Jacket: 704-074

Title: FY'20 SY'20 2HSS 0120 MAILING. REWARD PACKAGE

Agency: DLA

Bid Opening: November 19, 2019 at 2PM

Contractor Name	Bid	Terms		Discounted Total
Advantage Mailing LLC	$234,814.43	3.0%	20 days	$227,770.00
Monarch Litho, Inc	$252,252.00	2.0%	20 days	$247,206.96
CONSOL GRAPH INC/WESTLAND PRT	$655,346.00	0.5%	21 days	$652,069.27

Jacket: 704-074
Department of Defense
Req: 0-002360G

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING PHILADELPHIA, PA TIME, ON **November 18, 2019.**

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL MELITA WEBB AT (215) 364-6465 (Ext. 5). NO COLLECT CALLS.

SPECIFICATIONS
U.S. Government Publishing Office (GPO)
Southampton Office Park
Suite A-190
928 Jaymor Road
Southampton, Pennsylvania 18966

GPO Contract Terms (GPO Publication 310.2; Rev. 1-18) - https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf.

GPO QATAP (GPO Publication 310.1; effective May 1979 (Rev 09.19) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, and return page 10.

PRODUCT: A direct mail package consisting of three versions. Each version consisting of an envelope carrier with pocket, 3 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.

QUALITY LEVEL: 1 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02) applies.

QUANTITY: 1,566, 000 total package sets FIRM
3 Version
VERSION 1 – Control – 895,000
VERSION 2 – Universal Gender– 448,500
VERSION 3 – Male Universal Gender – 222,500

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

TITLE: FY'20 SY'20 2HSS 0120 MAILING. REWARD PACKAGE

CONTROL NUMBER: 1190968

GOVERNMENT TO FURNISH: Three(3) CD's disc created utilizing Adobe InDesign and image files, 1 full set of laser proofs for each version; and 3 previous samples to follow for bindery and color for each version; Labeling and Marking Specs., GPO 905 labels, confirmation of delivery fax sheet.

FURNISHED DISK INFORMATION

Media Furnished: One CD-R for each Version = Total 3.
Computer and Operating System: Macintosh Model iMac with System OSX
Software: Name of page layout (or other "main" program used) – Adobe PhotoShop Version 5.0
Name(s) of program(s) used for illustrations and layout – Adobe Illustrator Version 8.0, Adobe InDesign CS3
Files are supplied in: Native Format

Font(s) used in the file(s) to be output: Furnished on supplied electronic file
Custom letter spacing or kerning files included --Yes all printer & screen fonts included-- Yes
File Information: **File Information will be supplied with Purchase Order
Color Separation Information:
Color identification system used: Pantone and CMYK
Color separations have not been made. Files do provide for bleeds.
Trapping: Not supplied -- Contractor to create traps.

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.

The contractor shall create or 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.

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.

PRESS SHEET INSPECTION

The contractor must notify the GPO of the date and time the (proof, press sheet, bindery, or other) inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Publishing Office, at (215) 364-6465 x 5. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday.

PRESS SHEET INSPECTION: Final make-ready 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 make-ready 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 (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8 minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; slur targets; two-color overprint ink trapping targets 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.

NOTE: See Contract Clause, 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.

To maintain the required quality, the Government reserves the right to inspect the press sheets at the contractor's plant on any workday during the contractor's regular working hours. When press inspection is requested, it must be scheduled during contractor's first and/or second shifts ONLY.

The contractor must not print prior to receipt of an "OK to Print" during the Press Sheet Inspection.

NOTE: Upon completion of this order, if there were any changes, or if there were no changes to the furnished files, the contractor MUST furnish final production native files (digital deliverables) along with the furnished material. The digital deliverables MUST be an exact representation (reflecting any such changes as "AA's retouching, etc., that were performed on the files prior to printing the end product), and MUST be returned/sent on the same type media or storage as was originally furnished. Any other media type than those furnished are unacceptable, unless specified otherwise by the Government. Both the original furnished files, and the digital deliverables (the final digital download mechanical of the actual printed product; these electronic files are to be stored/filed for Agency records).

