

**Jacket:** 546-540  
**Title:** ISS Planner 2024  
**Agency:** NASA BAC: 7510-14  
**Bid Opening:** October 27, 2023 at 1 p.m. Central

Contractor Name	Bid	Terms		Discounted Total
* MONACH LITHO 040-60078	\$152,630.00	2.0%	20 days	\$149,577.40
SCHMITZ PRESS 190-78307	\$155,300.00	0.5%	20 days	\$154,523.50
SOLO PRINTING 090-81244	\$155,798.00	0.25%	20 days	\$155,408.51
ADVANTAGE MAILING 040-02494	\$188,442.21	0.5%	20 days	\$187,500.00
MCDONALD & EUDY 190-56520	\$192,000.00	1.0%	20 days	\$190,080.00
RR DONNELLEY 220-28183	\$199,002.00	NET 30		\$199,002.00
LAS VEGAS COLOR 270-50580	\$215,555.00	5.0%	20 days	\$204,777.25
Argiopes LLC - CC applied for	\$1,300,000.00	2.0%	30 days	\$1,274,000.00
PC VISION - NO CC	\$2,900,000.00	NET 30		\$2,900,000.00
			days	\$0.00
* AWARDED			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00



October 23, 2023

This is Amendment No. #1. The specifications in our invitation for bids on Jacket 546-540, scheduled for opening at 1 p.m., Central Daylight Savings time, October 27, 2023, is amended as follows:

1. On Page 1 under “QUANTITY” add, “(plus 50 QARC’s)
2. On page 5 under “QUALITY ASSURANCE RANDOM COPIES (13 copies)” Change the quantity to 50 copies and replace the paragraph with:

QUALITY ASSURANCE RANDOM COPIES (50 copies): The contractor will be required to complete a "Certificate of Selection" furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the QARC copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, must be furnished with billing as evidence of mailing.

3. The bid opening date/time remains the same.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
Southcentral Region APS Team  
[bidssouthcentral@gpo.gov](mailto:bidssouthcentral@gpo.gov)

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.



Sincerely,

Jermaine  
Berryman

Digitally signed by Jermaine  
Berryman  
Date: 2023.10.23 07:59:02  
-05'00'

JERMAINE BERRYMAN  
Contracting Office

**BID OPENING:** Bids shall be opened at 1:00 p.m., prevailing Dallas, TX Time, on October 27, 2023, at the U.S. Government Publishing Office, Southcentral Region. This will NOT be a public bid opening.

**ISSUE DATE:** October 19, 2023

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 5 (Jim Hunt). NO COLLECT CALLS.

## **SPECIFICATIONS**

U.S. Government Publishing Office (GPO)  
Southcentral Regional Office

**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 (Rev. 09-19)).

**PRODUCT:** This specification is for proofing, printing, binding and delivery of pamphlets (planners).

**TITLE:** ISS Planner 2024

**QUANTITY :** 100,000 copies.

**QUALITY LEVEL:** II Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 09-19)) applies.

**TRIM SIZE:** 13 x 9-1/2"

**PAGES:** 28 text pages plus wrap-around cover

**PRINTING:** Covers and text print four color process throughout with no blank pages. Cover and text pages print head to foot in landscape orientation with full or partial bleeds throughout pamphlet on all four edges. Copy consists of type, rules, solids, gradients, screens, line-art illustrations, reverses, and four-color process halftones. Tight registration. After printing, coat covers 1 and 4 with UV coating and covers 2-3 plus ALL text pages with a gloss aqueous coating. The coatings must be evenly applied with no trapped foreign particles or air bubbles.

### **GOVERNMENT TO FURNISH:**

- Purchase Order
- Adobe InDesign document files with links and fonts included plus an Adobe Acrobat PDF file (as a visual) will be sent to the contractor after award via GPO's File Sharing application or uploaded to the contractor's secure SFTP site. Purchase Order, complete shipping addresses and pallet guidelines will be emailed to the contractor after award.

