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|---------------------|------------------|----|--------|
| <b>Jacket:</b>      | 770-681          |    |        |
| <b>Title:</b>       | MyCBPapp Posters |    |        |
| <b>Agency:</b>      | DHS/CBP          |    |        |
| <b>Bid Opening:</b> | January 3, 2020  | at | 2:00pm |

[illegible]

U.S. GOVERNMENT PUBLISHING OFFICE  
San Francisco, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**MyCBPapp Posters and Letter**

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Department of Homeland Security – U.S. Customs and Border Protection (CBP)

**BID OPENING:** Bids shall be publicly opened at 2:00 pm, prevailing San Francisco, CA time, on **January 3, 2020.**

Bids must be received no later than the exact date and time specified.

For information of a technical nature, call Ms. Scoti Cox at (707) 748-1970, ext. 2 or email [scox@gpo.gov](mailto:scox@gpo.gov)

**GPO CONTRACT TERMS:** Any contract which results from the 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 Publications 310.1, effective May 1979 (Rev. 08-02)).

This order requires deliveries to 999 different locations. 997 locations are f.o.b. contractor's city. The remaining two locations are f.o.b. destination.

A distribution list is furnished to the contractor upon award. The contractor will be reimbursed all shipping costs. Contractor must bill GPO for all reimbursable mailing/shipping costs. Submit all shipping invoices with costs, a copy of the purchase order, specifications, company invoice and proof of delivery.

The print ready files will be forwarded to the successful contractor directly from U.S. Customs and Border Protection.

Bids submitted to be based upon f.o.b. contractor's city and f.o.b. destination. All shipments must ship via traceable means, signature required. Full quantity is required.

**BIDDERS, PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages under "BIDS" (Pages 8 and 9).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**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 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 PDF proof        |
| P-9. Solid or Screen Tints Color Match | Approved PDF proof        |
| P-10. Process Color Match              | Approved PDF proof        |

**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.

**PREDOMINANT FUNCTION:** The predominant function for this procurement is the printing of the four posters and letter.

**SUBCONTRACTING:** Subcontracting is **not** allowed.

**CONTRACTING METHOD:** Contract bidders are required to submit a facsimile bid or sealed bid. This contract will be awarded in accordance with the U.S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3, (Rev. 2-11), Chapter VII, Section I.

Contractor may submit a sealed bid to: U.S. Government Publishing Office, 536 Stone Road, Suite I, Benicia, CA 94510 M/F: Jacket 770-681.

**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/finance/index.htm>

**FACSIMILE BIDS:** Facsimile bids are acceptable. Only submit one bid for a single bid jacket per fax transmission. Telegraphic, voice telephonic, other electronic or mailgram bids are not acceptable. Refer to GPO Contract Terms (GPO Publication 310.2). Submit bids to: Fax 707-748-1981, or send to: U.S. Government Publishing Office, 536 Stone Road, Suite I, Benicia CA 94510.

Bids must be received no later than the exact date and time specified.

## SECTION 2. - SPECIFICATIONS

**TITLE:** MyCBPapp Posters

**QUANTITY:** 1,112,375 copies (889,900 Posters (222,475 copies each of four different posters)) and 222,475 Letters).

**TRIM SIZE:** POSTER: 11 x 17"  
LETTER: 8-1/2 X 11"

**GOVERNMENT TO FURNISH:** The print ready files will be forwarded to the successful contractor upon award from U.S. Customs and Border Protection. Contractor may be required to furnish FTP upload instructions for receipt of government furnished digital files.

Print ready files may include InDesign Files, fonts, links, high-resolution Adobe Acrobat PDF files that include all bleeds and crop marks.

The Distribution List is an Excel file (.xls file).

Address and Label Tracking System Distribution Quantity Count is a Rich Text Format file (.rtf file).

Address and Label Tracking System Distribution Detail Report is a Rich Text Format file (.rtf file).

**Basic Check of Furnished Electronic Files:** Output at minimum 2400 dpi resolution, 150-line screen. Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**NOTE: Electronic files received in unusable condition will be replaced by DHS on an expedited basis.**

This Electronic Media and File check should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low resolution files included for illustrations, and any improper color definition. The contractor is also responsible for adjusting copy for trim size and bindery attributes, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Thorough Attributes Program (QATAP) level.

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

**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.

### PRODUCT DESCRIPTION:

**POSTERS:** All posters print full coverage in four-color process, face only, bleeding all sides. There are four different posters. Print 222,475 copies of each poster.

