

Jacket: 735-445

Title: Direct Mailers

Agency: DLA

Bid Opening: July 28, 2023 at 2pm

[illegible]

BID OPENING: Bids shall be opened at **2:00 p.m., prevailing Central Standard Time (CST)**, on **July 28, 2023** for the U.S. Government Publishing Office, Northcentral Region. This will NOT be a public bid opening.

BID SUBMISSION: Bidders MUST submit email bids to bidsnorthcentral@gpo.gov or this solicitation. See also "ADDITIONAL EMAILED BID SUBMISSION PROVISIONS".

No other method of bid submission will be accepted at this time.

The Jacket number "**735-445**" and bid opening date "**July 28, 2023**" must be specified in the subject line of the emailed bid submission. Bids received after "**2:00 p.m. Central Standard Time**" on the bid opening date 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: Direct mailers – Folded brochures. Mailing required.

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 Offset printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared not responsible.

Warning: Proper control and handling must be maintained at all times to prevent any information or materials including addresses required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

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: Votech 23 Direct Mailer & College Grads 23 Direct Mailer.

QUANTITIES:

Votech 23 Direct Mailer - Qty: 81,940.

College Grads 23 Direct Mailer - Qty: 1,048,637.

QTYS Include:

10 copies - Agency approval release copies each.

2 copies GPO Chicago inspection copies each.

50 copies GPO QARC copies each.

NOTE: Mailing QTY may change and will be reduced/increased using the contractor's added rate.

TRIM SIZE: 8.5" x 11" flat folded to 8.5 x 5.5".

NUMBER OF PAGES: Face and back, head to head.

GOVERNMENT TO FURNISH: Files will be available on the Agency's FTP site for download after award. PO to be emailed.

Excel mailing list to come.

Electronic media generated on a Macintosh with operating system OSX, using InDesign CC, Illustrator CC, and Photoshop CC. Files are in native & PDF formats. All printer and screen fonts are included. Color system used is CMYK. Files provide for bleeds and graphics are properly linked.

Send revised digital files on DVD to agency in the distribution list.

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. All halftones are to be 175-line screen or finer. Minimum resolution for line copy and type is 2400 dpi.

At the completion of the project, contractor will be required to provide the Government with a DVD-R or CD-R's 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.

PROOFS:

Email PDF proofs to: brandon.ellis@dla.mil ; nicholas.a.gioia.civ@army.mil & cszopo@gpo.gov

Call to confirm receipt: 812-583-9544; 502-264-5103 (cell) or 502-626-2032 (office).

Proofs will be withheld not more than 2 workdays from receipt in agency until contractor is notified of an "OK to print". Contractor must not print prior to receipt of an "OK to print".

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 PDF proofs are approved.

Contractor must not proceed prior to receipt of an "OK to proceed to hard proofs".

Labels generated for 5 mailing for each item from the disk with the required number of labels for each of these destinations based on the number of packages required. Pick destinations at random but these must be destinations with different numbers of packages per destination. These names cannot be deleted from the distribution.

1 complete blank construction sample of each on the production stock.

1 set each 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.

1 set each 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.

Or at contractor's option:

1 set each 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-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 show spot coatings layers - either a digital content proof or as overlays on the color contract proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not proceed without an "OK to proceed to prior to production samples."

STOCK:

BIDDERS, PLEASE NOTE: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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 of major revisions.

JCP Code* L62. White No. 2, Dull Coated Cover, Basis Size 20 X 26", Basis Weight 80lb.

PRINTING AND MARGINS:

Mailers – 2 items:

Face & back, head to head, print 4-color process illustrations, tints/solids with reversing, and type & line matter. Bleeds uncommon.

Flood coat the entire face & back (excluding the address area panel on one side) with a clear, non-yellowing dull aqueous coating.

Folding:

Score and fold to create a final mailing size of 8.5" x 5.5" and is sealed with either one or two wafer seals along the open end or hot glue tacks in corners to ensure closure and hold through USPS mailing system (may be adjusted to meet USPS regulations but any change must show on bluesines).

Cracking on the folds will not be acceptable and may result in rejection.

Direct imaging: Name, address, FIM marks, barcode, and mailing codes on the mailing panel. Seal, sort and mail at contractor's cost using marketing mail.

Contractor required to adjust addressing panel as needed to ensure meets postal design regulations; may include adding a FIM bar, correct indicia, creating a barcode and readjustment of various elements to meet regulations.

