

Jacket: 705-216

Title: FY20 SY21 IHSS HISTORY PACKAGE

Agency: DLA

Bid Opening: August 4, 2020 at 11:00 AM

ContractorName	Bid	Terms		Discounted Total
*Advantage Mailing LLC-Anaheim	\$252,621.05	5.0%	20 days	\$239,990.00
Monarch Litho, Inc	\$262,262.00	2.0%	20 days	\$257,016.76

*AWARD

Specifications by: MW
Reviewed by: MS

Dept: DLA DAPS Norfolk
Reqn: 0-005200G

SPECIFICATIONS

U.S. Government Publishing Office (GPO) - Philadelphia
Southampton, Pennsylvania 18966-3820

BID OPENING: Bids shall be opened at 11:00 AM, prevailing Philadelphia, PA time, on **August 4, 2020** at the U.S. Government Publishing Office, Philadelphia Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

Any questions before or after award concerning these specifications, email Melita Webb at mwebb@gpo.gov or call (215) 364-6465, Ext. 5.

BIDDERS, PLEASE NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit emails bids to bidsphiladelphia@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

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

- Illegibility of bid.
- Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- 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.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. 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. Note: The GPO 910 "BID" Form is no longer required; bidders are to fill out, sign/initial, as applicable, and return page 9.

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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, (Rev. 09/19).

- GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>
- GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

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 adjustment 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, contractor 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>.

WARRANTY: Contract Clause 15, “Warranty”, of GPO Contract Terms (Publications 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.

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 and 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>.

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

GOVERNMENT TO FURNISH: Printing/publishing files to be uploaded directly to a contractor's furnished SFTP site.

PREFLIGHT: 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 mwebb@gpo.gov.

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Philadelphia regional office.

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.

PRODUCT: A direct mail package consisting of three versions. Each version consisting of an envelope carrier with pocket, 2 BRC reply cards, and letter, printing 4-color process, Pantone 296C, Pantone 187C plus gloss aqueous and spot varnish; collated and sealed for the letter shop.

QUANTITY: 1,580,000 total package sets FIRM
3 Versions
VERSION A – Control Male – 885,000
VERSION B – Universal Gender Female – 470,000
VERSION C – Universal Gender Male – 225,000

PLUS: 50 Quality Assurance Sample of Each Version
1 Department Sample of Each Version

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CONTROL NUMBER: 1194407

***Must be printed on a press capable of printing six colors (six printing units) plus aqueous coating in a single pass.

***All PMS color must be shown in proofs as close as possible to the actual color.

***This is a reprint and all components MUST match to the previously printed pieces.

***Delivery Date is non-negotiable. Second round proofs may be required and should be considered and included in cost estimate when bidding on projects/schedule.

***SECOND ROUND PROOFS are changes to existing proofs. Corrections (color and/or copy) to be made by the printer and the output of proofs need to be included your price.

***FINAL FILES: Upon completion of the printing, printer need to provide two (2) labeled final digital to: Jackie McGowan, 2 Maple Street; Hartsdale, NY 10530.

PROOFS

PROOFS FOR SELF-MAILER: 1 high resolution proof sets (as described below), **1 constructed digital content proofs, and 1 set of stock samples. Ink drawdowns for each pantone for each color version.

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 contractors option, (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. 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-endors/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 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.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing Inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Digital color content proof shall be used to represent spot varnish.

1 set(s) of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution 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, as applicable.

One set of proofs to be sent to the address provided and one set to be held by contractor for reference, corrections and/or approvals.

Stock samples: At the same time as submission of the proofs, submit a minimum of 1 set, 8-1/2 x 11 blank sheets to proof addressee of the actual paper to be used in the production of the contract requirements. Samples must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall

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not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper.

STOCK APPROVAL NOTE: Stock sample must be sent to the address provided below for customer review PRIOR to any contractor stock procurement or use. The customer will not be held financially responsible for any stock procurement for this job that was not previously provided to the customer for review and in conformance to the paper specifications.

***Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product. Half of drawdown must show varnish. Send to all specified proof addressees for approval PRIOR to any contractor procurement or use.

Proofs are due on/or before **August 10, 2020** and will be held 3 working days.

