

**JACKET:** 571-870

**TITLE:** DHS Blue Campaign Flyers

**AGENCY:** DHS/CBP

ABSTRACT FOR FORMAL JACKET 571-870

CONTRACTOR	PRICE	DISCOUNT
Colonial Press	\$117,336.00	3% - 20 days
Monarch Litho	\$126,621.00	2% - 20 days
Las Vegas Color Graphics	\$147,777.00	4.77% - 20 days
Gateway Press	\$150,823.00	3% - 20 days
Schmitz Press	\$162,355.00	1/2% - 20 days

**AWARDED TO:** Colonial Press

DISCOUNTED PRICE

\$113,815.92

\$124,088.58

\$140,728.04

\$146,298.31

\$161,543.23

U.S. GOVERNMENT PUBLISHING OFFICE  
San Francisco, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**DHS Blue Campaign Flyers (Four Different Flyers)**

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of Homeland Security – U.S. Customs and Border Protection (CBP)

**BID OPENING:** Bids shall be publicly opened at 2:00 pm, prevailing San Francisco, CA time, on October 17, 2018.

Bids on this contract may **not** be submitted to the GPO via facsimile machine. See Page 2.

For information of a technical nature, call Ms. Scoti Cox at (707) 748-1970, ext. 2 or email [scox@gpo.gov](mailto:scox@gpo.gov).

**SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS:**

Bids submitted to be based upon f.o.b. destination. All shipments must deliver via traceable means, signature required. Full quantity is required.

**BIDDERS, PLEASE NOTE:** GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as that applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

The GPO 910 “BID” form is no longer required. Bidders are to fill out, sign/initial and return pages 9 and 10.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from the 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 Publications 310.1, effective May 1979 (Rev. 08-02)).

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” (Employer Identification Number or Taxpayer Identification Number); “Subject to Backup Withholding” (See Form W-9, Request for Taxpayer Identification Number and Certification); and, “Current W-9 Request” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

**CONTRACTING METHOD:** Contract bidders are required to submit a sealed bid. This contract will be awarded in accordance with the U.S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3, (Rev. 2-11), Chapter VII, Section I.

Contractor to submit a sealed bid to: U.S. Government Publishing Office, 536 Stone Road, Suite I, Benicia, CA 94510 M/F: Jacket 571-870.

**PREDOMINANT FUNCTION:** The predominant function for this procurement is the printing of the plastic cards.

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

Product Quality Levels:

- (a) Printing Attributes - Quality Level 3
- (b) Finishing Attributes - Quality Level 3

Inspection Levels from ANSI/ASQC Z1.4 (MIL-STD 105):

- (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	Okay Proofs
P-8. Halftone Match (Single and Double Impression)	Okay Proofs
P-9. Solid and Screen Tint Color Match	Okay Proofs
P-10. Process Color Match	CMYK

**PRE-AWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**SUBCONTRACTING:** Subcontracting is **not** allowed.

**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/finance/index.htm>

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**SECTION 2. - SPECIFICATIONS**

**TITLE:** DHS Blue Campaign Flyers

**QUANTITY:** 625,000 Victim ID Law Enforcement Flyers  
630,000 Victim ID Support Law Enforcement Flyers  
630,000 Victim ID Faith Based Flyers  
630,000 Victim Support Faith Based Flyers

**TRIM SIZE:** 17 x 11" fold to 8-1/2 x 11"

**GOVERNMENT TO FURNISH:** The purchase order and Sample Box Label will be emailed to the contractor upon award. The digital file for the Sample Box Label is a PDF file. The native files will be forwarded/uploaded to the contractor after award directly from U.S. Customs and Border Protection.

**Basic Check of Furnished Electronic Files:** 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.

**NOTE: Electronic files received in unusable condition will be replaced by DHS on an expedited basis.**

This Electronic Media and File check should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low resolution files included for illustrations, and any improper color definition. The contractor is also responsible for adjusting copy for trim size and bindery attributes, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Thorough Attributes Program (QATAP) level.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product.

**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.

Contractor to create and add 128 Auto Barcode to carton label that describes contents. See the furnished PDF file.

**PRODUCT DESCRIPTION:**

VICTIM ID LAW ENFORCEMENT FLYER. Flyer prints full coverage in four-color process, face and back, bleeding all sides. Flood coat both sides with a high gloss varnish or UV coating. Score for fold to prevent cracking. CRACKING IS NOT ACCEPTABLE. Fold in half to 8-1/2 x 11", title panel out. Print 625,000 copies.

**VICTIM ID SUPPORT LAW ENFORCEMENT FLYER.** Flyer prints full coverage in four-color process, face and back, bleeding all sides. Flood coat both sides with a high gloss varnish or UV coating. Score for fold to prevent cracking. **CRACKING IS NOT ACCEPTABLE.** Fold in half to 8-1/2 x 11", title panel out. Print 630,000 copies.

**VICTIM ID FAITH BASED FLYER.** Flyer prints full coverage in four-color process, face and back, bleeding all sides. Flood coat both sides with a high gloss varnish or UV coating. Score for fold to prevent cracking. **CRACKING IS NOT ACCEPTABLE.** Fold in half to 8-1/2 x 11", title panel out. Print 630,000 copies.

**VICTIM ID SUPPORT FAITH BASED FLYER.** Flyer prints full coverage in four-color process, face and back, bleeding all sides. Flood coat both sides with a high gloss varnish or UV coating. Score for fold to prevent cracking. **CRACKING IS NOT ACCEPTABLE.** Fold in half to 8-1/2 x 11", title panel out. Print 630,000 copies.

