

Jacket: 409-814

Title: Saving Fitness: A Guide to Your Money and Your Financial Future (English/Spanish Version)

Agency: USDOL

Bid Opening: October 21, 20219 at 11:00 a.m.

Contractor Name	Bid	Terms		Discounted Total
District Creative Printing	\$158,635.00	2.0%	20 days	\$155,462.30
Gray Graphics Corp.	\$192,470.00	2.0%	20 days	\$188,620.60
			days	\$0.00
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BID OPENING: October 21, 2019

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL REMON MANKOUROUS. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Washington, D.C.

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)).

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, all applicable Pages.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.1, Quality Assurance Through Attributes (Rev 9-19).

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 60-mile radius of zero milestone, Washington, DC.

All the requirements of these specifications apply equally to both items unless otherwise indicated herein.

PRODUCT: Two (2) Saddle Stitch Pamphlets: English Version (Item 1), and Spanish Version (Item 2).

TITLE: Saving Fitness: A Guide to your money and your financial future (English/Spanish Version).

QUANTITY: 170,032 Total Saddle Stitch Pamphlets: 120,016 copies of English Version (Item 1) and 50,016 copies of Spanish Version (Item 2) Plus 50 QARC's of each.

TRIM SIZE: 8-1/2 x 11", Saddle Stitch.

PAGES:

Item 1 (English Version): 52 Plus a separate wrap around cover.

Item 2 (Spanish Version): 56 Plus a separate wrap around cover.

GOVERNMENT TO FURNISH: Two (2) CD-Rs (one of each Jacket) created on a MAC using Adobe Creative Cloud CC. Files are furnished in native InDesign (links and fonts included), and PDF format. Contractor to extend bleed as necessary.

One (1) previously printed sample to be used as a general guide, and color match (for branding purpose).

GPO Form 952 Desktop Publishing - Disk Information
GPO Form 892c (R. 12/17) Proofs.

GPO Form 2678 (departmental random copies-blue label).
GPO Form 917 (Certificate of Selection).
GPO Form 915 (Business Reply Label).
GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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 the contract administrator.

The contractor shall create or change 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. Minimum 175 line screens required.

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 of digital color content proofs for each version. 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. The contractor must not print prior to receipt of an "OK to print."

PLUS

One (1) set 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 for entire pamphlet (Both Items).

At contractor's option, One (1) set 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.

Send proofs together with the furnished media (copy, electronic files) directly to: USDOJ, ATTN: John Brevard (202-693-7172), 200 Constitution Ave., NW, Room C0049, Washington, DC 20210 . Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@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 to when they are made available for pickup at the department. **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.

JCP Code* L61, No. 1 Coated Cover, Dull-Finish, Basis Size 20 X 26" - 80 lbs.

JCP Code** A261, No. 1 Coated Text, Dull-Finish, Basis Size 25 X 38" - 80 lbs.

** The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

PRINTING: COVERS: print head to head with full bleed solid background (heavy coverage) with type matter, and illustration in 4-color process plus some type/fine detailed agency seal reversed out to appear white; common bleed all sides.

TEXT: print head to head with type/rule matter, illustrations, solids, screen tints, and images in 4-color process, plus some type reversing out to appear white. Most pages contain solid header (bleed 3 sides) that must print, register, and align across the bind. Item 1 (English Version) circle folios iii, iv, and 1 thru 50 (iv, and 50 are blank), and Item 2 (Spanish Version) circle folios iii, iv, and 1 thru 54 (iv is blank).

COATING: After printing, flood coat the entire surface of all covers, and text with satin aqueous coating to prevent scratching and smearing.

NOTE: Proof, and final product **MUST** match color of previous printing sample quality for branding purpose.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. **NOTE:** A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers. The control bars must show areas consisting of 1/8" x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must

be provided.

MARGINS: Inadequate gripper, follow electronic media.

BINDING: Saddle stitch in 2 places on 8-1/2 inch side. Trim 3 sides.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

Cracks and wrinkles are not acceptable.

PACKING: Pack each Item separately and identify (do not mix versions). Shrink film in unit of 25. Pack 100 Pamphlets per shipping container. Box label size 9-1/2 x 4-1/8", and include all information on 905 form.

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets/Furnished Sample

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Ok'd proof/Follow electronic media.

P-10. Ok'd proof/Follow Furnished Sample

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any.

When ordered, the contractor must divide the entire order into equal sublots 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. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. 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 numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination.

Deliver 120,000 copies of Item 1 "English Version", and 50,000 copies of Item 2 "Spanish Version" (includes 200 Departmental Random "Blue Label" Copies of each Version) via traceable means to: DATASAVERS of Jacksonville, Inc, 888 Suemac Road, Jacksonville, FL 32254. ATTN: Larry Strain (800-884-9538).

For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the

certificate may result in delay in processing the voucher. Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Deliver all GFM via traceable means to: DOL, 200 Constitution Ave, NW Washington, DC 20210. ATTN: Karen Silberberg (202-693-8667). Rm. N5623.

Deliver 15 copies of each Item via traceable means to: Library of Congress, BAC 1525-01, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

Deliver 1 copy of each Item via traceable means to: U.S. Government Publishing Office, BAC 1523-01, Federal Depository Library Office, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Marked Item No: 0773C01.

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

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Publishing Office, 732 N. Capitol Street, NW, Washington, D.C. 20401, on October 23, 2019.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld (3) workdays from receipt in the GPO until they are made available for pickup by the contractor.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (2) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Deliver complete to arrive at destinations on or before November 15, 2019.

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 1000 copies of each version. 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.

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.

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>.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The Jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

JACKET NUMBER: 409-814: **TOTAL PRICE:** \$ _____

ADDITIONAL/M

ITEM 1: \$ _____

ITEM 2: \$ _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days.

See Article 12 "Discount" of solicitation Provision in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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.

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.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, and Title of Person Authorized to Sign this Bid)

(Signature) (Date)

(Telephone Number) (Email)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)