

**Jacket 677-182**

**TITLE: Health Care Benefits Overview 2022 1st printing**

DESCRIPTION	BASIS OF AWARD	Advantage Mailing LLC - Anaheim 040-02494		DG3 North America Inc 290-25473		Gray Graphics 190-38435	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>Jacket 677-182</b>	1	182940.40	\$ 182,940.40	225420.00	\$ 225,420.00	320500.00	\$ 320,500.00
<b>CONTRACTOR TOTALS</b>			\$ 182,940.40		\$ 225,420.00		\$ 320,500.00
<b>ADD'L RATE</b>		\$731.76 per M		\$520.00 per M		\$1,284.00 per M	
<b>DISCOUNT</b>		1.00%	\$ 1,829.40	2.00%	\$ 4,508.40	2.00%	\$ 6,410.00
<b>DISCOUNTED TOTALS</b>		20 days	\$ 181,111.00	20 days	\$ 220,911.60	20 days	\$ 314,090.00

**AWARDED**

Reviewed by: \_\_\_\_\_

January 14, 2022  
Specifications by WOAIH  
Reviewed by RW  
Jacket: 677-182

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## GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of  
Health Care Benefits Overview 2022 1<sup>st</sup> Printing  
As requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of Veterans Affairs

**BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING SEATTLE, WA TIME, ON **January 21, 2022**.** Due to COVID-19, this WILL NOT be a public bid opening.

**BID SUBMISSION: NOTE:** Due to the COVID-19 Pandemic, the Seattle Regional Office will NOT be open to the public. Based on this, vendors MUST submit facsimile bids for this solicitation. GPO's Seattle Office has been designated as the location for receipt and processing of formal bid for this solicitation. Facsimile bids MUST be submitted directly to the U.S. GPO Seattle Regional Office at [bidsseattle@gpo.gov](mailto:bidsseattle@gpo.gov). The program and/or jacket number and bid opening date must be specified with the faxed bid submission. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January, 2018.

**BIDDERS PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable page 8 of this solicitation. Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (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.

**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.

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>.

Direct questions concerning these specifications to Willie O. Anderson III, [wanderson@gpo.gov](mailto:wanderson@gpo.gov), or (206) 764-6890 . No collect calls.

**PRODUCT:** 48 Pages, plus separate wrap around cover, saddle-wire stitched. Prints in 4-Color Process. Flood Gloss Varnishing Required

**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 09-02)).

**Bidders please note updated:**

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

**TITLE:** Health Care Benefits Overview 2022 1<sup>st</sup> Printing.

**QUALITY LEVEL:** 2

**QUANTITY:** 248,031 Total Copies. (247,776 + 200 Blue Label Random Copies + 50 GPO QARC Copies + 5 Sample Copies).

**TRIM SIZE:** 8-3/8" x 10-7/8"

**PAGES:** 48 Text Pages + Wrap-Around Cover

**SCHEDULE:**

Print Ready PDF file will be made available to Vender's FTP site after award.  
Deliver 247,981 total Agency copies to arrive at destination by **March 15, 2022**  
FOB Contractor City.

**SCOPE:** These specifications cover the production of Health Care Benefits Booklets; requiring such operations as presswork, and bindery.

**SUBCONTRACTING:** Subcontracting will not be permitted.

**PRESSWORK:**

Covers 1, 2, 3 and 4 prints a full bleed background illustration in 4-Color Process, consisting of type/line matter, solids with type matter reversing out to white, full color images, screens, builds of the process colors, and fine line departmental logos. Covers 1 through 4 bleeds all sides. Heavy Ink Coverage. After printing, coat the entire surface of Covers 1 through 4 with a clear, non-yellowing flood gloss varnish or aqueous coating.

There are 48 text pages (24 leaves). Text pages prints head to head, in 4-Color Process throughout, consisting of type/line and rule matter, solids with type matter reversing out to white, small to full size color images, screens and fine line departmental logos. Approximately 5 text pages bleed all sides, 8 text pages have partial bleeds. Medium to Heavy Ink Coverage.

**MATERIAL FURNISHED By GOVERNMENT:** One Press Ready PDF, using OS X, utilizing Adobe Creative Suite Version CC (InDesign, Illustrator, Photoshop). Fonts are furnished in the PDF file, and all required bleeds are included. Contractor may need to convert any RGB images to CMYK. File may be uploaded to contractor's FTP Site after award. After award contractor is to contact Jeff Pace at (404) 798-7506 or [jeffrey.pace@va.gov](mailto:jeffrey.pace@va.gov) to arrange for receiving all production files.

One Microsoft Excel file containing VA distributions and quantities.

One GPO Form 952 - Desktop Publishing - Disk Information.

One GPO Forms 892, 915, 917, 2686 and 2678.

One reproduction proof, Form 905 with labeling and marking specifications.

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

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator, see below.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), 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 Through Attributes Program (QATAP) level.

**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.

**PROOFS:** One (1) set(s) 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 dpi.

At contractor's option, one (1) set(s) 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 at: [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.

