

Jacket: 647-167
Title: Coast Guard Recruiting Office Window Branding
Agency: DHS, US Coast Guard
Bid Opening: September 12, 2022 at 1 p.m. CDT

Contractor Name	Bid	Terms		Discounted Total
** AIM GRAPHICS	\$162,447.00		NET 30	\$162,447.00
MIDO GROUP LLC	\$528,310.00		NET 30	\$528,310.00
** = Awarded				

BID OPENING: Bids shall be opened at 1:00 p.m., prevailing Dallas, TX Time, on September 13, 2022 at the U.S. Government Publishing Office, Dallas, TX. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

ISSUE DATE: August 25, 2022

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 5 (Jim Hunt). NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Dallas Regional Office
1100 Commerce Street
Room 731
Dallas, TX 75242

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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

SUBCONTRACTING: The predominate function of this contract is the printing of window/door graphics. The contractor may make contracts for the installation of all or any part of the work specified, including required pre-installation site visits. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01/18)), does not apply to this procurement.

PRODUCT: Complete window, door graphics for 47 USCG recruiting offices in the continental US plus the removal of existing graphics at 41 locations. See 'Description' for full details.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) are amended for orders placed under this section to the effect that the warranty period is extended from 120 days to THREE (3) calendar years from the date the check is tendered as final payment. All other provisions remain the same.

TITLE: U.S. Coast Guard Recruiting Office Window Branding.

QUANTITY: 47 locations in the United States totalling an approximately 485 windows/doors wrapped with approximately 7,145 square feet. This includes the removal of approximately 4,669 square feet of existing graphics at 41 locations. See DESCRIPTION for breakdown.

PAGES: See "DESCRIPTION"

SIZE: See "DESCRIPTION"

TRIM: See "DESCRIPTION"

DESCRIPTION: USCG Recruiting Office window/door wraps

Recruiting offices are broken down into small, medium and large facilities based on the total estimated square feet of window/door coverage required, as follows:

Small Recruiting Office (Up to 100 square feet). There are 11 locations with an average of 75 square feet coverage required and seven (7) windows/doors per location

Medium Recruiting Office (Over 100 up to 200 square feet). There are 26 locations with an average of 146 square feet coverage required and 10 windows/doors per location.

Large Recruiting Office (over 200 up to 400 square feet). There are 10 locations with an average of 253 square feet coverage required and 16 windows/doors per location.

PRINTING: All graphics print face only in four color process. Copy is text, reverses, solids, gradients, line art illustrations, photographs with 90-100% coverage and full bleeds. Window wraps will be viewed from the outside with a clear view of the outside from inside. Contractor MUST use UV inks for this contract (Fade Resistance: The inks used must not show any appreciable change in color after exposure in an Atlas Fadeometer for 680 standard fading hours or its equivalent).

After printing, and prior to installation, window graphics will be covered with a clear protective, fade resistant OPTICALLY CLEAR over laminate with a minimum thickness of 2 mil, per printed material manufacturer's recommendations.

Products will be produced via inkjet wide format digital printing provided that Quality Level 3 standards are maintained. Final output must be wet ink, pigment-based with an output minimum resolution of 1440 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Dry ink/toner printing is not acceptable.

MARGINS: In most cases, images will bleed to all edges. Contractor is responsible for bleeds. Include cost in quote.

Large Format: At contractor's option, the product may be produced via inkjet wide-format digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based. Dry ink/toner printing is not acceptable. Output must be at a minimum resolution of 1440 x 720 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Existing window/door covering removal. There are 41 locations requiring material removal, ranging from small logos (8 locations) to one or two windows/doors (2 locations) to full graphics (31 locations). An approximate total of 4,669 square feet of material will require removal prior to preparing windows/doors for installation. See Atch C for removal locations.

PRE-INSTALLATION SITE SURVEY:

SURVEYS MUST BE SCHEDULED WITH EACH LOCATION PRIOR TO INSTALLATION.

