

**Jacket:** 428-020  
**Title:** Perfect Bound Books  
**Agency:** US Dept of Labor  
**Bid Opening:** 11/13/23 at 11:00am

Contractor Name	Bid	Terms		Discounted Total	Additional Price
A ACR III LSC Holdings, LLC	\$147,000.00	0.0%	30 days	\$147,000.00	2777.00/m
Advantage Mailing LLC - Anaheim	\$153,271.36	0.50%	20 days	\$152,505.00	3.40/each
Phoenix Lithographing Inc.	\$179,157.27	5.00%	20 days	\$170,199.41	3981.25/m
District Creative Printing	\$196,224.50	2.00%	20 days	\$192,300.01	3238.00/m
Colonial Press	\$251,516.00	1.00%	20 days	\$249,000.84	5477.00/m

A=Award

**BID OPENING:** Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on November 13, 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 [bidsapsc@gpo.gov](mailto:bidsapsc@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 10.**

The Jacket Number 428-020 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/mailling 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.

**PRODUCT:** Perfect Bound Books. Multiple destinations, typesetting required.

**TITLE:** DOL VETS TAP Career and Credential Exploration (C2E) Participant Guide 4.0

**QUANTITY:** 45,003 Perfect Bound Books

**TRIM SIZE:** 8-1/2 x 11" (8-3/8 x 10-7/8" or 8-1/2 x 10-7/8" is also acceptable.)

**PAGES:** 240 Text Pages, Plus 2-page insert (1 leaf), Plus Separate Wraparound Cover.

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

One (1) Purchase order.

One (1) PDF file for text and cover, Windows based Adobe InDesign 18.5. Contractor must include in bid prepress time to extend bleeds and move text away from bind as needed.

One (1) PDF file for table tent (insert)

One (1) Excel file for distribution – see redacted version as an attachment.

One (1) PDF file with pallet specifications

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](http://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 [winter.timothy@dol.gov](mailto:winter.timothy@dol.gov), [hill.cecilia.a@dol.gov](mailto:hill.cecilia.a@dol.gov), [langley.pamela.k@dol.gov](mailto:langley.pamela.k@dol.gov), [datcher.gina.b@dol.gov](mailto:datcher.gina.b@dol.gov) and cc: [tsankey@gpo.gov](mailto:tsankey@gpo.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 (3) 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](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf)

**COVER AND INSERT (TABLE TENT):** JCP Code\* L70, White, Coated One-Side Cover (C1S), 10 pt.  
**TEXT:** JCP Code\* A60, Uncoated Text, White, Basis Size 25 X 38", 60 lbs.

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

**TYPESETTING:** Contractor must set type of spine as: Career and Credential Exploration (C2E): Vocational Track Participant Guide. Type should be centered left to right/top to bottom using Arial bold font in an appropriate type size.

**PRINTING:** DIGITAL PRINTING IS ACCEPTABLE.

At contractors option, all items may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 bit or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Cover 1 prints with type/rule matter, agency logos, illustration, and solids in 4-color process with some type reversing out to appear white, bleeds top, left and right (no bleeds at bottom). Cover 2 prints with type/rule matter, a QR code, and agency logos in four-color process, no bleeds. Cover 3 prints with type/rule matter, agency logos, QR code, and solids in 4-color process with some type reversing out to appear white, no bleeds. Cover 4 prints with a heavy solid (full coverage) that floods the entire page in four-color process, full bleeds. Spine prints with type matter only (no bleeds). After printing, apply a clear gloss aqueous coating over the entire surface of covers 1, 4, and spine to prevent scratching and smearing.

Text pages print head to head (face and back) with type/rule matter, tables, charts, illustrations, tints/solids in four-color process with some type reversing out to appear white. Approx. 17 pages scattered throughout bleed all sides.

Insert (table tent) prints face only with rule matter and a detailed agency logo/seal in 4-color process, no bleeds.

**INK:** Covers 1, 4 and Spine: 4-color process + gloss aqueous coating.  
Covers 2-3, Insert (table tent) & Text pages: 4-color process

**BINDING:** Perfect Bound Books - Contractor to determine spine thickness and adjust if necessary.  
Grain must run parallel to the spine.

Perfect bind on the 11" dimension.

Covers: Wrap around. Glued on. Score Covers at spine and hinge score along entire 11" dimension, 1/4" from Spine on C1 and C4.

Scores/Folds should be clean - cracks or wrinkles are not acceptable.

Trim 3 sides.

Insert (table tent) - Before binding in/inserting\*, one (1) vertical score at 4-1/4" along the entire 11" dimension.

\*Contractor's Option: Insert (table tent) can be either:

A) Bound into inside front cover and must include a vertical perforation along the entire 11" dimension to tear out of the book OR

B) Can be inserted loosely into inside front cover. If using this method, insert (table tent) must be slightly undersized so it does not stick out of the book.

**MARGINS:** See "Description" herein. Cover and Text: Inadequate gripper.

Insert (name tent): Adequate gripper. Follow furnished files.

**SECURITY WARNING:** It is the contractors 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 individuals 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, mothers 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, drivers 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).

**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).

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.

NOTE: Contractor MUST submit security control plan within two (2) hours from the "Review and Confirm" call.

**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 history and that contains his name, or the 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.

**DELIVER:**

F.O.B. Destination: Deliver 39,800 copies via traceable means to the Pueblo Distribution Center, 2 copies to 2 different GPO destinations, and 1 copy to 1 residential destination by 12/29/23. See "Distribution" herein for addresses.

F.O.B. Destination: Deliver 5,200 copies via traceable means to 134 locations (see attachment with redacted addresses and quantities per location) by 12/18/23.