NOTE: GPO Imprint information does not print on this product.

### **ELECTRONIC MEDIA:**

- PLATFORM: Macintosh Version 10.11.1.
- COLOR: CMYK

- FONTS: Provided
- OUTPUT: 175 minimum line screen.

**ADDITIONAL INFORMATION:**

- Contractor must have the ability to edit PDF files (when furnished by the Government) or native files.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- 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 your contract administrator.
- The contractor shall create/alter 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.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**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.

TEXT: JCP Code\* A181, No. 1 Coated Text, White, Gloss-Finish, Basis Size 25 X 38" Basis Weight 100 lb.

COVERS: JCP Code\* L11, No. 1 Coated Cover, White, Gloss-Finish, Basis Size 20 X 26" Basis Weight 120 lb.

**INK:** Four-color process plus UV and aqueous gloss coating.

**MARGINS:**

All pages have full bleeds, all edges. Bleeds are included in the native/PDF files provided.

**PROOFS:**

Digital content and high-resolution color proofs required:

THREE (3) sets of digital color content proofs. 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.

THREE (3) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400.

At contractor's option, THREE (3) sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments)

must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

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.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. The following proofs will be withheld not longer than TWO (2) workdays from date of receipt by the Government\*\* to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

\*\*NOTE: The date of receipt by the Government is NOT considered the first workday.

All proofs must be delivered, inside delivery required, by November 2, 2023, to:

NASA-Johnson Space Center  
Attn: Kathy Padgett (281-244-0944)  
2101 NASA Parkway  
Bldg. 421, Room 109AB  
Houston, TX 77058

---3 sets of each type of proof, all furnished materials and a prepaid airbill for return of 1 set of proofs.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"

**CONTRACTOR TO FURNISH:** All other materials and operation necessary to fulfill the contract requirements, including secure file transfer protocol (FTP) capability, and any necessary conversion program to utilize Government furnished files.

**BINDING:** Saddle wire stitch uniformly in two places at top along 13" dimension, trim 3 sides. Paper grain on covers must run parallel to spine. Score all folds to prevent cracking along fold.

**DRILLING:** Drill one, 1/8" round hole, centered in the 13" dimension, with the center of the hole 1/4" from the open edge. Contractor to ensure no loss of information occurs.

**PACKING:** Box in units of 50. Each shipping container must not exceed 40 pounds when fully packed unless otherwise directed.

The contractor shall furnish all packing materials and shipping containers and pack in such a manner as to provide protection against all the normal hazards of cross-country transportation and warehouse storage. Shipping containers must have a minimum bursting strength of 275 lbs. per square inch and must not exceed 40 lbs. after being filled.

Shipping containers must be packed tightly (add stuffing when necessary) and contents to be in firm contact top and bottom of the container to prevent shifting and crushing in shipping and storage operations. New paperboard or corrugated pads will be inserted at top and bottom of each container to protect contents. Containers will be sealed with a water-resistant adhesive applied to the full area of contact between flaps. The preferred method of sealing cartons. However, a combination of securely stitching the bottom set of flaps and sealing the top set with a water-resistant adhesive is permissible. When this method is used, stitching will be done with steel staples or stitching wire not less than 0.017 inches thick and 0.098 inches wide. The staples wire must be treated with a coating or plating such as enamel or copper wash which is not readily removable stapling or stitching or in shipping and storage operations. Containers are to be reinforced with 3-inch wide directional-gummed tape. Use two strips - one each over the top and bottom center seams of the carton with ends extending over the carton end-not less than 2-1/2 inches in length.

**LABELING AND MARKING:** Label each box with "ISS Planner 2024" and quantity. Contractor to 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.

