

Jackets 640-671 and 640-672 Strapped

U.S. Department of Veterans Affairs

Bid Opening: 11 AM - October 13, 2022

2346A & 2346B Bangtail Envelopes			JJ COLLINS PRINTERS	
			Charleston, IL	
Item	Description	Quantity	Additional Rate	Bid Offer
2346-A	JACKET NO: 640-670	500,000	\$113.00 per 1,000	\$ 57,000.00
2346-B	JACKET NO: 640-671	400,000	\$113.00 per 1,000	\$ 45,600.00
CONTRACTOR TOTAL:				\$ 102,600.00
PROMPT PAYMENT DISCOUNT:			0.00%	\$ -
DISCOUNTED TOTAL:			NET	\$ 102,600.00

Abstracted by: Teresa Shoffstall 10/13/2022

Verified by: WL

U.S. Government Publishing Office
Columbus, Ohio
General Terms, Conditions, and Specifications
for the procurement of
2346A & 2346B Bangtail Envelopes
as requisitioned from the U.S. Government Publishing Office (GPO) by the
U.S. Department of Veterans Affairs

BID OPENING

Bids shall be opened at **11:00 AM** prevailing Columbus, OH time on **October 13, 2022**.

BID SUBMISSION

Bidders MUST submit email bids to bidsnortheast@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11 a.m. prevailing Columbus, Ohio time on the bid opening date specified above will not be considered for award.

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 75 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.

Any questions before or after award concerning these specifications call Linda Price at (614) 488-4616, Ext. 6. No collect calls. Email: tshoffstall@gpo.gov.

OFFERS

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 and will not be a factor for determination of award.

GPO CONTRACT TERMS

Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, (Rev. 09/19).

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

GPO QATAP (GPO Publication 310.1): <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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.

PREDOMINANT PRODUCTION FUNCTION

The predominant production function may be either the manufacture of the envelopes or the printing of the envelopes. Bidders who must subcontract both operations may be declared non-responsible.

GOVERNMENT IN-PLANT INSPECTIONS

The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

TITLE

2346A & 2346B Bangtail Envelopes

PRODUCT

These specifications cover typesetting, formatting, construction, print production, packing, and delivery of envelopes with a perforated tear-off form requiring OCR scanning.

These envelopes are used in the processing consumer orders for medical supplies.

The specifications apply equally to all Jackets unless otherwise indicated.

QUANTITY

900,000 total envelopes, see below for quantity of each Jacket:

Jacket	Requisition	Version	Quantity
640-670	2-00234/019342	2346-A	500,000
640-671	2-00235/019344	2346-B	400,000

NUMBER OF PAGES

Face and Back; head to head before construction.

TRIM SIZE

5 x 7" with detachable 4.75 x 6.75" bangtail.

DESCRIPTION/PRINTING

Prior to construction, envelopes with attached, perforated bangtail print face and back, type and line matter, FIM, and return barcode, black ink, no bleeds. Contractor to set all type copy and create postal markings per USPS regulations as outlined in current Domestic Mail Manual (DMM). Copy is different on each Jacket.

Bangtail must be compatible with OCR scanner Fujitsu fi-7160

(no proprietary design or company logos allowed)

ENVELOPES CONSTRUCTION

Envelope is approximately 5 x 7" plus a 4.75 x 6.75" detachable, perforated bangtail.

Base envelope is 5 x 7" open side, side seams plus 1-1/8" gummed flap. Side opposite seams prints in black consisting of type & line matter, FIM, and barcode.

"Bangtail" piece to extend from throat of envelope (same side as seams). Bangtail is approximately 4.75 x 6.75" with rounded outside corners. Bangtail to fold against seam side of envelope (perforate at throat fold) and has round corners on outside. Both sides of bangtail print text, line matter & logos, moderate ink coverage.

Ensure no excessive gum on flap which could cause bangtail panel to adhere to flap prior to use which could result in product rejection.

See Exhibits 1 through 4, pages 9 through 12.