Send proofs, together with the furnished media (color lasers and electronic file) using the furnished proof label (GPO Form 892), which must be filled in by the contractor and used on all proof packages. Send proofs directly to: VA, Attn: Jeff Pace (404-798-7506), 3106 Surber Court, Fredericksburg, VA 22408.

Contractor must furnish a Pre-paid FedEx or UPS Shipping Label or Number, for return of One (1) set of Proofs to Jeff Pace. Please provide contact information (name & phone number) for verbal "ok to print" if no corrections.

Contractor must call Contract Administrator (Willie O. Anderson III) at (206) 764-6890, or e-mail information to [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov), immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Proofs will be withheld not more than 3 workdays from receipt in the department until they are made available for pickup by the contractor.

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

**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. 12" dated March 2011.

**Covers:** JCP Code\* L12, White, No. 2 Coated Cover, Gloss-Finish, Basis Size 20 X 26", Basis Weight 80 lbs.

**Text:** JCP Code\* A182, White, No. 2 Coated Text, Gloss-Finish, Basis Size 25 X 38" Basis Weight 60 lbs.

“NOTE: At the time of award; the contractor must provide their paper supplier’s commitment as to the availability of adequate paper stock to complete this order.”

BIDDERS, PLEASE NOTE: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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.

**MARGINS:** Inadequate gripper margins; uncommon bleeds. Follow furnished electronic media.

**BINDING:** Saddle-Wire Stitch in two places on the left 10-7/8” dimension. Trim 3 sides.

**PACKING:** Pack in suitable quantities. Pack in suitable shipping containers.

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers/packages.

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

JOB TITLE: Health Care Benefits Overview - 2022 1<sup>st</sup> Printing.

REQUISITION: 2-00007/002564

JACKET NO.: 677-182

QUANTITY:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4....

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

Product Quality Levels:

(a) Printing Attributes -- Level II.

(b) Finishing 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  
P-7. Type Quality and Uniformity

Specified Standard  
Approved Proofs/Electronic Media

P-10. Process Color Match

Approved Proofs/Electronic Media

**DISTRIBUTION:**

Doing Business with GPO Customer Services During Coronavirus Pandemic Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>

**F.O.B. DESTINATION: (TO DELIVER ON OR BEFORE SCHEDULED DELIVERY DATE)**

Deliver 5 sample copies, and all furnished materials to: VA, Attn: Jeff Pace (404-798-7506), 3106 Surber Court, Fredericksburg, VA 22408

Deliver 1 sample copy to: US GPO, Seattle Regional Office, 4735 East Marginal Way South, Suite 1111, Seattle, WA 98134. Attn: Willie O. Anderson III.

**GPO Copies:**

Deliver 50 "Quality Assurance Random Copies (QARC) to: US Government Publishing Office, Publishing Support Operations-Stop CSPS, Quality Control For Published Products, 732 N. Capitol Street NW, Washington, DC 20077-5496.

**F.O.B. CONTRACTOR'S CITY MUST SHIP/MAIL ON OR BEFORE DELIVERY DATE:**

Mail/Ship the remaining 247,776 copies to each of 100 addresses with domestic destinations, per the supplied distribution list, via traceable small package third party carrier. Quantities range from 1 copy to 25,000 copies.

**CONTRACTOR WILL BE REIMBURSED FOR POSTAGE BY SUBMITTING A PROPERLY COMPLETED POSTAL SERVICE FORM (OR EQUIVALENT) WITH THE VOUCHER FOR BILLING.**

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into **200** sublots. 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 (located on GPO.gov). 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. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to VA, Attn: Jeff Pace (404-798-7506), 3106 Surber Court, Fredericksburg, VA 22408.

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

**NOTE:**

Contractor must return Distribution list with tracking information to Jeff Pace via traceable means. \*\*\*Tracking information MUST be entered into the supplied address spread sheet. This must include carrier, the tracking number and POD (Proof Of Delivery) name.

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

Notify Jeffrey Pace of the day that the product will deliver: [jeffrey.pace@va.gov](mailto:jeffrey.pace@va.gov),  
cc: [InfoSeattle@gpo.gov](mailto:InfoSeattle@gpo.gov)

The subject line message is to be "Delivery Notice for Jacket 677-182". The notice must provide all applicable tracking numbers and shipping method. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to returning materials must be borne by the contractor.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**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 1,000 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.

Send your bid to: [bidsseattle@gpo.gov](mailto:bidsseattle@gpo.gov)

Mark your facsimile sheet with the Jacket number, 677-182, and your complete return address.

Bids must be received by **January 21, 2022**, no later than 2:00PM Pacific Time

Late bids will not be considered.



**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).

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all the information below, including initialing/signing where indicated.

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

**Jacket 677-182**

Bid Price: \$ \_\_\_\_\_

Add'l Rate: \$ \_\_\_\_\_ per 1,000

Bidder

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(Contractor Name) (GPO Contractor’s Code)

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(Street Address)

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(City – State – Zip Code)

By \_\_\_\_\_

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

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