**SCHEDULE:**

- Purchase Order and Government furnished material will be available on or before **October 31, 2023**.
- Deliver proofs on or before **November 3, 2023**.
- Deliver 28,450 planners on or before **November 27, 2023**.
- Deliver the balance (71,550 planners) on or before **December 11, 2023**.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Kathy Padgett ([kathy.padgett-1@nasa.gov](mailto:kathy.padgett-1@nasa.gov)) and Jim Hunt ([jhunt@gpo.gov](mailto:jhunt@gpo.gov)). The subject line of this message shall be "Distribution Notice for Jacket 546-540, Req 4-00006". 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.

**DISRIBUTION:** F.O.B. Destination via traceable means. Contractor to provide tracking for ALL SHIPMENTS to [kathy.padgett-1@nasa.gov](mailto:kathy.padgett-1@nasa.gov) and [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

Deliver via traceable means to:

NASA Johnson Space Center  
Attn: Kathy Padgett (281-244-0944)/Kenna Pell (281-515-2069)  
Bldg. 421, Room 109AB  
2101 NASA Parkway  
Houston, TX 77508

-----20,000 copies/400 boxes including the 200 Blue Label copies deliver on or before November 27, 2023.

Contractor MUST provide shipping TRK# to [kathy.padgett-1@nasa.gov](mailto:kathy.padgett-1@nasa.gov) within 24 hours after shipping.

See Atch A (pages 9-14) for a list of cities and zip codes for the following shipments. NOTE: Complete address list is available by contacting Jim Hunt at [jhunt@gpo.gov](mailto:jhunt@gpo.gov). Contractor will receive the entire address list upon award.

- 8,450 copies/175 boxes (High Priority) ship in various quantities to 14 international and domestic locations. (7 US locations, 7 international locations) to deliver on or before November 27, 2023.

NOTE: International deliveries must ship at the same time as US shipments, but should arrive no later than December 4, 2023.

Balance of copies deliver on or before December 11, 2023, \*\*\*INSIDE DELIVERY REQUIRED\*\*\*:

- 59,450 copies/1,189 boxes (NonPriority1) ship in various quantities to 110 NASA Facilities (108 US locations, 2 international locations)
- 12,100 copies/242 boxes NonPriority2) ship in various quantities to 192 NASA Centers and Schools (191 US locations, 1 international location)

NOTE: All shipments under 2,500 copies (50 boxes) require inside delivery. Pallets are required for shipment(s) of 2,500 total copies (50 boxes) or more. See Atch A, pages 9-14. Contractor must contact these locations to determine if a liftgate will be required. All others will be shipped per carton, inside delivery required. Complete address list is available by contacting Jim Hunt at [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** (200 copies) All orders must be divided into 50 equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies, Blue Label) that must be printed on blue paper and affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to NASA, Houston, TX 77058.

A copy of the purchase order and a signed Certificate of Selection of Random Copies must be included.

**QUALITY ASSURANCE RANDOM COPIES** (13 copies): The contractor will be required to complete a "Certificate of Selection" furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the QARC copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, must be furnished with billing as evidence of mailing.

**QUALITY ASSURANCE THROUGH ATTRIBUTES:** The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid. All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov>.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II
- (b) Finishing (item related) 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:

ATTRIBUTE	SPECIFIED STANDARD	ALTERNATE STANDARD*
P-7. Type Quality and Uniformity	Approved Proofs	File Setup
P-10. Process Color Match	Approved Proofs	File Setup

\*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

**OFFERS:** Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. In addition to a price for the quantity called for in these specifications, a price must also be submitted for each additional 1,000 printed copies at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

**BID SUBMISSION:** Bidders MUST submit email bids to [bidssouthcentral@gpo.gov](mailto:bidssouthcentral@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (546-540) and bid opening date (October 27, 2023) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return page 8.

**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. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
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 emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**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 preaward 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.

NOTE: Contractors are expected to submit invoices within 30 days of job shipping/delivery.

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/agency/billing-and-payment>.

Contractors are encouraged to invoice GPO within 30 days of receiving proof of delivery.

**COMPLIANCE REPORTING:** Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by emailing to COMPLIANCE at [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov). Personnel receiving the email will be unable to respond to questions of a technical nature.