

BID OPENING: Bids shall be opened at 1:00 p.m., prevailing Dallas, TX Time, on October 30, 2020 at the U.S. Government Publishing Office, Dallas, TX. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

ISSUE DATE: October 15, 2020

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)
Dallas Regional Office
1100 Commerce Street
Room 731
Dallas, TX 75242

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

PRODUCT: This specification is for proofing, printing, binding and delivery of desktop memo planners.

TITLE: GS 21-052 Desk Memo Planner

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

QUANTITY: 110,100 planners plus 50 Q.A.R.Cs

TRIM SIZE: 22 x 17"

PAGES: 13 text leaves and cardboard backer

PRINTING: 13 text leaves print face only in 4-color process consisting of type, illustrations, color halftones, an agency seal, charts, screens, gradients and solids with reverse type and line matter. Planner consist of a title page (year at a glance) and 12 leaves (August 2021 to July 2022).

GOVERNMENT TO FURNISH:

- Purchase Order
- Adobe InDesign document files with links and fonts included plus an Adobe Acrobat PDF file (as a visual) will be sent to the contractor after award on a CD or DVD, or uploaded to the contractor's secure SFTP site. Fonts are embedded as subsets. Purchase Order, carton label and pallet guidelines will be emailed to the contractor after award.

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

ELECTRONIC MEDIA:

- PLATFORM: Macintosh Version 10.11.1.
- COLOR: CMYK
- FONTS: Provided
- OUTPUT: 175 minimum line screen.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government) or native files.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.
- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

TEXT: JCP Code* A60, Uncoated White Text, Basis Size 25 X 38" Basis Weight 80
BACKER: JCP Code* R20, Newsboard, Basis Size 26 X 38" Basis Weight 100

INK: CMYK

If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS:

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

PROOFS:

Deliver the following proofs to the department on or before **November 9, 2020**. Contractor **MUST** return ALL Government furnished material with the proofs.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All proofs will be withheld not longer than TWO (2) workdays from date of receipt by the Government** to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed

Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

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

Two (2) sets of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

TWO (2) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400.

At contractor's option, TWO (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found www.gpo.gov/gporestarget.pdf. 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.

PAPER SAMPLES: At the same time as submission of the proofs, submit a minimum of two (2) 8-1/2 x 11" blank sheets of the actual paper to be used in the production of the contract requirements. This does not include the backer material. Each sample 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 not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper. The contractor must not print prior to receipt of approval of paper samples from customer and/or GPO.

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

All proofs and paper samples must be delivered, inside delivery required, by the date specified above to:

HQ AFRS/RSMA
Attn: Desiree Palacios (210-565-0508)
14008 Massima
San Antonio, TX 78253

-----2 sets of both proof types and paper samples.

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

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

BINDING: Planner pages are to be collated in proper month order with the year at a glance cover on top, then placed on 100# chipboard and padded with fiber reinforced clear or white padded compound along the top 22" dimension. The padding must be of sufficient strength to withstand 12 months of storage and normal handling. The pads must be trimmed square, even on all edges and jogged flush to the top before padding.

PACKING: Bundle and shrinkwrap in units of 25. Pack each container with 25 planners. Each shipping container must not exceed 40 pounds when fully packed unless otherwise directed.

Pallets are required.

The contractor shall furnish all packing materials and shipping containers and pack in such a manner as to provide protection against all the normal hazards of cross-country transportation and warehouse storage. Shipping containers must have a minimum bursting strength of 275 lbs. per square inch and must not exceed 34 lbs. after being filled.

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

LABELING AND MARKING: An inner carton label must be placed within each shrink wrapped package. The inner carton label must be clearly visible.

IMPORTANT NOTE: Contractor to apply Carton Labels to ALL containers. Labels will be e-mailed upon award.

NOTE: All shipping containers require a container label. Complete a copy of the enclosed packing and shipping labels (see sample on pages 10-11) and affix one to each shipping container where it will be visible if shipped on a pallet.

SCHEDULE:

- Purchase Order and Government furnished material will be available for pick up from the U.S. Government Publishing Office, Dallas Regional Office, 1100 Commerce Street, Room 731, Dallas, TX 75242 on or before **November 3, 2020**.
- Deliver all proofs on or before **November 9, 2020**.
- Deliver 50 planners on or before **December 16, 2020**.
- Deliver the balance of planners on or before **December 23, 2020**.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Desiree Palacios (desiree.palacios.1@us.af.mil) and Jim Hunt (jhunt@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 747-856, Req 0-20019EJ". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

DISRIBUTION: F.O.B. Destination via traceable means.

Deliver 110,000 copies to:

Industries for the Blind and Visually Impaired (IBVI)
 Attn: Xue Vang (414-778-3040 x4016)
 N9414444 Garwin Mace Dr.
 Dock #4
 Menomonee Falls, WI 53051
 M/F: GS 21-052 Desk Memo Planner

HQ AFRS/RSMA
 Attn: Desiree Palacios (210-565-0508)
 14008 Massima
 San Antonio, TX 78253

-----50 inspection samples. *****MUST DELIVER THESE FIRST*** THIS DELIVERY SHOULD NOT BE INCLUDED WITH ANY OTHER SHIPMENT.**

-----50 Blue Label Random Copies (labeled with the furnished Blue Label), under separate cover. Ship after inspection samples.

----- ALL furnished material to this address upon completion of the order under separate cover.

*****INSIDE DELIVERY REQUIRED*****

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies, Blue Label) that must be printed on blue paper and affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to San Antonio, TX 78253.

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

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

as evidence of mailing.

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. GPO Pub 310.1 is available without charge from: U.S. Government Publishing Office, Dallas Regional Office, 1100 Commerce Street, Room 731, Dallas, TX 75242.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>	
ATTRIBUTE	SPECIFIED STANDARD	ALTERNATE STANDARD*
P-7. Type Quality and Uniformity	Approved Proofs	File Setup
P10. Process Color Match	Approved Proofs	File Setup

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

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

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

The Jacket number (747-856) and bid opening date (October 30, 2020) 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 8-9.

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: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for delivery schedules in accordance with the contract requirements by faxing to COMPLIANCE at efaxdallas@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.