**LETTER:** Letter prints type, rules, barcode scan and agency logo in four-color process, face only. Print 222,475 copies of letter.

**ASSEMBLY:** Contractor must create 222,475 sets. Each set consists of four posters (one copy of each poster) and one letter. Deliver flat. Shrink wrap each set with chipboard backer of appropriate size.

**MARGINS:** All posters are full bleed. The letter does not bleed. Follow the digital files for margins.

**INKS:** Four-Color Process.

**STOCKS:** 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 Specifications Standards No. 13" dated September 2019.

JCP Code\* A181, No. 1 White coated Text, Gloss Finish, Basis Size 25 x 38" – 100lb.

JCP Code\* D10, Writing, White, Basis Size 17 x 22" – 20lb.

All text paper used in each copy must be of a uniform shade.

*The requirement for postconsumer fiber (as specified in the Government paper Specification Standards No. 13) for this contract is waived. However, the addition of postconsumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.*

**PROOFS:** Five Adobe PDF Digital "soft" proofs\* required (one for each item) (composite proofs with all elements in position). The digital soft proofs are intended as a check on image position, cropping, scaling and other visual features of a poster, letter or illustration. It is NOT intended as a check of color fidelity. Proof will be withheld not more than two workdays from receipt by the Government to final approval. Note: The first workday after receipt of proofs by the Government is day one of the hold time. Contractor must not print prior to receipt of an "OK to print". Government representative will provide written response via email or fax.

\*Proof required for each poster (4) and letter.

Call Trish Mancuso one day in advance of sending proofs to advise and insure delivery to active mail box not junk mail (202-344-2106). Submit digital PDF proofs by email to: [tristina.l.mancuso@cbp.dhs.gov](mailto:tristina.l.mancuso@cbp.dhs.gov).

Contractor is cautioned that the proofs produced must be from the contractor's prepared files for their output device and which will be used for final reproduction. It is not acceptable to simply submit reproductions for the PDF files furnished by the ordering agency.

If there are any author's alterations or delays caused by the Government in the handling of proofs, it's the contractor's responsibility to notify the GPO in advance of making changes so that an extension and/or price adjustment may be made by Contract Modification.

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

Email proofs on or before **January 10, 2020** to [tristina.l.mancuso@cbp.dhs.gov](mailto:tristina.l.mancuso@cbp.dhs.gov) and [scox@gpo.gov](mailto:scox@gpo.gov). Jacket 770-681 Proofs must appear in the "Subject" line of the email.

**INSPECTION SAMPLES:** Occasionally, when so indicated on the print order or otherwise requested, the first tape roll, as soon as completed, must be sent for inspection to the U.S. Government Publishing Office, Regional Procurement Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170 Attn: Inspection Samples, Jacket 770-681.

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

**DEPARTMENTAL QUALITY COPIES:** All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot.

| Quantity<br><u>Ordered</u> | Number of<br><u>Sublots</u> |
|----------------------------|-----------------------------|
| 500 - 3,200                | 50                          |
| 3,201 - 10,000             | 80                          |
| 10,001 - 35,000            | 125                         |
| 35,001 and over            | 200                         |

These randomly selected samples must be packed separately and must be identified by a special government-furnished blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list. The random inspection samples constitute a part of the total quantity ordered, and no additional charge will be allowed.

In addition, a copy of the SPECIFICATION along with the signed selection certificate, which will be furnished, must be included with the samples.

A copy of the Government-furnished certificate must accompany the voucher sent to the GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay of processing the voucher.

**LABELING AND MARKING:** Label all shipping envelopes and cartons with the title of contents, quantity per carton and jacket number.

**PACKING:** Pack in rigid, cardboard mailing envelopes or suitable shipping cartons for large quantities. Pack suitable to prevent damage in transit.

**DELIVERIES:** Deliver f.o.b. contractor's city and f.o.b. destination, as follows:

This order requires shipping f.o.b. contractor's city on or before **January 28, 2020** to 997 different locations. See the distribution list for complete addresses and quantities.

Two locations require deliver f.o.b. destination on or before **January 28, 2020**, as follows:

1,000 copies (200 sets) to:

USCBP, OPA

1300 Pennsylvania Avenue NW

Room 4.5D, Mail Stop 1021

Washington, DC 20229

Attn: Tracie Parker (202) 344-1693

c/o

DHS CRDS FACILITY

1100 HAMPTON PARK BOULEVARD

CAPITOL HEIGHTS, MD 20743

(866) 894-1369

(Deliver by traceable means, FedEx, UPS or independent shipper. Signature and printed, readable signature required.)

