

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on November 27, 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: Bidders must email bids to bidapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 AM on the bid opening date specified above will not be considered for award. This will not be a public bid opening.

Note: The GPO 910 “BID” Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 7.**

The Jacket Number 425-018 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 Steve Gaumer at sgaumer@gpo.gov. For contract administration after award, contact APS DC 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.

Adherence to the delivery schedule must be maintained. The contractor WILL NOT be given any additional workdays if the Government furnished material or proofs are held over.

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>.

FIXED PRICE INDEFINITE QUANTITY CONTRACT: This is a fixed-price contract. The bidder submitting a response shall bid the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$181,000.00.

Bids shall include the cost of all materials and operations for the total quantity ordered. Bids shall be prepared in conformance with the Schedule of Prices.

DETERMINATION OF AWARD: Award shall be made to the responsible bidder submitting a bid, whose bid specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of \$181,000.00. Bidders submitting responses to this solicitation shall submit a total quantity for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

Additionally, the bid shall include separate unit pricing for 100 additional Executive Overview Folders (Each Folder consists of Item 1, 2, & 3).

If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

SCHEDULE OF PRICES:

Quantity Folders (Each Folder consists of Item 1, 2, & 3).
220,022 sets = \$181,000.00

A cost must be submitted per 100 Executive Overview Folders (One (1) Folder consists of Item 1, 2, & 3). Additional folders (100) \$81.80 C.

PRODUCT: Folders. One (1) Folder consists of 3 Items. All the requirements of these specifications apply equally to all items unless otherwise indicated.

TITLE: USDA Rural Development Executive Overview Folder

QUANTITY: 220,022 sets of Folders (One (1) Folder consists of Item 1, 2, & 3)

ITEMS: Item 1: Pocket Folders

Item 2: Inside Pages

Item 3: (3) Stepped Fact Sheets

TRIM SIZE: Item 1: Flat: 22-1/2 x 13" (including 1/2" top and bottom glue tabs). Finished Size: 9 x 12" including one 4-1/2" vertical pocket. Item 2: 9 x 12". Item 3: (a) Fact Sheet Title: Fiscal Year 2022 Funding - 8-1/2 x 11" (b) Fact Sheet Title: Rural America's Partner for Renewable Energy - 8 x 11" (c) Fact Sheet Title: Rural America's Partner for High-Speed Internet - 7-1/2 x 11".

PAGES: Item 1: Face and back (before construction)

Item 2: 8 pages

Item 3: (a) 2 pages (b) 1 page (c) 1 page

GOVERNMENT TO FURNISH (GFM): Via email after award.

One (1) Purchase order.

One (1) Zip file containing all PDF and InDesign files for all items. Contractor to extend bleeds as necessary.

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

GPO Form 952 Desktop Publishing - Disk Information

GPO Form 917 (Certificate of Selection).
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.

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: One (1) set of digital color content proofs for each item. 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.

PLUS

One (1) set of inkjet proofs for each item that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Send proofs together with the furnished media (copy, electronic files) directly to: James Pendleton, Belgarde, MT 59714 (Residential address provided after award). Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to 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 (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".

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
ITEM 1: JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26" Basis Weight 100 lbs.
ITEM 2: JCP Code* A181, No. 1 Gloss-Coated Text, White, Basis Size 25 X 38" Basis Weight 100 lbs.
ITEM 3: JCP Code* A181, No. 1 Gloss-Coated Text, White, Basis Size 25 X 38" Basis Weight 80 lbs.

PRINTING: All the requirements of these specifications apply equally to all items unless otherwise indicated herein.

DIGITAL PRINTING IS NOT ACCEPTABLE.

ITEM 1: Prints face and back (before construction) with type/rule matter, agency logo, photos, screens, and solids with some type reversing out to appear white. Heavy coverage with full bleeds. Coat (after printing) the entire surface of each page with a clear non-yellowing gloss varnish to prevent scratching and smearing.

CONSTRUCTION: Pocket folder has one vertical 4-1/2" deep inside pocket at the inside back cover and secured at the top and bottom edges with 1/2" glue tabs (folded under). Score All Folds. Cracks and wrinkles not acceptable.

DIE CUT: Inside back cover pocket to be die cut, two parallel half circle slits suitable for holding a 3-1/2 x 2" business card 1-1/2" from trim bottom.

ITEM 2: Inside pages print face and back with type/rule matter, agency logo, solids, and screens with some type reversing out to appear white. Bleeds all sides.

ITEM 3: Fact Sheets

(a) - Prints face and back with type/rule matter, agency logo, solids, and screens with some type reversing out to appear white. Bleeds all sides.

(b) - Prints face only with type/rule matter, agency logo, photos, solids, and screens with some type reversing out to appear white. Bleeds all sides.

(c) - (b) - Prints face only with type/rule matter, agency logo, photos, solids, and screens with some type reversing out to appear white. Bleeds all sides.

INK: 4-color process + Item 1: Gloss Varnish

MARGINS: Inadequate gripper. Follow electronic file.

BINDING: ITEM 1: See "Description". ITEM 2: Saddle stitch into Item 1 (Folder) in 2 places on 12" side. Trim 3 sides. Grain must run parallel to spine. Score on all folds (cracks or wrinkles are not acceptable). ITEM 3: Trim all Stepped Fact Sheets to size: (a) - 8-1/2 x 11", (b) - 8 x 11", (c) 7-1/2 x 11". Stepped Fact sheets to be inserted into vertical pocket of folder in order, back to front: (a), (b), (c). One of each stepped fact sheet to be inserted into each folder.

PACKING: Pack suitably in cartons and shipping containers to prevent damage to the items in shipping.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: USDA Rural Development Executive Overview Folder

REQUISITION: 3-01357

JACKET NO.: 425-018

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	Approved Proofs/Furnished Electronic File
P-10. Process Color Match	Approved Proofs/Furnished Electronic File

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers, via e-mail sent to: karen.lewis@usda.gov and cc: sgaumer@gpo.gov. The subject line of this message shall be "Distribution Notice For Jacket Number 425-018, Requisition Number 3-01357". 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 Folders (Includes Items 1, 2, and 3) (includes 200 Departmental Random "Blue Label" Copies of each item) via traceable means to: USDA Rural Development, America's Central Port, 1300 W. Third St., Suite A, Granite City, IL 62040.

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 submitting proofs, furnishing samples and returning materials, 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 November 30, 2023.

F.O.B. destination, **Contractor must deliver by January 12, 2024.**

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 copy (each price)s. 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: None.

JACKET NUMBER	QUANTITY	BID PRICE:	ADDITIONAL/C
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Jacket 425-018: _____ \$181,000.00 **Additional Rate:** \$ _____ /C
(One (1) folder equals Items 1, 2, & 3)

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)