1. One set of proofs (High Resolution proof set, Digital Content proof set, ink drawdowns for each pantone for each color version and stock sample), should be sent directly to: Jackie McGowan, 2 Maple Street; Hartsdale, NY 10530, 646-207-2575; M/F: DIRECT MAIL PROOFS.

Plus 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. Proofs must have all elements in proper position. Email to: jackie.mcgowan@wundermanthompson.com, Jennifer.2.Brown@dla.mil, Alex.Scarborough@marines.usmc.mil.

PROOFING REQUIREMENTS: All of the requirements specified above must be met by the contractor. Failure to comply could cause the Government to return the proofs immediately for remedy. No additional time beyond the original production schedule established in these specifications will be allowed for fulfillment of proofing requirements.

NOTE: ALL PROOFS AND PAPER SAMPLE MUST BE SIGNED BY A REPRESENTATIVE OF YOUR COMPANY AND IDENTIFIED WITH THE COMPANY NAME.

Description of each item in each package

CARRIER/OUTSIDE POCKET – 3 VERSIONS:

Version A: Control Male: FSHC20 – 885,000

Version B: Universal Gender Female: FSHG20 – 470,000

Version C: Universal Gender Male: FSHM20 -225,000

Quantity: 1,580,000 total FIRM

Size: Carrier flat: 19-3/8 x 7”

Constructed Size: 7 x 7”

Ink: Four color process, Pantone 187C (red) and Pantone 296C (blue).

Aqueous coating: 100% Gloss Aqueous coating overall.

Stock: White No.1 Coated Cover, Gloss-Finish, (basis weight: 80 lbs. per 500 sheets, 20 x 26”), equal to JCP Code L11.

Format: Printing face and back, head to foot in 4 color process, Pantone 296C, Pantone 187C and 100% Gloss Aqueous Coating overall (both sides), full ink coverage, bleeds all sides. Inside of carrier to have a 3/8” strip of glue on each side, along the full 5-3/8” way – these glue strips will bond panels #2 and #3 together, creating a 7 x 5-3/8” pocket, with rounded die cut corners at top. See Exhibit on page 10.

1 Die-cut windows: Constructed 1 window positioned on first 7” panel to be 1-7/8 x 2” with square corners. Follow files for positions. See Exhibit on page 10.

6 BUSINESS REPLY CARDS TOTAL – 2 FOR EACH VERSION:

Version A: BASE (FSHCB20) PASS (FSHCP20) - Control Male – 885,000 of Each

Version B: BASE (FSHGB20) PASS (FSHGP20) - Universal Gender Female - 470,000 of Each

Version C: BASE (FSHMB20) PASS (FSHMP20) - Universal Gender Male - 225,000 of Each

Quantity: Each of all 6 cards = 3,160,000 total 6 pieces Firm

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Overall trim size: 6-1/2 x 5-7/16" each card, before tearing off BRC

Ink: Four color process, Pantone 187C (red) and Pantone 296C (blue)

Aqueous coating: 100% Gloss Aqueous coating overall

Stock: White No. 1 Coated Cover, Gloss-Finish, (basis weight: 80 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L11.

Format: Each card prints face and back, head to head in 4 color process plus Pantone 296C, Pantone 187C and Gloss Aqueous Coating overall (both sides). Both sides each card - bleed top, left and right. Base and pass have different 4 color process images on both sides of each. Code changes (in black ink) for each card. Perforate: each BRC to have one (1) horizontal perforation, positioned approx. 2-1/2" from top trim edges, creating a 5-7/16 x 4" tear-off BRC's. Follow files.

LETTER 3 VERSIONS:

Version A: FSCL20 – Control Male – 885,000

Version B: FSGL20 – Universal Gender Female – 470,000

Version C: FGML20 – Universal Gender Male – 225,000

Quantity: 1,580,000 total pieces Firm

Size: Flat: 5-7/16 x 13"

Folded: 6-5/8 x 5-7/16" – (Letter short folds in back)

Ink: Four color process, Pantone 187C (red) and Pantone 296C (blue)

Varnish: Spot gloss varnish required on 4 color area only.