APPROVAL: The contractor must begin production of the publication only after receiving, in writing, the statement "approved for production". If a press inspection is requested, approval for production will be given during the inspection.

The contractor must not print prior to receipt of an "OK to Print" during the Press Sheet Inspection.

PROOFS

PROOFS EACH VERSION: *5 high resolution proof sets (as described below), **4 constructed digital content proofs, 5 stock samples. Ink drawdowns for each pantone for each color version. Low-res PDF file for all components of all versions to (Jackie McGowan) only.

***5 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 contractor's option, (5) 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'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.

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.

4 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.

***Stock samples 5 sets.
At the same time as submission of the proofs, submit a minimum of 2, 8-1/2 x 11 blank sheets to each proof addressee of the actual paper to be used in the production of the contract requirements. 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. Stock samples must be approved by agency prior to printing.

STOCK APPROVAL NOTE: Stock samples must be sent to all specified proof addressees for approval 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 approved by the customer.

***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 **December 2, 2019** and will be held 5 working days. Proofs to be delivered to 4 destinations. See below:

1. Two sets of proofs for each version (High Resolution proof set, Digital Content proof set, ink drawdowns for each pantone for each color version and stock samples), along with furnished materials directly to: Wunderman Thompson, Attn: Jackie McGowan, 466 Lexington Ave., New York, NY 10017, (212) 210-7806, M/F: DIRECT MAIL PROOFS.

Plus for all versions 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. Proofs must have all elements in proper position. Email to: Jackie.mcgowan@jwt.com

2. One set of proofs for each version one (1) set of proofs (High Resolution proof set, Digital Content proof set, ink drawdowns for each pantone for each color version and stock samples), directly to: MARINE CORPS RECRUITING COMMAND (CODE M), Attn: Major Alex Scarborough, Advertising Section, 2nd Floor, 3280 Russell Road, Quantico, VA 22134-5103, (703)784-9433, M/F: DIRECT MAIL PROOFS.

3. One set of proofs for each version one (1) set of proofs (High Resolution proof set, Digital Content proof set, ink drawdowns for each pantone for each color version and stock samples), directly to: JWT, Ms. Katherine Mohr, 3630 Peachtree Road NE, Suite 1200, Atlanta, GA 30326.

4. One set of proofs for each version one (1) set of high resolution proofs set, ink drawdowns for each pantone for each color version and stock samples directly to: Melita Webb, US Government Publishing Office, 928 Jaymor Rd., Suite A-190, Southampton, PA 18966, MF: Proofs J704-074.

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 SAMPLES MUST BE SIGNED BY A REPRESENTATIVE OF YOUR COMPANY AND IDENTIFIED WITH THE COMPANY NAME. CONTRACTOR NOT TO PROCEED PRIOT TO PROOF APPROVAL.

REVISED PROOFS: The Government considers the proof to be the standard for the finished publication when approved for production. Contractors must strive for the best possible proof to insure approval. If, in the opinion of the Government Publishing Office, proof errors are significant, or if reproduction color and contrast vary from original significantly, submission of revised proofs will be required at contractor expense. No additional time beyond the original production schedule established will be given.

*** A possible second round of proofs may be required and should be considered and included in cost estimate when bidding on project/schedule.

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

***Pantone colors cannot be build out of 4/C process, must be run as spot 5th and 6th colors.

***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.

*****FINAL FILES:** Upon completion of the printing, printer need to provide two (2) labeled final digital download along with directory of what was actually printed. Returned/sent along with the GFM.

