8". Case Bound Cover: Approximately 5-1/2 x 8-1/4". Bind on the 8-1/4" dimension.

**PAGES:** 192 Pages, Blank Endleaves, and Separate Casebound Cover

**GOVERNMENT TO FURNISH (GFM):** Receive via email;

One (1) Purchase order.

One (1) PDF file with logo for stamping of Cover 1 (Mac based vector art, Adobe Illustrator 26.2).

One (1) PDF file with text for stamping of Cover 1 and 4. Contractor must remove low-res logo. Contractor to use vector pdf file provided for stamping.

One (1) PDF file for text pages. Document contains one page, contractor must duplicate for all pages.

Five (5) JPEG files for visual reference – see attachments provided. Three files reference a green record book that is admired by the agency and is similar in size and style to this procurement. Two files reference Cover 1 and Cover 4 which gives a visual reference, however, blue in background is not indicative of blue cloth material specified in this procurement.

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

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue 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. Minimum 175-line screens required.

**PROOFS:** Three (3) set(s) of digital color content proofs for the 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.

**AFTER CONTENT PROOF APPROVAL:**

Prior to production Samples:

Prior to the commencement of production of the contract production quantity, the contractor shall submit three samples to the agency at the address below.

Three (3) samples will be tested for conformance of material(s). Three (3) samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. 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 contractors 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.

NOTE: Preproduction proof must be an exact replica of the finished product.

Send samples with the furnished media (visuals, electronic files) via traceable means directly to the agency: Department of State, Global Publishing Solutions, Attn: D’Nene Anderson, 7948 Angus Court, SA-7B, Springfield, VA 22153, 301-631-0055.

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (3) workdays from receipt in the department to when they are made available for (contractor provided) pickup. Additionally, contractor must notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to [andersond2@state.gov](mailto:andersond2@state.gov) and cc: [tsankey@gpo.gov](mailto:tsankey@gpo.gov). The subject line of this message shall be "PROOF Notice for Jacket 424-175, Requisition Numbers 23-00007-8614".

**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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

**CASE-BOUND:** Light Blue Arrestox, equal in finish, formation, color to Arrestox-B Sky Blue #41500.

**BOOK COVER BOARD:** Davis Permanent Binder Boards, 0.098" thick, or equal to JCP Code R30.

**TEXT:** JCP Code\* A60, Uncoated Text, White, Basis Size 25 X 38", 70 lbs.

**ENDLEAVES:** JCP Code\* J10, Ledger; White, Basis Size 17 X 22", 32 lbs. Endleaf stock must have the grain parallel to the spine. \* (Amendment #1): No post-consumer fiber is required. Any percentage of post-consumer fiber is encouraged provided that the requirements of this Standard are met.

NOTE: All text paper used in the printing of this publication must be from the same lot. All cover paper must have the grain parallel to the spine.

**PRINTING:** Text pages print head to head (face and back) with rules in black ink screened back to appear gray, bleeds left and right. Final text pages must have the appearance of a commercially available notebook with rules, such as the sample green book included in the attachments for this procurement. Endleaves are blank.

**STAMPING:** Stamp Cover 1 and Cover 4 in a Matte Navy Blue foil. Matte Navy Blue foil to be a close match of Pantone 296 in color\* (Amendment #2). Stamping on Cover 1 consists of 2 lines of type and an agency logo approx. 2 x 2". Stamping on Cover 4 consists of 1 line of type. Foil stamping color MUST be crisp. Stamping must have solid impressions, no picking, pinholes or filled letters.

**CONTRACTOR MUST CREATE ALL STAMPING DIES.** All existing and new dies for GPO work become property property of the United States Government and the contractor acquires no ownership interest in the dies while such material is in the possession of the contractor. The agency retains the right to demand a return of the die at any time. Dies must be returned to Agency/GPO upon completion of job.

**INK:** Text pages: Black. Covers 1 and 4: Navy blue foil (matte), close match to Pantone 296 in color\* (Amendment #2):.

**CONSTRUCTION/ BINDING:** Reinforce the endleaves and the first and last signatures with strips of unglued, sized cotton cloth extending 1/4-inch on inner side of the signatures and 1-inch on the endleaves. Smyth (signature) sew with pasted endleaves. Trim 3 sides, round back, and Navy & White Checkered headband. Reinforce back with crash and strong paper liner. Case bind with suitable squares.

**MARGINS:** Cover: Adequate gripper. Text Pages: Inadequate gripper, bleeds at left and right.

**PACKING:** Shrink wrap in sets of 5. Package suitably in uniform quantities with suitable packing material and use suitable cartons to prevent from damage during shipping.

**MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

Job Title: Small Blue Book

Req. No.: 23-00007-8614

Jacket No.: 424-175

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 priors/Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**DISTRIBUTION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to andersond2@state.gov and cc: tsankey@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 424-175, Requisition 23-00007-8614". This 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 50,000 copies (includes 200 Departmental Random "Blue Label" copies) and die(s) via traceable means to: Department of State, Global Publishing Solutions, Attn: D'Nene Anderson, 7948 Angus Court, SA-7B, Springfield, VA 22153, 301-631-0055. NOTE: Address has loading dock for freight delivery, no inside delivery needed. Contractor must ensure die(s) are packed separately and easily distinguishable upon delivery.

**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>.

**SCHEDULE:** The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than February 10, 2023.

F.O.B. destination, **Contractor must ship a minimum of 10,000\* books in full skids by 4/21/23. Balance must deliver by 4/28/23. \*10,000 is the minimum on the first delivery, contractor may ship additional quantities at their discretion. Additionally, agency will accept additional (partial) deliveries sooner than the timeframe above (in full skids only).**

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 1000 copies. 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>.

**ATTACHMENT:** Attachment(s) is/are integral part of the specifications, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications. **Download Attachment(s):** <https://www.gpo.gov/docs/default-source/contracts/424175.zip>



