

Jackets: 618-369, 618-370, 618-371, 618-372, 618-373
Title: Vet Center Brochure and Guidebook
Agency: US Dept of Veterans Affairs (8320-01)
Bid opening: March 22, 2022 at 11:00 a.m., prevailing Eastern Standard Time

Jacket	Contractor Name	Bid	Terms	Discount
618-369	Monarch Litho	\$88,988.00	2 % 20 days	\$87,208.24
618-370	Monarch Litho	\$94,449.00	2 % 20 days	\$92,560.02
618-371	Monarch Litho	\$59,595.00	2 % 20 days	\$58,403.10
618-372	Monarch Litho	\$65,856.00	2 % 20 days	\$64,538.88
618-373	Monarch Litho	\$59,595.00	2 % 20 days	\$58,403.10
TOTAL		\$368,483.00	*	\$361,113.34

Jacket	Contractor Name	Bid	Terms	Discount
618-369	Las Vegas Color Graphics. Inc.	\$145,000.00	5 % 20 days	\$137,750.00
618-370	Las Vegas Color Graphics. Inc.	\$225,555.00	5 % 20 days	\$214,277.25
618-371	Las Vegas Color Graphics. Inc.	\$98,500.00	5 % 20 days	\$93,575.00
618-372	Las Vegas Color Graphics. Inc.	\$115,500.00	5 % 20 days	\$109,725.00
618-373	Las Vegas Color Graphics. Inc.	\$98,500.00	5 % 20 days	\$93,575.00
TOTAL		\$683,055.00		\$648,902.25

Jacket	Contractor Name	Bid	Terms	Discount
618-369	Advantage Mailing LLC	\$400,402.01	0.5 % 20 days	\$398,400.00
618-370	Advantage Mailing LLC	\$490,582.92	0.5 % 20 days	\$488,130.01
618-371	Advantage Mailing LLC	\$271,105.53	0.5 % 20 days	\$269,750.00
618-372	Advantage Mailing LLC	\$312,814.07	0.5 % 20 days	\$311,250.00
618-373	Advantage Mailing LLC	\$271,105.53	0.5 % 20 days	\$269,750.00
TOTAL		\$1,746,010.06		\$1,737,280.01

* AWARD

RW / RG

FACSIMILE BID SPECIFICATIONS
U.S. Government Publishing Office (GPO)
291 Virginia Beach Blvd., Ste. 401
Virginia Beach Regional Printing Procurement Office
Virginia Beach, Virginia 23462

BID OPENING: Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **March 22, 2022** at the U.S. Government Publishing Office, Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. Due to COVID-19, this will NOT be a public bid opening.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL Russ Ward (757) 490-7941 AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office of Virginia Beach Regional Office will NOT be open. Based on this, bidders MUST submit email bids to bidsviriniabeach@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

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.

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's. 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.

Bidders are to fill out, sign/initial, as applicable, and return page 8 and 9.

The jacket number and bid opening date must be specified with the emailed bid submission. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January, 2018.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award. For information regarding the solicitation requirements prior to award, email Russ Ward at ward@gpo.gov For contract administration after award, contact Russ Ward at (757) 490-7941.

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 9-19)).

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>

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>

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 pre-award 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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

PAYMENT: PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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>

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

PRODUCT: Brochures and Saddle Stitched Guidebooks

QUANTITY: JKT 618-369: 480,000 Brochures & 192 Guidebooks
JKT 618-370: 525,000 Brochures (495,000 with variable data in address) & 210 Guidebooks
JKT 618-371: 325,000 Brochures & 130 Guidebooks
JKT 618-372: 375,000 Brochures & 150 Guidebooks
JKT 618-373: 325,000 Brochures & 130 Guidebooks

TITLE: Vet Center Brochure and Guidebook

PAGES: Brochure: 2 Pages, fold to 6 panels. Guidebook: 32 pages plus 4 page covers.

TRIM: Brochures: Flat 24 x 8" fold to 8 x 8" fold left panel first than right panel so that cover has "VET CENTER" seal and 3 photos visible on the front, and the back of folded piece has address and QR code visible.

Guidebooks: 8.5 x 11" Files are built to size without bleeds. Vendor can build bleeds, or output slightly larger and trim to size, providing no loss of data. Proofs must show final size.

DESCRIPTION: JKTS 618-369, 618-371, 618-372, and 618-373 Brochures: Flat 24 x 8" fold to 8 x 8", six panels, fold left panel first than right panel so that cover has "VET CENTER" seal and 3 photos visible on the front, the back of folded piece has address and QR code visible. 4CP, Head to head, full bleed, print on 80# matte cover stock.

JKT 618-370 Brochures ONLY: Flat 24 x 8" fold to 8 x 8", six panels, fold left panel first than right panel so that cover has "VET CENTER" seal and 3 photos visible on the front, the back of folded piece has address and QR code visible. 4CP, Head to head, full bleed, print on 80# matte cover stock, deliver 5,000 copies to 6 locations, total of 30,000 brochures. Six highlighted addresses from the excel distribution list to receive NON- Variable brochures.

VARIABLE DATA BROCHURES (618-370 only): 99 locations will receive 5,000 brochures each with that location's address on the back panel, see attached Alexandria sample to see location and format for addresses, total of 495,000 brochures. Data to be taken from the provided excel distribution list.

ALL JKTS 618-369, 618-370, 618-371, 618-372, and 618-373 Guidebooks: 8.5 x 11", saddle stitch along the left 11" edge. 4 Pages Covers, print 4/4, 4CP, full bleed, Files are built to size without bleeds. Vendor can build bleeds, or output slightly larger and trim to size, providing no loss of data. Proofs must show final size. 32 text pages, file will come with 30 text pages, contractor to add 2 pages/1 sheet blank to end of text pages before back cover, 4CP, full bleed. Files are built to size without bleeds. Vendor can build bleeds, or output slightly larger

and trim to size, providing no loss of data. Covers print on 100# Gloss Cover Stock, text pages print on 100# Gloss Text stock.