Contractor must receive approval from each recruiting location on the distribution list to take measurements. Contractor is on notice that installation of graphics must be completed during regular business hours with a recruiter on site for monitoring. The contractor is responsible for the survey of each location to determine all measurements and make recommendations regarding inside or outside mounting options. Recommendations must be in writing and include the contractor's deciding factors in making the respective recommendation. Factors of consideration for recommendations should be, but is not limited to, opacity of the current window tint, location and probability of vandalism, Landlord and/or municipal regulations, and climate. The Government will review the contractor's recommendation and make the final decision for each location within two (2) working days of receipt of each recommendation. Email recommendations to: LT Steven J. Sarkees (steven.j.sarkees@uscg.mil and Jim Hunt (jhunt@gpo.gov).

See Atch A for a complete list of locations, and Attachment E-G for sample layouts of the three (3) location types.

GOVERNMENT TO FURNISH:

- Purchase Order
- Press Ready Adobe Acrobat PDF files, Adobe Photoshop (PSB) image files and Adobe Illustrator (AI) files, planograms or pictures for each location and an excel spread sheet with location addresses and potential install dates. SEE ATCH D-F.

ELECTRONIC MEDIA: Electronic Media: Various image formats for all logos such as .PDF, .AI, and .PSB. Contractor will adjust sizes, colors and image quality as required for each product. Include all costs in bid.

- PLATFORM: Unknown
- SOFTWARE: Unknown.
- COLORS: Full or four process color
- FONTS: All fonts are Embedded and/or Embedded Subset.
- OUTPUT: 150 line screen

NOTE: GPO Imprint does NOT print on this order.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- 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.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. 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.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

3M 8170-P40 Scotchcal Perforated Window Film* – a calendared vinyl (monomeric), glossy with 60/40 perforated with water-based acrylic, pressure sensitive adhesive and paper liner.

*NOTE: Film is white on the image side and black on the adhesive side. This allows printing graphics to be seen on one side and still allows viewing through the window from the other side.

3M 8508 Scotchcal Gloss Overlamine, 2 mil, must be optically clear.

INK: Full or four process color using UV inks.

MARGINS: Follow margins in provided files. All items bleed to all edges.

PROOFS: Contractor to submit one Press Quality PDF soft proof (for content only) for each location. PDF proof must show department logo imposed on product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Jim Hunt at 214-767-0451, ext. 5 to confirm receipt.

Email proofs for each location or group of locations within two (2) days of site visit. Jacket 647-167 must appear in the "Subject" line of the email.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within THREE (3) workdays after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected, must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

PRIOR TO PRODUCTION SAMPLES: After the PDFs are approved, contractor will install the first location in TO BE DETERMINED. This install will serve as Prior to Production sample and serve as the guideline for all subsequent installations.

DUE TO THE SIZE OF THE FINAL PRINTS THIS PROCUREMENT WILL REQUIRE THE FIRST LOCATION TO BE FULLY PRODUCED AND INSTALLED BEFORE CONTRACTOR CONTINUES WITH THE REMAINING 46 LOCATIONS. These will serve as a guide for the remainder of the contract.

Prior to the commencement of production of the contract production quantity, the contractor must provide one (1) complete sets graphics as prior-to-production samples, including installation no later than TBD. Each prior-to-production 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.

The Government will approve, conditionally approve, or disapprove the samples within ONE (1) workday 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 therefor.

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. 01-18)).

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.

The prior-to-production samples must be delivered by the date specified above to the location TO BE DETERMINED after award.

CONTRACTOR TO FURNISH: All other materials and operation necessary to fulfill the contract requirements, including secure file transfer protocol (FTP) capability, and any necessary conversion program to transfer Government furnished files.

INSTALLATION: Complete pre-installation site visit and installation cost (time, travel, lodging and materials as required) must be included in bid. Installation must include all installation, graphics removal, cleaning requirements. Installations may require entry into a controlled area and contractor and installers must provide government furnished identification prior to arrival for approval. Contractor must be licensed, bonded and insured and provide proof of insurance as requested.

Installation may be subcontracted. Installer(s) MUST be "3M Certified" installers. Contractor assumes all liability for improperly installed items. NOTE: Contractor is responsible for prepping all installation surfaces. Follow all manufacturer applicable installation instructions.