Stock: White No. 1 Coated Text, Gloss-Finish basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181. Note: Exception to Paper Specification Standards (March 2011 No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

Format: Printing face only in 4 color process plus Pantone 296C, Pantone 187C plus Gloss Spot Varnish on 4 color process area. Bleeds top, left and right. Folding: fold uneven to 5-7/16" x 6-5/8". Letterhead portion to be 6-5/8", faced up, after fold. Follow previous sample for proper fold.

ASSEMBLY:

PANEL	OUTSIDE CODE	LETTER CODE	BASE REPLY CODE	PASS
CONTROL MALE	FSHC20	FSCL20	FSHCB20	FSHCP20
UNIVERSAL GENDER FEMALE	FSHG20	FSHGL20	FSHGB20	FSHGP20
UNIVERSAL GENDER MALE	FSHM20	FSLM20	FSHMB20	FSHGP20

COLLATION and STUFFING EACH VERION SPEPARATLY: In center pocket the base reply card should be inserted facing the front of the center followed by the pass along reply card and then the letter placed on top of the reply cards with letter copy facing out. Follow previous similar sample. End user will be addressing.

BINDING: Die cuts where applicable, folding, gluing, perforations where applicable. Apply two (2) minimal, fugitive glue dots to seal the completed 7 x 7" package. Follow furnished sample.

PACKING EACH VERSION SEPARATE: Pack in new corrugated solid fiberboard containers with minimum bursting strength of 275 psi. DO NOT SHRINK WRAP ITEMS. Supplied GPO 905 carton labels must be followed. Bulk packaging must be stabilized to avoid bursting or shifting on truck(s) during the delivery process, of which, may cause damage and/or hamper the letterhouse process.

NOTE: Pallets are required for all destinations receiving 10 or more shipping containers. Failure to properly palletize may be cause for re-palletizing at contractor's expense. See GPO Contract Terms.

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2 Rev. 1-18. Purchase Order and furnished material will be electronically available to provide to the contractor by **August 5, 2020**.

Unscheduled material such as shipping documents, receipts or instructions, delivery list, labels, etc., will be furnished with the order 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.

RECEIPT FOR DELIVERY: As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's invoice for payment.

Any Order Delivery/Tracking Report is required for all deliveries. Contractor to update report with each shipment and each confirmed delivery and email to: Jennifer.2.Brown@dla.mil and jackie.mcgowan@wundermanthompson.com.

DISTRIBUTION: Deliver f.o.b. destination. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Deliver complete on/or before **September 9, 2020:**

DATA MAIL
240 Hartford Avenue
Newington, CT 06111
Attn: Colleen Costin/Scott
Stickles (860)-666-0399

Immediately upon completion of this order send 1 printed sample of each version to: DLA, 1641 Morris Street, Bldg. K-BB, Norfolk, VA 23511. Attn: Jennifer Brown.

Please note: Contractor to hold until notified by Jackie McGowan of each version 50 sealed and 50 not sealed samples, original disk mechanical and final digital downloads on/before **October 2, 2020.**

Ms. Jackie McGowan
Wunderman Thompson
466 Lexington Ave.
New York, NY 10017
(212) 210-7806

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

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

Product Quality Levels:

- (a) Printing Attributes -- Level 1
- (b) Finishing Attributes -- Level 1
- (c) Exceptions: None

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level 1.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-9. Solid and Screen Tint Color Match	Ink Draw Down/Pantone Matching System
P-10. Process Color Match	Approved Proofs

QUALITY ASSURANCE RANDOM COPIES: 50 Samples of each version. The contractor is required to submit quality assurance random copies to test for compliance against specifications. The contractor must divide the entire order into **50 equal sublots for each Item** and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies (*****NOTE: to be mailed to WASHINGTON, DC**). The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order number must be furnished with billing.

BID OFFER

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

JACKET NO: **705-216**

Bid Price \$ _____ Additional _____ Rate _____

DISCOUNTS: Discount is 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 agrees, 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.

(Company Name) (GPO Contractor's Code)

(Street Address, City, State and Zip Code)

(Printed Name and Title) (Telephone number)

(Signature) (Date)

(E-Mail) (Facsimile Number)

THIS SECTION FOR GPO USE ONLY

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

EXHIBIT: CARRIER/OUTSIDE POCKET
(reduced scale – die lines shown for trim, corners, folds, and die cut window)