GOVERNMENT TO FURNISH: Contractor to receive. All files to uploaded directly to the contractor's furnished FTP site.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform an extensive 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 GPO.

The contractor shall create 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 required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Upon completion, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed 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, or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS: 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, image position, and color breaks.

Proof will not be used for color match.

Contractor must call Penny Woods at 202-461-5430 to confirm receipt.

Email proofs to:

penny.woods2@va.gov

wward@gpo.gov

and

Prior to the commencement of production of the contract production quantity, the contractor shall submit prior to production samples to:

Ed McEvoy

144 Lejeune Way

Annapolis, MD 21401

Two samples of each product (Brochure to include two samples of Variable and two samples of NON-Variable) as well as two samples of guidebook, will be tested for conformance of material(s). Two samples of each product will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 3 workdays of the receipt thereof. 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 therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules, of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

The contractor must not print prior to receipt of an "OK to print."

PRINTING: Brochures and Guidebooks print 4CP.

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. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

JCP Code* L50, Matte-Coated Cover, Basis Size 20 X 26" Brochures – 80#

JCP Code* L10, Gloss-Coated Cover, Basis Size 20 X 26" - Guidebook Covers – 100#

JCP Code* A180, Gloss-Coated Text, Basis Size 25 X 38" - Guidebook Text Pages – 100#

INK: 4 color process

MARGINS: Brochures: full bleed.

Guidebooks: Files are built to size without bleeds. Vendor can build bleeds, or output slightly larger and trim to size, providing no loss of data.

BINDING: Brochures: Flat 24 x 8" fold to 8 x 8", six panels, fold left panel first than right panel so that cover has "VET CENTER" seal and 3 photos visible on the front, the back of folded piece has address and QR code visible. Guidebook: saddle stitch in 2 places along the left 11" edge.

PACKING: Brochures 5,000 per location and Guidebooks 2 per location

LABELING AND MARKING: (Package and/or Container label): Each package or carton must be labeled. The label MUST indicate full title, quantity, Jacket number, and total number of boxes shipped, i.e. 6 of 10. White labels with black image of bold, 1/4" height entries. Inner packages require labels

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>
Brochures 2,030,000	200
Guidebooks 812	50

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 in accordance with the distribution list.

A copy of the print order/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 delay in processing the invoice.

SCHEDULE: Purchase Order and furnished material will be emailed no later than **March 24, 2022**.

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.

Inside delivery by **May 16, 2022**

NOTIFICATION OF SHIPMENT: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to penny.woods2@va.gov and wward@gpo.gov. The subject line of this message shall be Distribution Notice for Jackets 618-369 District 5, 618-370 District 1, 618-371 District 2, 618-372 District 3, 618-373 District 4. 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.

DISTRIBUTION:

Shipping costs need to be included in the bid price.

Deliver f.o.b. destination as follows:

JKT 618-369 District 5

MUST arrive at all location on or before 5/16/2022

96 CONUS locations to receive 5,000 brochures each total of 480,000

96 CONUS locations to receive 2 guidebooks each total of 192

JKT 618-370 District 1

MUST arrive at all location on or before 5/16/2022

6 CONUS locations to receive 5,000 brochures each total of 30,000 NON-Variable

99 CONUS locations to receive 5,000 brochures with VARIABLE DATA BACK PAGE each total of 495,000

105 CONUS locations to receive 2 Guidebooks total of 210

JKT 618-371 District 2

MUST arrive at all location on or before 5/16/2022

65 CONUS locations to receive 5,000 brochures each total of 325,000

65 CONUS locations to receive 2 guidebooks each total of 130

JKT 618-372 District 3

MUST arrive at all location on or before 5/16/2022

75 CONUS locations to receive 5,000 brochures each total of 375

75 CONUS locations to receive 2 guidebooks each total of 150

JKT 618-373 District 4

MUST arrive at all location on or before 5/16/2022

65 CONUS locations to receive 5,000 brochures each total of 325,000

65 CONUS locations to receive 2 guidebooks each total of 130

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

Product Quality Levels:

- (a) Printing Attributes -- Level I.
- (b) Finishing Attributes -- Level I.

Inspection Levels (from ANSI/ASQC 21.4):

- (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>
P-7. Type Quality and Uniformity	Approved Preproduction Samples
P-10. Four Color Process	Approved Preproduction Samples

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

Bidders must fill out this page and return it.

Jacket 618-369: TOTAL BID PRICE \$ _____ ADDITINAL RATE BROCHURES \$ _____ PER 1,000
ADDITINAL RATE GUIDEBOOKS \$ _____ PER 100

Jacket 618-370: TOTAL BID PRICE \$ _____ ADDITINAL RATE BROCHURES \$ _____ PER 1,000
ADDITINAL RATE GUIDEBOOKS \$ _____ PER 100

Jacket 618-371: TOTAL BID PRICE \$ _____ ADDITINAL RATE BROCHURES \$ _____ PER 1,000
ADDITINAL RATE GUIDEBOOKS \$ _____ PER 100

Jacket 618-372: TOTAL BID PRICE \$ _____ ADDITINAL RATE BROCHURES \$ _____ PER 1,000
ADDITINAL RATE GUIDEBOOKS \$ _____ PER 100

Jacket 618-373: TOTAL BID PRICE \$ _____ ADDITINAL RATE BROCHURES \$ _____ PER 1,000
ADDITINAL RATE GUIDEBOOKS \$ _____ PER 100

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)

COMPLETE THIS PAGE AND SUBMIT AS YOUR BID

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)