Mailed copies. Inkjet the mailer in one place with name/address block, IMB barcode and mailing codes. MUST meet all U.S. Postal Regulations.

NOTE: Contractor to use their postal permit for mailing. Contractor must identify Post Office on bid papers.

Below is the format for addressing on the closed face of the outer mailer. Address block should be imaged in upper case. Contractor is responsible to see that addressing meets USPS regulations and appropriate barcode clear area is maintained. Contractor responsible for postal presort.

Example with Both Address Line Elements

First Name (32-49) Last Name (52-81)	JOE SMITH
Secondary Address (242-291)	APT 4
Primary Address (292-341)	1234 SOUTH MAIN STREET
City, State, Zip/Zip+4 (342-381)	CHICAGO IL 60601-1234
Barcode	Barcode

Example with only Address Line 1

First Name (32-49) Last Name (52-81)	JOE SMITH
Primary Address (292-341)	1234 SOUTH MAIN STREET
City, State, Zip/Zip+4 (342-381)	CHICAGO IL 60601-1234
Barcode	Barcode

PACKAGING, LABELING AND MARKING:

Sample copies are packed suitably per shipping carton.
Inner packaging must be sufficient to prevent damage in transit.
Damaged items will be replaced at contractor's expense.

Mark each carton with Title of each item and quantity within each carton.

Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

Pack suitable in shipping containers not to exceed 45 lbs. when fully packed.

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

Product Quality Level:

- (a) Printing (page related) Attributes-Level 1.
- (b) Finishing (item related) Attributes-Level 1.

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:

Attribute

Specified Standard

P-7 Type Quality and Uniformity
 P-8 Halftone Match
 P-10 Process Color Match

Approved proofs
 Approved proofs
 Approved proofs

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to submit **50 each for random quality assurance copies** to the Government Publishing Office, Washington, DC for inspection and testing for compliance to the product specifications. The following sampling plan is to be employed for selecting the samples:

1. Divide the entire lot into **50 sublots**.
2. Choose one copy from each subplot. Do not choose copies from the same general area in each subplot.
3. Sign and date the selection certificate and include in packages with the random copies and a copy of these specifications.

The cost of these random copies including shipping must be included in your total bid price, and proof of delivery must be submitted with your invoice.

QUALITY ASSURANCE RANDOM COPIES		
Program No.	Jacket No.	PO No.
Contractor		
U.S. GOVERNMENT PUBLISHING OFFICE Printing Procurement – Stop PPSQ Quality Assurance Section 732 North Capitol St., NW, Rm. C848 Washington, DC 20401		

DISTRIBUTION: Mail f.o.b. contractor's city except for bulk and sample copies which must be delivered f.o.b. destination. See below.

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

Deliver F.O.B. Destinations:

10 approval copies and a DVD revised digital files to:
Send any unaddressed and/or left overs (check address)

US Army Recruiting Command
 Attn: Mr. Nick Gioia, G7/9 Directorate
 1307 Third Avenue, 2nd Floor Room 2019B
 Fort Knox, KY 40121
 Office: 502-626-2032
 Email: nicholas.a.gioia.civ@army.mil

Inside delivery required, NO Pallets. Send these via overnight carrier. Do not proceed with distribution until an "OK to ship" is given. Also, this location gets proofs, mailgram/fax, complete listing of all destinations on the Excel list (including RSID number) with the Internet tracking number for each destination, original Government

furnished material, and contractor created DVD or CD-R's with complete corrected files including all scans, ghosting, and digital corrections. Do NOT furnish any films.

NOTE: Upon completion of this project, request 1 digital download with all changes, corrections, etc. included to USAREC – Attn: **Mr. Nick Gioia** with returned furnished materials.

50 QARCS copies each to U.S. Government Publishing Office, Printing Procurement – Stop PPSQ, Quality Assurance Section, 732 North Capitol St., NW, Rm. C848, Washington, DC 20401.

4 total copies, 2 samples each marked Inspection Copies and with GPO jacket number to U.S. GPO, Attn: Compliance -Chuck Szopo, residential Chicago IL address to come. Email cszopo@gpo.gov for address after award.

MAILING F.O.B. Contractor's City – postage at contractor's expense:

Mailing/postage costs will be the responsibility of the contractor.

Contractor must include mailing/postage in their bid.

Mail copies using presorted marketing mail at contractor's expense.