\*Although you are delivering to zip code 20743, make sure that both addresses appear on the all shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. DO NOT PLACE SHIPMENT

ON PALLETS, AS IT WILL BE REFUSED. Do not use the U.S. Postal Service for delivery. Signature and readable printed signature required. Email all delivery receipts to [tristina.mancuso@dhs.gov](mailto:tristina.mancuso@dhs.gov).

**\*\*THIS APPLIES ONLY TO SHIPMENTS TO THE DEPARTMENT OF HOMELAND SECURITY AND IS AGENCIES IN THE WASHINGTON, DC NATIONAL CAPITOL REGION.**

For labeling the cartons delivering to the CRDS FACILITY only:

- 1) Address the FedEx or UPS label using the CRDS Facility Address
- 2) Address a Plain Label with end recipient's full address and phone number.
- 3) Apply BOTH labels on each carton shipped.

One sample set to:

U.S. Customs and Border Protection

1300 Pennsylvania Avenue, NW

Room 3.2C-51, Mail Stop 1017

Attn: Trish Mancuso, (202) 344-2106

Washington, DC 20229-1017

(Deliver by traceable means, signature required)

c/o

DHS CRDS FACILITY

1100 HAMPTON PARK BOULEVARD

CAPITOL HEIGHTS, MD 20743

(866) 894-1369

(Deliver by traceable means, FedEx, UPS or independent shipper. Signature and printed, readable signature required.)

\*Although you are delivering to zip code 20743, make sure that both addresses appear on the all shipping containers or the CRDS will refuse the shipment. The Agency will assume responsibility for delivering to the end user. It's the contractor's responsibility to obtain an acceptance of delivery signature at the CRDS. **DO NOT PLACE SHIPMENT ON PALLETS, AS IT WILL BE REFUSED.** Do not use the U.S. Postal Service for delivery. Signature and readable printed signature required. Email all delivery receipts to [tristina.mancuso@dhs.gov](mailto:tristina.mancuso@dhs.gov).

**\*\*THIS APPLIES ONLY TO SHIPMENTS TO THE DEPARTMENT OF HOMELAND SECURITY AND IS AGENCIES IN THE WASHINGTON, DC NATIONAL CAPITOL REGION.**

For labeling the cartons delivering to the CRDS FACILITY only:

- 1) Address the FedEx or UPS label using the CRDS Facility Address
- 2) Address a Plain Label with end recipient's full address and phone number.
- 3) Apply BOTH labels on each carton shipped.

**CUSTOMER DELIVERY NOTIFICATION:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to [tristina.l.mancuso@dbp.dhs.gov](mailto:tristina.l.mancuso@dbp.dhs.gov). The subject line of this message shall be "Distribution Notice for Jacket 770-681". 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.

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

**SCHEDULE:** The signed purchase order and digital files will be emailed to the contractor by **January 8, 2020.**

PDF proofs due to agency, GPO on or before **January 10, 2020.**

Complete production of all posters and letters **MUST** be made on or before **January 28, 2020.**

All Government Furnished Material must be returned within 10 workdays after delivery of the order.

**JACKET NUMBER:** 770-681

**BIDS:** Bids 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 posters and letters. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

**BID PRICE:** \_\_\_\_\_

**ADDITIONAL RATE for POSTERS:** \_\_\_\_\_

**ADDITIONAL RATE for LETTERS:** \_\_\_\_\_

**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 undersign agree, if this bid is accepted with \_\_\_\_\_ 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 point(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) \_\_\_\_\_.

\_\_\_\_\_  
(Contractor's Initials)

**BIDDER 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 of all pages of “CONTRACTOR’S BID” section including initialing/signing where indicated.

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)

\*\*\*\*\*  
THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\*\*\*\*\*

**\* SAMPLE BID ENVELOPE \***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

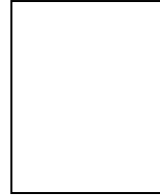
Jacket: 770-681

From: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Check appropriate:

☐ Bid enclosed☐ No Bid

U.S. Government Publishing Office  
536 Stone Road, Suite I  
Benicia, CA 94510-1170

Bids will be received  
Until January 3, 2020  
at 2:00 PM prevailing  
San Francisco time.