Contractor is required to apply the appropriate postage/shipping (whether UPS, Fedex, DHL, USPS, etc). Contractor will NOT be reimbursed for any mailing/shipping costs – all mailing/shipping costs must be included in bid price. All APO/FPO addresses must be shipped via USPS and must arrive by 12/18/23. Contractor must ship books with furthest destinations first.

If mailed, all mailed copies must be sorted (including zip code and carrier route sorted, if applicable) and prepared in trays and sacks, in accordance with the regulation of the U.S. Postal Service manual to obtain the maximum postal discount(s) possible.

For copies that mail, the contractor must provide CASS and PAVE certified software for matching ZIP + 4, bar-coding, and presorting for maximum postal automation discounts (as applicable). In cases of a particular address that cannot be CASS certified, but otherwise be considered minimally acceptable for processing through the Postal Service, the vendor must ensure all such pieces are mailed at the appropriate postal rate. Additionally, in accordance with United States Postal Service (USPS) regulations, contractor must run distribution files on each order through the National Change of Address (NCOA)

service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

\*Any fees that are incurred by the contractor from USPS for mailing, such as receipts, certificates of mailing, etc, the contractor is responsible for these fees. The contractor will NOT be reimbursed for these fees and therefore must include any fees in initial bid price.\*

Return address to be used for all mailing/shipped copies: US Department of Labor, 200 Constitution Avenue, NW, Washington, DC 20210.

**DIGITAL DELIVERABLE:** Upon completion, the contractor must furnish an email to agency with final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode.

**DUMMY BOOK:** Upon completion of this order, as part of the requirements of this contract, the contractor must mock-up one (1) blank book, trimmed, folded, and scored (binding not necessary) using the same paper requirements specified herein with the exception of the text being 50# (not 60#). The purpose of this is for the agency to determine, in the future, if they would like to make a change in paper (and they can compare to the finished product produced on 60#). Dummy book must be shrink wrapped. Address specified in 'Delivery' herein.

**PACKING:** Shrink wrap in sets of 5 or 10 (contractor option). Package suitably in uniform quantities with suitable packing material and use suitable cartons to prevent damage during shipping, NTE 40/lbs per carton.

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

Job Title: DOL VETS TAP Career and Credential Exploration (C2E) Participant Guide 4.0

Req. No.: 24-00317

Jacket No.: 428-020

Quantity:

Number of Boxes: EX. Box 1 of 4, Box 2 of 4...

Shipments must comply with GPO Publication 310.2 including but not limited to:

- Each carton must contain only 1 item number, cartons containing multiple publications are not allowed.
- Mixed pallets must be marked as such
- Shipments of 16 or more cartons must be palletized

Carton Specifications:

1. Maximum Carton Weight 36lbs.
2. Minimum 200lb. bursting strength
3. Minimum 32lb Edge Crush Test
4. Cartons must be packed solidly (top and sides) and sealed with heavy-duty tape (preferably reinforced), to be ready to shipment out individual boxes via Ups, FedEx, or USPS.

Palletizing (Contractor must follow GPO Pallet Guidelines included with GFM):

1. \*Wood material, Type III - four-way; size 2 - 48" X 40" with full entry on the 48" side with four stringers, 40" side should have partial entry
2. Maximum Pallet Height is 42"
3. Maximum Pallet Weight: 2,000 lbs.
4. Containers on pallet must be flush to corners, top side up, label facing out, without and overhang at all edges.
5. Voids must be to center of the pallet
6. If shipping freight via freight/on a pallet, only one publication per pallet is allowed for easy identification.
7. Material may be secured on pallet by stretch-wrap plastic, plastic shrink-wrap, steel strapping or plastic or nylon strapping over edge protectors when cartons fill more than 2 layers on a pallet.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

**DISTRIBUTION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [datcher.gina.b@dol.gov](mailto:datcher.gina.b@dol.gov), [langley.pamela.k@dol.gov](mailto:langley.pamela.k@dol.gov), and cc: [tsankey@gpo.gov](mailto:tsankey@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 428-020, Requisition 24-00317". 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 39,800 copies (including 200 Departmental Random "Blue Label" Copies) via traceable means to: Pueblo Distribution Center, 31451 United Avenue, Pueblo, CO 81001, Attn: Mario Frank 719-295-2676.

Delivery truck must be able to reach a standard loading dock.  
Delivery hours: 8:00am - 2:00pm, Monday-Friday

Driver to contact Mario Frank, 719-295-2676 (or if unavailable, Kimberly Schmitz/Warehouse Manager, 719-295-2679), at least 24 hours in advance upon delivery and about 1 hour when arriving to the destination.

Deliver 5200 copies to approx. 134 addresses by 12/18/23 via traceable means using the provided excel distribution list. SEE ALSO SHIP/DELIVER SPECS HEREIN ON PAGE 5.

Deliver 1 copy by 12/29/23 via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, US/Anglo Division, 101 Independence Ave., SE, Stop 4276, Washington, D.C. 20540-4276, Marked "Depository File Copies". All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver 1 copy by 12/29/23 via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401. Marked "Item No. 0773B01".



Deliver 1 copy and 1 dummy book (see page 6) by 12/29/23 via traceable means to: Twin Falls, ID 83301 (address is residential and will be provided upon award).

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

Deliver by email one (1) digital deliverable of the final, approved artwork as a press-quality PDF to [datcher.gina.b@dol.gov](mailto:datcher.gina.b@dol.gov), [langley.pamela.k@dol.gov](mailto:langley.pamela.k@dol.gov), and cc: [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

**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 November 17, 2023.

F.O.B. destination, **Contractor must deliver 5200 books to 134 locations by 12/18/23.**  
**Contractor must deliver balance by 12/29/23. See 'DISTRIBUTION' herein.**

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/428-020.zip>