STOCK/PAPER

Must be in accordance with the specifications herein and JCP Paper Specification Standards in effect on date of this order.

JCP Code V15***, White Kraft Envelope, Basis Size 17 x 22", Basis Weight 32#.

***Exception to JCP V15, Brightness must be minimum 92%

INK

Black ink

MARGINS

Follow Copy Sample.

Ensure all postal elements are in accordance with current applicable USPS regulations

GOVERNMENT TO FURNISH

- Manuscript Copy – 2 (front/back) per Jacket
- Purchase Order
- Carton Label
- Blue Labels and Certificate of Selection

All files to be emailed at time of award.

CONTRACTOR TO FURNISH

All materials and operations, other than those listed under "Government to Furnish", necessary to digitally create and produce the products in accordance with these specifications.

ELECTRONIC PREPRESS

The contractor shall create files required for print using government provided manuscript copy.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the GPO contract administrator immediately.

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.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on suitable storage media or e-mailed upon request. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables for this contract.

TYPESETTING

The contractor will use furnished Envelope Specification Sheets (Exhibits 1 through 4, pages 10 through 13) to set all type matter and rule line to create artwork.

The contractor will be responsible for performing all necessary typesetting, and proofreading to ensure that the final product is in conformity with the Envelope Specification Sheet submitted and USPS postal regulations.

PROOFS

Both PDF soft proofs and digital content proofs are required.

PDF Soft Proofs

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. Indicate size and positioning of images on both sides of envelop. Email proofs on or before **October 18, 2022 to nelson.colon@va.gov** with cc to: tshoffstall@gpo.gov. Subject line of email containing proof to read: "PROOFS - <PURCHASE ORDER #>, <JACKET #>, <FORM #>. Proof response will be provided within 2 workdays from receipt. The contractor must not print prior to receipt of an OK to Print.

Digital Content Proofs

After approval of pdf proof, provide the following:

Two digital 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 products. Proofs shall have all elements in proper position (not pasted up), be imaged face and back, trimmed, and constructed to the finished size of the products.

Additionally, provide two inkjet proofs that are G7 profiled and use pigment-based inks. 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 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013 (i1).

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 press 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.

Deliver proofs along with a blank paper sample of required stock to the address indicated under DISTRIBUTION. Proofs must arrive not later than October 25, 2022, and will be withheld not longer than 2 workdays from date of receipt to date of approval. Do not proceed prior to receipt of proof approval. If proof return is required, include a pre-addressed, prepaid air bill with issued proof.

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level IV
- (b) Finishing Attributes - Level IV

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	Proofs

PACKING

Inner packaging must be sufficient to prevent damage in transit.
 Damaged items will be replaced at contractor's expense.
 Box in suitable units and pack in cartons.

LABELING AND MARKING

Reproduce government provided, fillable carton shipping label
 All cartons require a label which includes:

- Purchase Order #
- Jacket #
- Requisition #
- Form #
- Carton Quantity

DEPARTMENTAL RANDOM COPIES (BLUE LABEL)

Departmental Random Copies are required with each partial delivery and must be labeled with the government furnished Blue Label (GPO Form 2678 – Certificate of Selection of Random Copies). A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included with the “Blue Label” copies.

Production quantity of each partial delivery is to be divided into 200 equal sublots. A random “Blue Label” copy must be selected from each subplot. Do not choose copies from the same general area in each subplot.

The contractor will be required to certify that all copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies (located on www.gpo.gov). The GPO Form 917 shall be packaged with the “Blue Label” copies. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678 – Departmental Random Copies (Blue Label)) that must be printed on blue paper. This form can be downloaded from www.gpo.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the “Distribution” clause below.

PALLETIZING

Palletizing is required. Combining more than one version of product per pallet is not permitted. Palletized material shall be secured on pallet(s) by stretch-wrap plastic or plastic shrink-wrap. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier.

SCHEDULE

Adherence to this schedule must be maintained. See “Notice of Compliance with Schedules”, in GPO Pub. 310.2, Rev. 1-18. Purchase Order and furnished material will be e-mailed on or before October 14, 2022.