FOLLOWING IS A DESCRIPTION OF EACH ITEM

Item 1: Outer Envelope Carrier
Quantity: 1,566,000 (FIRM) total –3 Versions
Version 1 – Control/ SSRE20 – 895,000 (FIRM)
Version 2 – Universal Gender/SSREG20 – 448,500
Version 3 – Male Universal Gender/SSREM20 – 222,500
Trim Size: 14 x 8-1/2 flat; converts to 5 x 8-1/2" Closed faced booklet style.
Ink: 4 color process, Pantone 296 (Blue) and Pantone 187 (Red).
Aqueous Coating: 100% Gloss aqueous coating overall.
Stock: 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.

White No. 1 Coated Cover, Gloss finish, 80 lbs. per 500 sheets, 20 x 26", equal to JCP L11.

*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.
Format: The envelope prints face (outside) only in 4 color process plus Pantone 296 and 187 plus 100 %Gloss Aqueous Coating. Follow files for color breaks and templates.
Instructions: The envelopes must be printed on flat sheets (sheet fed) and then converted into carrier. 14 x 8-1/2 flat; converts to 5 x 8-1/2" Closed faced Booklet style. Panel sizes are 4, 5 and 5. Inside 4 panel glues 3/8 on each side to create a pocket for Items 2 and 3. All images are "High Resolution" files. Follow files for color breaks and template. NOTE: The contractor must knock out the background in the bleed areas that are to be glued.

Item 2: Business Reply Cards

Quantity: Total of 3,132,000 (FIRM) – Total
***There are 2 separate Business Reply Cards for Version 1
Version 1 – Control - Base – SSREB20 – 895,000
Pass Along – SSREP20 – 895,000
***There are 2 separate Business Reply Cards for Version 2
Version 2 – Universal Gender - Base – SSREGB20 – 448,500
Pass Along – SSREGP20 – 448,500
***There are 2 separate Business Reply Cards for Version 3
Version 3 – Male Universal Gender Cards - Base – SSREMB20 – 222,500
Pass Along – SSREMP20 – 222,500
Trim size: 6 x 4-1/4”
Ink: 4 color process, Pantone 296 (Blue) and Pantone 187 (Red).
Varnish: Spot gloss aqueous coating on 4 color process, Pantone 296 (Blue) and Pantone 187 (Red).
Stock: 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.

White No. 1 Coated Cover, Gloss finish, 80 lbs. per 500 sheets, 20 x 26”, equal to JCP L11.

*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.
Instructions: BRCs print face and back, head to head. Face (message side) in 4 color process, Pantone 296 and 187. Back (address side) print type and rule in black ink.
Margins: Per files – Form bleeds 3 sides, face and back.

Item 3: Insert Letter
Quantity: 1,566,000 (FIRM) total – 3 Versions
Version 1 – Control/ SSREL20 – 895,000 (FIRM)
Version 2 – Universal Gender/SSRELG20 – 448,500
Version 3 – Male Universal Gender/SSRELM20 – 222,500
Trim size: 7-1/4 x 9” flat; folds to 7-1/4 x 4-1/2”
Ink: 4 color process, Pantone 296 (blue) and Pantone 187 (red).
Varnish: Spot gloss varnish on all color areas – both 4-color and PMS.
Stock: 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

White No. 1 Coated Text, Gloss-finish, 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.

*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.
Instructions: All images are “High Resolution” files. Follow files for color breaks.
Margins: Per files bleed 3 sides, face side only.
Binding: Trim 4 sides and fold and score horizontally to 7-1/4 x 4-1/2. Follow files laser print and samples for correct fold.
Assembly: In carrier pocket insert the folded letter in front, with color bands on top and facing forward; behind the letter insert the Base BRC; behind the Base BRC insert the Pass Along BRC, all facing forward when pulled out of the pocket. Seal carrier with THREE 3/8 fugitive glue dots along the bottom for mailing.

PANEL	O.E.	LETTER	BASE REPLY	PASS REPLY
1. Control	SSRE20	SSREL20	SSREB20	SSREP20
2. Universal Gender	SREG20	SSRELG20	SSREGB20	SSREGP20
2. Male Universal Gender	SSREM20	SSREMG20	SSREMB20	SSREMP20

COLLATION: When the outer carrier/envelope is opened by the end user, the Letter should appear first, followed Base along BRC (Postal side), then the Pass Reply BRC (Postal side). Follow file and samples for proper collation positions. NOTE: After the Letter and BRC's are collated and inserted inside the Outer Envelope, the carrier must be seal with three 3/8 fugitive glue dots in accordance with Postal Service for mailing, creating a self-mailer.

