

Jacket: 546-602 to 546-608

Title: 80-23-01 Federal Benefit Book

Agency: VA

Bid Opening: November 17, 2023 at 1 pm CST

Contractor Name	Bid	Terms		Discounted Total
* ADVANTAGE MAILING 040-02490				
546-602	\$5,155.55	0.5%	20 days	\$5,129.77
546-603	\$14,177.20	0.5%	20 days	\$14,106.31
546-604	\$126,849.44	0.5%	20 days	\$126,215.19
546-605	\$26,450.48	0.5%	20 days	\$26,318.23
546-606	\$21,142.89	0.5%	20 days	\$21,037.18
546-607	\$108.52	0.5%	20 days	\$107.98
546-608	\$3,851.87	0.5%	20 days	\$3,832.61
TOTALS	\$197,735.95	0.5%	20 days	\$196,747.27
LAS VEGAS COLOR 270-50580				
546-602	\$3,655.00	5.0%	20 days	\$3,472.25
546-603	\$18,955.00	5.0%	20 days	\$18,007.25
546-604	\$169,755.00	5.0%	20 days	\$161,267.25
546-605	\$35,555.00	5.0%	20 days	\$33,777.25
546-606	\$21,555.00	5.0%	20 days	\$20,477.25
546-607	\$11.55	5.0%	20 days	\$10.97
546-608	\$1,155.00	5.0%	20 days	\$1,097.25
TOTALS	\$250,641.55	5.0%	20 days	\$238,109.47

* Awarded

BID OPENING: Bids shall be opened at 1:00 p.m., prevailing Central Time (Dallas, TX), on November 17, 2023, at U.S. Government Publishing Office, Southcentral Regional Office.

ISSUE DATE: November 6, 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, packing, and shipping of saddle-stitched pamphlets by the date specified.

TITLE: Federal Benefits for Veterans, Dependents, & Survivors, 2023

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

QUANTITY: 439,472 total copies

Jacket 546-602, req 4-24009/021008: 350 copies

- Rider to Jacket 546-602, req 4-24009 (GPO sales): 6,000 copies
- Rider to Jacket 546-602, req 4-24009 (GPO): 2 copies

Jacket 546-603, req 4-24010/021162: 33,285 copies

Jacket 546-604, req 4-24001/021177: 297,815 copies

Jacket 546-605, req 4-24012/021178: 62,100 copies

Jacket 546-606, req 4-24013/021391: 37,900 copies

Jacket 546-607, req 4-24015/021208: 20 copies

Jacket 546-608, req 4-24016/021390: 2,000 copies

TRIM SIZE: 5-1/4 x 8-1/4"

PAGES: 104 pages plus separate cover

PRINTING: Cover and text pages print head-to-head, face and back in black. Covers 1, 2 and 4 copy is type, line matter, illustration, and grayscale photo. Cover 3 is blank. Cover 4 contains a return address and is set up as mailing page, printing head to side with Cover 3. Contractor will print a bar code on Cover 4, furnished as a separate file. Text pages are type and line matter with six blank pages at the end of the book.

BINDING: Saddle stitch in 2 places on the 8-1/4" side. Trim 3 sides. Score and fold cover parallel to the grain.

GOVERNMENT TO FURNISH:

- An Adobe Acrobat PDF file containing covers and text pages, a PDF for bar code, a VA packing slip and VA carton label, MS Excels Spreadsheets for distribution addresses, and Purchase Order. Contractor may request ALL distribution lists by contacting Jim Hunt at jhunt@gpo.gov.

Electronic Media: Files supplied - Adobe PDFs created using Adobe InDesign CC, all fonts are embedded, all bleeds are included, and graphics are linked.

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.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- 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 March 2019.

COVER: JCP L50, White Matte Cover, Basis Weight 65 lb., 20 by 26 inches, 500 sheets.

TEXT: JCP A60, White Uncoated Text, Basis Weight: 50 lb., 25 by 38 inches, 500 sheets.

INK: Black.

MARGINS: Adequate margins.

PROOFS: Contractor to email an Adobe Acrobat PDF proof to Customer on or before November 23, 2023. Email proof to Penny.Woods2@va.gov and jhunt@gpo.gov.

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 and image position. Contractor must call 214-767-0451, x5 to confirm receipt of proof, which will be evaluated within ONE (1) workday upon receipt.

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, therefore.

NOTE: The day the email is sent is not the first workday.

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.

PACKING/LABELING: Standard pack is 100 pamphlets per box as destination quantities dictate. Pack suitably in cartons using supplied VA packing slip. Shipping containers must not exceed 30 lbs. when fully packed. Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 psi.

Must mark all VA cartons with VA labels as noted from file provided. Each label must accurately state what is included in each package/carton. Contractor may duplicate common information when printing labels and then customize for each specific carton.

Noncompliance with the packing and marking instruction will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2, Contract Terms, revised January 2018.

PALLETIZING: All motor freight shipments require pallets. Palletize in accordance with GPO Pub. 310.2, Contract Terms, revised January 2018.