DELIVERY DATE

Two partial deliveries required. Each partial delivery envelopes to include 200 “Blue Label”

Jacket	Title	Quantity	Deliver on or Before	Deliver To
640-670	2346-A	100,000	11/15/2022	Golden, CO 80401
		400,000	11/30/2022	
640-671	2346-B	100,000	11/15/2022	Hines, IL 60141
		300,000	11/30/2022	

On the same day that the product ships, the contractor must notify the ordering agency via e-mail (address provided after award) of the distribution. The subject line of the message shall be "Distribution Notice for Jacket <xxx-xxx> and Requisition <x-xxxxx>". The e-mail must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

All expenses incidental to delivery of samples and product must be borne by the contractor

DISTRIBUTION

PDF Soft Proofs:

Email proofs to nelson.colon@va.gov phone number 202-461-5515

Content Proofs:

Address to be provided upon award.

Product:

Jacket 640-670:

Two partial deliveries totaling 500,000 - 2346A Bangtail Envelopes and Blue Label Samples via traceable means to:
U.S. Department of Veterans Affairs, 555 Corporate Circle, Golden, Colorado 80401
Delivery contact: Jesse Molina #303-720-6285

Jacket 640-671:

Two partial deliveries totaling 400,000 - 2346B Bangtail Envelopes and Blue Label Samples via traceable means to:
U.S. Department of Veterans Affairs, Service & Distribution Center, 1st Ave. Bldg. 37, Dock 16, Hines, IL 60141
Delivery contact: Lionel Cage #708-786-7741

RECEIPT FOR DELIVERY

As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's invoice for payment.

PAYMENT

Submitting all 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:

<https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Vendors are expected to submit invoices within 30 days of job shipping delivery. 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>

At the time of invoicing, the contractor must submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577.

BID OFFER

SHIPMENT(S): Shipment(s) will be made f.o.b. destination from: City _____, State _____

Bidders must enter a bid for each jacket. Award will be made based on the lowest total bid for all jackets.

JACKET NO: 640-670 BID PRICE: \$_____ ADDITIONAL RATE: \$_____ per _____

JACKET NO: 640-671 BID PRICE: \$_____ ADDITIONAL RATE: \$_____ per _____

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.

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. When responding by email, fill out and return one completed copy of all applicable pages (pg. 8) 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.

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

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

RETURN THIS PAGE TO GPO NORTHEAST REGIONAL OFFICE

[illegible]

EXHIBIT 2: Jacket 640-670 - 2346A Back

Detach and Mail

Batteries

Check box for the batteries you would like to receive:

☐ ZA312 (P312/Brown)	☐ ZA13 (P13/Orange)	☐ ZA10 (P10/Yellow)	☐ ZA675 (P675/Blue)	☐ Other: _____
☐ ALKAA	☐ ALKAAA	☐ ALKAAAA	☐ L2032	

Accessories

☐ Check box to reorder the same accessories as your last order.