Direct mailing areas will be sent to addresses Nationwide.

NOTE: Contractor to mail at best rate postage to ensure delivery of the mailers by August 29, 2023.

The furnished mailing lists will NOT have NCOA, CASS etc. already completed. Contractor MUST provide this service at no added cost.

NOTE: Contractor to mail at best postage rate in sufficient time by August 25, 2023 to ensure delivery of the mailers by August 29, 2023.

Contractor must NOT mail the sample quantities that must be delivered by the contractor.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable. The contractor is responsible for completing all forms required by the Postal Service for this type and class of mail and complying with all Postal Service regulations.

The contractor will be responsible to provide all materials and operations, including but not exclusive to labeling, sorting, bundling, packaging, and documentation forms necessary to comply with all U.S. Postal Service regulations to achieve the lowest rates.

WITHIN 2 WEEKS Prior to the scheduled mailing date the contractor must provide the Army with the name, address, phone number, fax number, and a contact person at the post office where the mailing will be accepted and the EXACT cost of postage. Email brandon.ellis@dla.mil ; nicholas.a.gioia.civ@army.mil & cszopo@gpo.gov

Multiple accepting Post Offices cannot be used nor can the accepting Post Office be changed without the approval of the Army and the Government Publishing Office.

NOTE: The contractor will be required to accurately complete all appropriate mailing statements required by the U.S. Postal Service. The Army must be furnished with copies of all such completed forms stamped by the Post Office and signed copies of all shipping receipts within 1 workday of the completed mailing. Email brandon.ellis@dla.mil ; nicholas.a.gioia.civ@army.mil & cszopo@gpo.gov or send via an overnight delivery service.

MAILGRAM/FAX: After all consignments have been shipped, contractor must submit a list to brandon.ellis@dla.mil ; nicholas.a.gioia.civ@army.mil & cszopo@gpo.gov by destination the title, jacket number, RPI No., SOD No., date of shipment, quantity (copies, cartons, pallets (if applicable), and weight), carrier, and carrier's freight bill numbers.

In addition, contractor MUST email or send by overnight carrier copies of shipping/ mailing receipts with tracking number and corresponding name (to include the city, state, and zip code) to the above agency address, within two days of shipping.

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 brandon.ellis@dla.mil ; nicholas.a.gioia.civ@army.mil & cszopo@gpo.gov

SMALL PACKAGE CARRIER SHIPPING RECEIPTS: Contractor is required to furnish the Army with the name of the small package carrier, date each destination shipped, and the tracking number for the agency and GPO destinations. Address for each destination must be complete including the RSID number and number of packages. At contractor's option, this may be furnished in hard copy form or contractor can furnish a disk with the information.

Contractor can perhaps make a copy of the Excel file furnished and add a column for the tracking number or may be able to download this information from the delivery service on a disk. This information must be sent to the Army within one workday of the completion of the shipping. Send via overnight delivery service at contractor's expense.

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 **July 31, 2023**.

Email PDFs PROOFS for review on or before **August 2, 2023**.
Agency hold time for proofs will be not more than **2 workdays**.

Deliver PROOFS on or before **August 8, 2023**.
Agency hold time for proofs will be not more than **2 workdays**.

Contractor must make complete mailing by **August 25, 2023** to assure all mailers are delivered by **August 29, 2023**.

TIME CRITICAL: Notify cszopo@gpo.gov of the delivery status in the morning 2 days prior to the first shipment to meet the at destination delivery date.

This is a Time-Critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub. 310.2 (Rev. 6-01) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

Contractor MUST email delivery verification information to VerifyChicago@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 1,000 copies**. 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.

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>.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ISSUED TO GPO WITHIN 10 WORKDAYS AFTER COMPLETION OF ORDER. FAILURE TO ISSUED INVOICE TO GPO WITHIN 10 WORKDAYS AFTER ORDER COMPLETION MAY RESULT IN DELAYED PAYMENT.

Post Office located at Street Address _____

City _____, State _____, Zip Code _____

TOTAL BID PRICE \$ _____ **ADDITIONAL RATE \$** List below PER 1,000 sets

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 and 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)

See next page for specifying bid.

	Costs	ADDED RATE/M
Votech 23 Direct Mailers:	\$ _____	\$ _____
College Grads 23 Direct Mailers:	\$ _____	\$ _____
Postage:	\$ _____	

Total Bid Cost: \$ _____

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