

Bid Opening: October 23, 2024 at 11 EST

[illegible]

BID OPENING: Bids shall be opened virtually at **11:00 a.m., Eastern Time (ET), on October 23, 2024** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket **634-506** and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after the bid opening date and time specified above will not be considered for award.*

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

Any questions before award concerning these specifications call Chuck Szopo, at 312-353-3916 x 6 or email at cszopo@gpo.gov

Product: Signs.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list revisions.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is the printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared not responsible.

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>.

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 10 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.

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 preaward 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.

TITLE: Auto Tour Route signs.

QUANTITIES / SIZES: 8,400 total.

2,800 Signs of the Lewis and Clark Trail Panel, Finished size 26" x 26".
2,800 Signs of the Auxiliary Panel, Finished size 12" tall x 26" wide.
1,000 'Straight' Arrow Panels, Finished size: 15" tall x 21" wide.
900 'Left' Arrow Panels, Finished size: 15" tall x 21" wide.
900 'Right' Arrow Panels, Finished size: 15" tall x 21" wide.

Pages: Face only.

GOVERNMENT TO FURNISH: Files will be furnished via FTP or email in Adobe Illustrator Files with images and text vectorized.

BASIC CHECK OF FURNISHED MEDIA AND FILES: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, 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 through attributes program (QATAP) level.

RIGHTS ON DATA: The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

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.

IDENTIFICATION MARKS: 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.

REPRODUCIBLES: The contractor must make all reproducibles required.

At the completion of the project, contractor will be required to provide the Government with a DVD-R or CD-R's or file links that contains the entire project suitable for reproduction. This must be returned with all of the Government furnished material. This is required regardless of the contractor's method of production.

PDF PROOFS:

Email PDF proofs to: Larry_calhoun@nps.gov ; and cszopo@gpo.gov
Call to confirm proofs are received: Larry Calhoun, 402-661-1818.

OK to print will be provided within 2 workdays after email is received. Contractor must not print prior to receipt of an "OK to print".

List the sizes, rounder corners, and drill holes.

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.

After the PDF proof is approved:

PRIOR TO PRODUCTION SAMPLES:

Email tracking info to: Larry_calhoun@nps.gov and cszopo@gpo.gov

*** These copies are separate from the main qty ***

The sample requirement for this contract is not less than 1 printed and constructed copy of each item.

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality of reproduction, and satisfactory processing on the machine indicated. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section.

Samples will be tested for conformance of materials and/or 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 and purchase order. 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 **2 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 therefore.

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. 6-01)).

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.

DESCRIPTION: MATERIALS, PRINTING, & FINISHING:

Anodized 0.125 inch thick aluminum sign, with printed 3M High Intensity Prismatic retroreflective sheeting. American Society for Testing and Materials (ASTM) Type IV retroreflectivity or higher.

For the Lewis and Clark National Historic Trail Logo, use the following 3M custom color formulas:
Captains' maroon silhouette: C: 30, M: 100, Y: 100, K: 40.
Interior tan triangle background: C: 0, M: 1, Y: 5, K: 2.5).*

For all other materials, vendor must match finished colors to:

Maroon: RGB: 140, 59, 50 ; PMS 7609C

Tan: RGB: 230, 229, 214 ; PMS 454 C 50 % / PMS 7527 C 100%.*

The individual colors of the Lewis and Clark Trail logo must be distinguishable in the reflection of headlights at night.

The background color for sign panels:

MUTCD- specified brown color for Recreational and Cultural Interest Area signs. A guide for selecting the appropriate background color (brown) is Pantone 469. *Printed colors must be approved by customer. Initial colors shall meet daytime and nighttime color limits as defined by ASTM D4956-11a

DRILL HOLES:

2 drill holes (3/8" diameter for mounting bolts) placed vertically centered on each sign, 2" from edge (specs will be noted on design files).

DURABILITY:

Custom colors shall not excessively fade, discolor, crack, peel, or loose reflectivity such that signs become unusable for at least eight (8) years. Printed traffic colors (brown) shall retain 80% of the initial coefficient of retroreflection for years 1-7, and 80% for years 8-12. All faces are to be overlaid with a suitable protective film.

Signs require curved corners.

Printing resolution shall be a minimum of 540 DPI.

SEE ATTACHED: Sign specifications outlined in LECL ATR_SignStandards_2020-11-26_.pdf

MARGINS: Follow files, bleeds uncommon.

PACKAGING, LABELING AND MARKING:

Pack items separate and identify.

Pack to prevent damage to items.

Protect all corners.

Damaged items will be replaced at the contractor's expense.

PALLETIZING:

Contractor will be required to furnish pallets, for bulk shipments, in shipping containers, when the containers fill two or more layers on the pallet. Palletize in accordance with GPO Pub. 310.2.

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

Product Quality Level:

(a) Printing (page related) Attributes-Level 3.

(b) Finishing (item related) Attributes-Level 3.

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	Approved PRIORS
P-9. Solid and Screen Tint Color Match:	Pantone Matching System/Approved PRIORS
P-10. Process Color Match	Approved PRIORS

DISTRIBUTION: Deliver F.o.b. Destination.

Deliver PRIORS to:

Lewis and Clark NHT

601 Riverfront Drive

Omaha, NE 68102

Attn: Larry Calhoun, 402-661-1818

Deliver 8,400 total copies via traceable means at contractor's expense to:

Montana DOT

Great Fall Office, ATTN: Tyrell Murphitt

200 Smelter Avenue NE

Great Falls, MT 59403-1359

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries.

Email Larry_calhoun@nps.gov & cszopo@gpo.gov

SCHEDULE: See Notice of Compliance with Schedules in GPO Publ. 310.2.

Award will be made and Government furnished material and purchase order will be available by **October 29, 2024**.

Email **PDF PROOFS** on or before **November 6, 2024**. PDF PROOFS will be withheld not more than **2 workdays** from receipt.

Deliver **PRIORS** on or before **November 20, 2024**. PRIORS will be withheld not more than **2 workdays** from receipt.

Contractor must make complete delivery on July 1, 2025. Do not deliver earlier.

NOTE: The contractor may invoice for only the delivered portion of the order, i.e., contractor will not receive the complete purchase order amount until the last partial is delivery by agency. No exceptions.

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.

Contractor **MUST** email delivery verification information to compliance@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

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 copy for each item**. 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.

Bids must be received by the exact date and time specified.

PAYMENT:

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment. Additionally, please send a copy of the POD to: compliance@gpo.gov.

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>.

SHIPMENT(S): Shipments will be made from: City _____, State _____.

BID PRICE: \$ _____ **ADDITIONAL RATES** \$ _____ List below **PER EACH.**

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).

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 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.

Bidder _____
(Contractor Name) (GPO State & 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)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

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TOTAL BID: \$ _____

ADDED RATES

2,800 copies - Lewis and Clark Trail Panels - 26"x26": \$ _____ Each.

2,800 copies - Auxiliary Panels - 26"x12": \$ _____ Each.

1,000 copies - Straight - 15"x21": \$ _____ Each.

900 copies - Left - 15"x21": \$ _____ Each.

900 copies - Right - 15"x21": \$ _____ Each.

Initials _____

Note: Bidders must include this sheet with their submitted Bids.