

Jacket: 412-303
Title: Every Door Direct Mailer for HTC Households
Agency: Commerce
Bid Opening: January 2, 2020 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Heeter Direct	\$351,500.00	0.5%	20 days	\$349,742.50
Gray Graphics Corp.	\$404,750.00	2.0%	20 days	\$396,655.00
St. Louis Printing Group	\$470,327.00	1.0%	20 days	\$465,623.73
Monarch Litho, Inc.	\$515,515.00	2.0%	20 days	\$505,204.70
Advantage Mailing LLC. - LA	\$623,981.91	0.5%	20 days	\$620,862.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
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			days	\$0.00
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			days	\$0.00

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December 31, 2019

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 412-303, scheduled for opening at 11:00 am on January 2, 2020 amended as follows:

1. On page 2 of 5 under Stock/Paper, an exception to post-consumer fiber content for granted for JCP Code* K10, Index, White, Basis Size 25.5 X 30.5" 110 lbs. Exception: NOT less than 10% postconsumer fiber. Any percent over 10 percentage points are encouraged, provided that the requirements of this standard are met.
2. The bid opening date will not change.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPA
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

YVETTE VENABLE-BROOKS
Contracting Officer

BID OPENING: JANUARY 2, 2020

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

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL DALTON EVERETT. 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.

PRODUCT: Direct Mailer

TITLE: Every Door Direct Mailer for HTC Households

QUANTITY: 14,300,000.

TRIM SIZE: 11 x 6"

GOVERNMENT TO FURNISH: Via e-mail After Award;

Purchase Order

One Print Ready PDF created with Adobe InDesign 14.0. Fonts are included.

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

GPO Form 892c (R. 12/17) Proofs.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

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.

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. 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.

Send proofs together with the furnished media (copy, electronic files) directly to: US Census Bureau, ACSD PSB/Printing Services, 4600 Silver Hill Road, Suitland MD 20746, ATTN: Leon Wilkins, (301) 763-4479. 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 two (2) 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* JCP Code* K10, Index, White, Basis Size 25.5 X 30.5" 110 lbs.

PRINTING: Mailer prints face and back in 4-color process, type/rule matter, solids/tints, photo illustrations and some text reversing out to appear white. Common bleeds all sides

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

INK: 4-Color Process

MARGINS: Inadequate gripper.

BINDING: Trim 4 Sides.

PACKING: Shrink wrap in units of 100's and pack suitable in shipping container (most cost effective boxes/shrink wrap etc.)

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

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

Product Quality Levels:

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

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

- (a) Non-destructive Tests -- General Inspection Level II.
- (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	OK'd Proofs/Furnished Electronic Media
P-10. Process Color	Furnished Electronic Media

DISTRIBUTION: Deliver f.o.b. destination.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to leon.wilkins@census.gov. The subject line of this message shall be "Distribution Notice for Jacket 412-303, Requisition 0-00081". 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.

The total quantity of 14,300,000 "Every Door Direct Mailer for HTC Households" delivers to U.S GPO Fulfillment Center, 8660 Cherry Lane, Ste. 28 -38, Laurel MD 20707 as follows;

4,766,667 copies on or before January 17, 2020.

4,766,667 copies on or before January 23, 2020.

Final 4,766,666 copies (includes 200 Departmental Random "Blue Label" Copies) on or before January 31, 2020.

Note: 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. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Publishing Office, 27 G St., NW, Washington, D.C. 20401, on or before January 6, 2020.

First partial delivery to arrive on or before January 17, 2020.

Second partial delivery to arrive on or before January 24, 2020.

Final complete delivery to arrive on or before January 31, 2020.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via e-mail at compliance@gpo.gov or via telephone at (202) 512-0520 or via facsimile at (202) 512- 1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

OFFERS: Offers must include the cost of all materials and operations for the jacket listed in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies and the award will be based on the lowest total price for the jacket listed. Prices 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. Transportation charges are not a factor in determining 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**BID PRICE:****ADDITIONAL/M****Jacket 412-300:** \$ _____

\$ _____

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)