SCHEDULE:

- Purchase Order and Government furnished material will be available for pick up from the U.S. Government Publishing Office, Southcentral Regional Office, on or before **November 21, 2023**.
- Deliver all soft proofs (PDF) on or before **November 23, 2023**.
- Deliver 2,000 critical copies on or before **December 4, 2023**.
- Deliver 38,270 copies on or before **December 15, 2023**.
- Ship 393,200 copies on or before **December 15, 2023**.
- Deliver 6,002 copies on or before **December 19, 2023**.

See Distribution for entire shipping and delivery schedule.

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent Penny.Woods2@va.gov and jhunt@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 546-602S/REQ: 4-24009 or jacket number/requisition for the delivery represented". 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.

All expenses incidental to picking up and returning materials and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised January 2018.

SHIP THE FOLLOWING F.O.B. CONTRACTOR’S CITY:

Ship the following on or before December 15, 2023:

Jacket 546-603
87 destinations including Puerto Rico.
-----33,285 copies per distribution list

Jacket 546-604
107 destinations, including the Philippines, Germany and Puerto Rico.
-----297,815 copies per distribution list

Jacket 546-605
543 destinations, including Alaska, Hawaii, the Philippines and Puerto Rico.
-----62,100 copies per distribution list

MAILING REQUIREMENTS FOR ALL F.O.B CONTRACTOR’S CITY (JACKETS 546-603, 546-604 & 546-605): All mailing shall be made at the Standard Pre-Sort Rate using contractor reimbursable postage.

The contractor must pass entire address file against a USPS Code Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified. Contractor is responsible to meeting USPS move requirements by passing file against the National Change of Address Link (NCOA Link) file using a USPS Full-Service Provider.

The contractor’s mail processing software must correct addresses with the most current information from USPS databases. To provide the highest level of readability for the post office, the software must standardize abbreviations and fonts and add ZIP+4 codes and POSTNET barcodes. Contractor's software must be CASS certified through NCOA at least three times per year. The contractor must also utilize the Fast Forward program of the USPS to ensure the maximum possibility of all addressees receiving the letter sent to them.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must be pulled from the file. A report of address corrections and undeliverables must be completed and sent to Penny.Woods2@va.gov.

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

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

DELIVER THE FOLLOWING F.O.B. DESTINATION:

CRITICAL – DELIVER THIS FIRST - Deliver on or before December 4, 2023:

Jacket 546-608
Dept. of Veterans Affairs
Attn: Annmarie Amaral/Rick Armstrong (202-225-2280)
Washington, DC 20515
-----2,000 copies

Deliver the following on or before December 15, 2023:

Jacket 546-602
U.S. Department of Veterans Affairs
Attn: Robert Figueroa (202-632-8589)
810 Vermont Ave., NW
Washington, DC 20420
-----350 copies

Jacket 546-606
U.S. Department of Veterans Affairs
Attn: John Burke (708)786-7758
SDC/OPS, Bldg. 37, Door 14
1st Avenue One Block North of 22nd St.
Hines, IL 60141
-----37,900 copies including 200 blue label copies

Jacket 546-607
Board of Veterans' Appeals
Attn: Sue Hamlin White, Records Officer, PCO
425 I Street, NW, Room 109.5E
Washington, DC 20001
-----20 copies

Deliver on or before December 19, 2023:

Jacket 546-602
US Government Publishing Office
Documents Warehouse
Receiving Branch
STOP SSWR US Government Publishing Office
8660 Cherry Lane
Laurel, MD 20707-4950
-----6,000 copies (Mark ISBN 978-0-16-092814-7 AND Stock Number 051-000-00279-2 on all cartons)

1 copy 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
Item No. 0988

1 copy to: BAC (By-Law) 1525-01
 Library of Congress
 U.S. Serials and Government Documents Section
 U.S. Anglo Division
 101 Independence Avenue, SE, Stop 4276
 Washington, DC 20540-4276
 Marked: Depository File Copies

NOTE: These three (3) orders are billed at using the Additional rate, use separate line items on the GPO invoice.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into 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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>	
500	-	3,200 50
3,201	-	10,000 80
10,001	-	35,000 125
35,001	and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent with the 37,900 copies going to the Hines, IL address under Jacket 546-606.

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

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delaying the invoice.

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 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:

Attribute Specified	Specified Standard
P-7 Type Quality and Uniformity	File Output
P-8 Halftone Match (single and double impressions)	File Output

NOTE: Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. In addition to a quantity for the price called for in these specifications, a price must also be submitted for each 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 for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number 546-602S and bid opening date (November 17, 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 pages 9-10.

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>.

COMPLIANCE REPORTING: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Penny Woods (penny.woods@va.gov) and GPO Southcentral Region (infosouthcentral@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Req. X-XXXXX". Use the appropriate jacket number and requisition number that applies to each delivery. 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.

CONTRACTOR NAME: _____

SHIPMENT(S): Shipments will be made from: City _____, State _____

Additional rate per 1,000 books: _____

Jacket: 546-602 **Bid Price \$** _____

Jacket: 546-603 **Bid Price \$** _____

Jacket: 546-604 **Bid Price \$** _____

Jacket: 546-605 **Bid Price \$** _____

Jacket: 546-606 **Bid Price \$** _____

Jacket: 546-607 **Bid Price \$** _____

Jacket: 546-608 **Bid Price \$** _____

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

(Initials)

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).

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.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)