PACKAGING: All complete packages are to be packed in carton by outside carrier code. Do not shrink-wrap. Do not intermix items on pallets. Pack in new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Shipping containers not to exceed 45 lbs. when fully packed. Carton labels must show title, item/lot number and source codes (where applicable), form number and control number and must appear on the outside of the shipping cartons. 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. Follow enclosed DataMail Receiving Guidelines.

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.

LABELING AND MARKING (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Carton labels must show title, item/Lot Number and source codes (where applicable), form number and control number and must appear on the outside of the shipping cartons.

NOTE: Follow Data Mail material packaging specifications for delivery enclosed.
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

Furnished material will be available for pick up at the U.S. Government Publishing Office, 928 Jaymor Rd., Suite A-190, Southampton, PA 18966 on **November 20, 2019.**

DISTRIBUTION: Deliver f.o.b. destination as follows:

Prior to bulk shipment, deliver 50 SEALED and 50 NOT SEALED to arrive on/or before **January 13, 2020 or sooner** to:

Wunderman Thompsom
Ms. Jackie McGowan
466 Lexington Avenue
New York, NY 10017

Deliver the balance of each Version on/or before **January 15, 2020** to:

DATA MAIL
240 Hartford Avenue
Newington, CT 06111
ATTN: Colleen Costin
(860)-666-0399

Follow supplied sample of GPO 905 white carton label**.**
Proof of delivery email to: DCGPO.docsvcs@dla.mil.

RETURN OF GOVERNMENT FURNISHED MATERIAL: There are two (2) requirements. All materials and receipts must be returned via traceable means. See breakdown below:

1. Immediately upon completion of this job, all Government Furnished Materials, Film and 7 printed copies of each item and packing slips are to be returned no later than **February 7, 2020** to Ms. Jackie McGowan, Wunderman Thompson, New York, NY, 10017. Follow supplied sample of GPO 905 white carton label. NOTE: upon completion of this order, if there were any changes, or if there were no changes to the furnished files, the contractor MUST furnish final production native files (digital deliverables) along with the furnished material. The digital deliverables MUST be an exact representation (reflecting any such changes as "AAs" retouching, etc., that were performed on the files prior to printing the end product), and MUST be returned/sent on the same type media or storage as was originally furnished. Any other media type than those furnished are unacceptable, unless specified otherwise by the Government. Both the original furnished files, and the digital deliverables (the final digital download mechanical of the actual printed product; these electronic files are to be stored/filed for Agency records) MUST be returned/sent along with the GFM.

2. Immediately upon completion and shipping of the above materials, return 5 printed copies of each version, to DLA, Data Management Services Pentagon, 4200 Defense, Room 2A689, Washington, DC 20301-4200, Attn: Curtis Cox.

COMPLIANCE REPORTING: Contractors are to report information regarding each order for compliance reporting purposes and include date(s) of completion, in accordance with the contract requirements by via email at infophiladelphia@gpo.gov or via telephone at (215)364-6465. Personnel receiving the fax will be unable to respond to questions of a technical nature.

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	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

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. Approved proofs
P-8. Approved proofs
P-9. Pantone matching system
P-10. 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 sublot. 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.

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.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 928 Jaymor Road, Suite A-190, Southampton, PA 18966. **Facsimile bids in response to this solicitation are permitted**. Facsimile bids may be submitted directly to Fax No. 215-364-6476. The jacket numbers 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.

SHIPMENT(S): Shipments will be made from: City ____________________, State______________

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

JACKET NO: ______________________

Bid Price $ _____________________ Additional _______________ Rate _________________

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.

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)

****