PACKING: Pack ALL items to prevent damage in transit.

SCHEDULE: See "Notice of Compliance with Schedules", Clause 12, Contract Clauses, GPO Contract Terms, effective December 1, 1987, (Rev 1-18).

- Purchase Order and furnished material will be emailed from the Government Publishing Office, on or before September 16, 2022.
- PDF proof of selected location due to agency and GPO on or before September 20, 2022.
- All printed material should be delivered at least three (3) working days prior to EACH installation, including the first location.
- PHASE ONE: First (to be disclosed after award) location installation, as Prior to Production Sample, completed on or before September 30, 2022.

- PHASE TWO: Region 1 area installations completed on or before November 15, 2022.
- PHASE THREE: Region 2 area installations completed on or before January 15, 2023.
- PHASE FOUR: Region 3 area installations on or before March 15, 2023.
- PHASE FIVE: Region 4 area installations completed on or before May 15, 2023.

SEE ATCH B for regional listing.

NOTE: Contractor may advance schedule with notification and agreement by Agency and GPO.

DISTRIBUTION: F.O.B. Destination. Inside delivery required for all shipments. Ship via traceable means to: See locations by city, zip code on Atch D. Complete addresses, contact information provided upon award.

NOTIFICATION OF SHIPMENT: Contractor must notify the ordering agency on the same day that the product ships/delivers via email to Steven J. Sarkees (steven.j.sarkees@uscg.mil and jhunt@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket Jacket 647-167, Req 2-50637 and the specific RO location to be installed. 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.

An email must be sent for each partial shipment until the final order has been fulfilled.

All shipments must be made via traceable means.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised January 2018.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid. GPO Pub 310.1 is available without charge from: U.S. Government Publishing Office, Dallas Regional Office, 1100 Commerce Street, Room 731, Dallas, TX 75242.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

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	Specified Standard/Alternate Standard
P-7 Type Quality and Uniformity	Prior to Production Samples/Electronic Media
P-10 Process Color Match	Prior to Production Samples/Electronic Media

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 additional copies (per each, per hundred, or per thousand). The price of the 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.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidsdallas@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (647-167) and bid opening date (September 13, 2022) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return pages 9 and 10.

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.

PRE-AWARD 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.

PARTIAL BILLING: Partial billing will be permitted. Contractor will be permitted to bill the cost of actual quantity delivered and installed at time of EACH PHASE of the project once completed. See page 5 . Contractor must provide proof of completion for each phase with a signed acceptance by the agency, and providing pictures of all installed items to the agency and GPO via e-mail to via email to Steven J. Sarkees (steven.j.sarkees@uscg.mil and jhunt@gpo.gov).

PAYMENT: Submitting invoices for payment via the GPO fax gateway 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.

NOTE: Contractors are expected to submit invoices within 30 days of job shipping/delivery.

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>.

COMPLIANCE REPORTING: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for delivery schedules in accordance with the contract requirements by faxing to COMPLIANCE at efaxdallas@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

CONTRACTOR NAME: _____

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

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

TOTAL PRICE: _____

ADDITIONAL RATES:

\$ _____ **PER SQUARE FOOT PRINTING – Small office locations (Total: 819, Avg 73 sq ft)**

\$ _____ **PER SQUARE FOOT INSTALLATION – Small office locations**

\$ _____ **PER SQUARE FOOT PRINTING – Medium office locations (Total: 3,799, Avg 146 sq ft)**

\$ _____ **PER SQUARE FOOT INSTALLATION – Medium office locations**

\$ _____ **PER SQUARE FOOT PRINTING – Large office locations (Total: 2,527, Avg 253 sq ft)**

\$ _____ **PER SQUARE FOOT INSTALLATION – Large office locations**

\$ _____ **PER SQUARE FOOT GRAPHICS REMOVAL – All office locations (Total 4,669 sq ft)**

\$ _____ **PER SITE SURVEY VISIT (47)**

NOTE: Additional rates must add up to total price.

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS WITH YOUR BID)

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications. NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. 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.

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)

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(COMPLETE AND SUBMIT THIS WITH YOUR BID)