**MARGINS:** All flyers bleed four sides. Follow the digital files for margins.

**INKS:** Four-Color Process and Flood High Gloss Varnish or UV Coating.

**STOCKS:** 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 Specifications Standards No. 12" dated March 2011.

JCP Code\* A181, No. 1 Coated Text, Gloss-Finish, Basis Size 25 x 38" Basis Weight 100

**PROOFS:** Contractor to email four Adobe Acrobat PDF proofs (one for each flyer) on or before **November 1, 2018** to [tristina.mancuso@dhs.gov](mailto:tristina.mancuso@dhs.gov) to adhere to production and delivery schedule. Proofs will be held for one (1) workday, from receipt by customer. Contractor cannot proceed without an "okay to print".

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

Contractor to submit one Press Quality PDF soft proofs (for each flyer and 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. Contractor may call Trish Mancuso at (202) 344-2106 to confirm receipt of proof, which will be evaluated within one workday upon receipt.

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order or otherwise requested, the first two items (of each card), as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Regional Procurement Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170 Attn: Inspection Samples, Jacket 571-870.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

**DEPARTMENTAL QUALITY COPIES:** All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

<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 samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

**LABELING AND MARKING:** Each shipping carton/container must be clearly marked with the jacket number, title of contents and quantity per carton. All cartons must use the file name as the job title marked CLEARLY on each carton. NO EXCEPTIONS.

**SHRINK WRAPPING:** Shrink wrap 25 flyers per wrap. Keep lots separate.

**PACKING:** Pack in carton NTE 25 lbs., to avoid damage during transit. Package each flyer separately in cartons. All cartons **must** use file name as job title marked CLEARLY on each carton.

The files are named separately on the native files.

Use as follows, for the carton labels:

Green – BC-PAM-002-ENG (VI-LE-FR-HC English)

Red – BC-PAM-003-ENG (VS-LE-FR-HC English)

Yellow – BC-PAM-004-ENG (VA-NGO-FBG English)

Orange – BC-PAM-005-ENG (VS-NGO-FBG English)



**DISTRIBUTION:** Deliver f.o.b. destination **on or before November 30, 2018**. Follow the distribution list for complete addresses and quantities.

15,000 flyers (5,000 Victim Support Law Flyers; 5,000 Victim ID Faith Flyers and 5,000 Victim Support Faith Flyers) to:

DHS, Blue Campaign  
3801 Nebraska Avenue NW  
Mail Stop 385  
Washington, DC 20528  
Attn: Michael Camal (202) 853-5633

c/o

DHS CRDS FACILITY  
1100 HAMPTON PARK BOULEVARD  
CAPITOL HEIGHTS, MD 20743  
(240) 492-2453

(Deliver by traceable means, FedEx, UPS or independent shipper. Signature and printed, readable signature required.)

\*Although you are delivering to zip code 20743, make sure that both addresses appear on the all shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. **DO NOT PLACE SHIPMENT ON PALLETS, AS IT WILL BE REFUSED.** Do not use the U.S. Postal Service for delivery. Signature and readable printed signature required. Email all delivery receipts to [tristina.mancuso@dhs.gov](mailto:tristina.mancuso@dhs.gov).

**\*\*THIS APPLIES ONLY TO SHIPMENTS TO THE DEPARTMENT OF HOMELAND SECURITY AND IS AGENCIES IN THE WASHINGTON, DC NATIONAL CAPITOL REGION.**

For labeling the cartons delivering to the CRDS FACILITY only:

- 1) Address the FedEx or UPS label using the CRDS Facility Address
- 2) Address a Plain Label with end recipient's full address and phone number.
- 3) Apply BOTH labels on each carton shipped.

2,500,000 flyers (625,000 copies each of four different flyers) to:

USCIS Western Forms Center  
5160 Richton Street  
Suite G  
Montclair, CA 91763  
Attn: Bernard Marshall (909) 949-7152

(Deliver by traceable means, FedEx, UPS or independent shipper only. Do not use the U.S. Postal Service. Readable and printed signature required.).

**CUSTOMER DELIVERY NOTIFICATION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to [tristina.mancuso@dhs.gov](mailto:tristina.mancuso@dhs.gov). The subject line of this message shall be "Distribution Notice for Jacket 571-870". 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 returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** The signed purchase order and digital files will be emailed to the contractor by **October 25, 2018**.

Complete production of all cards and delivery **MUST** be made on or before **November 30, 2018**.

Proofs are due on or before **November 1, 2018**.

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract award on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**BIDS:** Bids 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 1,000 flyers**. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified.

Bid Amount for Jacket 571-870: \_\_\_\_\_

Additional Rate for Jacket 571-870: \_\_\_\_\_

**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 undersign agree, if this bid is accepted with \_\_\_\_\_ 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 point(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) \_\_\_\_\_.

\_\_\_\_\_  
(Contractor's Initials)

**BIDDER 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 or mail, fill out and return one copy of all pages of “CONTRACTOR’S BID” section including initialing/signing where indicated.

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)

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\_\_\_\_\_  
(Contractor’s Initials)

**\* SAMPLE BID ENVELOPE \***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Jacket: 571-870

From: \_\_\_\_\_

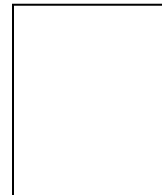
Address: \_\_\_\_\_

\_\_\_\_\_

Check appropriate:

Bid enclosed

No Bid



U.S. Government Publishing Office  
536 Stone Road, Suite I  
Benicia, CA 94510-1170

Bids will be received  
Until October 17, 2018  
at 2:00 PM prevailing  
San Francisco time.