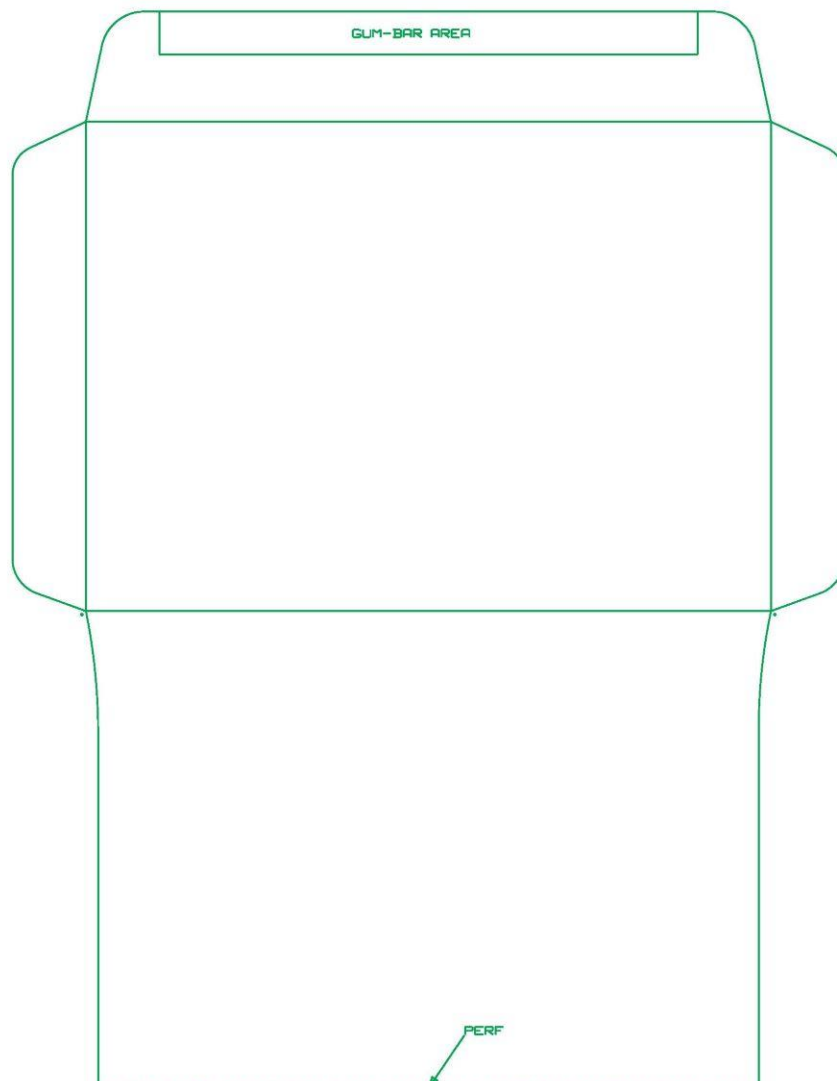
Other Items Needed:

VA Form: 2346A

 PLACE STAMP HERE	
DEPARTMENT OF VETERANS AFFAIRS Denver Acquisition & Logistics Center (003A4D) P.O. Box 25166 Denver, CO 80225-0166	
PERF	
Positive Airway Pressure (PAP) Devices & Supplies	
Last Name: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>	
First Name: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>	
This Address is: ☐ Current ☐ New Last 4 of your Social Security # <table border="1" style="width: 100px; height: 20px; border-collapse: collapse;"></table>	
Street/PO Box: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>	
City: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>	Apt: <table border="1" style="width: 100px; height: 20px; border-collapse: collapse;"></table>
State: <table border="1" style="width: 100px; height: 20px; border-collapse: collapse;"></table>	Zipcode: <table border="1" style="width: 100px; height: 20px; border-collapse: collapse;"></table>
Email Address: (optional) <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>	

VA Form: 2346b
See Reverse Side to Order PAP Devices & Supplies

EXHIBIT 4: Jacket 640-671 - 2346B Back



GUM-BAR AREA

PERF



VA Denver Logistics Center
PO BOX 25166, Denver CO 80225

*Please Note: Resupplies of Positive Airway Pressure PAP supplies are based on previously supplied items and the most updated prescription in your VA medical file. Any additions or changes to your prescription must be approved by your Provider.

☐ **Check this box to receive a resupply of your last PAP order**
(Checking this box will ensure up to a 12-month supply of your last order)

PAP Supplies Needed

(for individual supply request ONLY when an entire reorder is not necessary)

☐ Mask with Headgear (Full, Nasal, Nasal Pillow, Oral Interface)	☐ Chinstrap
☐ Replacement Cushion (Full, Nasal, Nasal Pillow, Oral Interface)	☐ SD Card
☐ Water Chamber	Power Cord
☐ Hoses (Tubing)	Filters:
☐ Mask Liners	☐ Disposable
	☐ Non-Disposable

Please contact your Clinic for any items not listed above.

U.S. Department of Veterans Affairs
*Integrity * Commitment * Advocacy * Respect * Excellence