

**BIDS SHALL BE PUBLICLY OPENED AT 10:00 AM, PREVAILING CHICAGO, IL TIME, ON April 18, 2011.**

**ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS  
CALL CHUCK SZOPO, (312) 353-3916, EXT. 13. NO COLLECT CALLS.**

**FACSIMILE BIDS ARE ACCEPTABLE – FAX TO 312-886-2057 or 3163**

**U.S. GOVERNMENT PRINTING OFFICE (GPO)  
200 N. LaSalle Street, Suite 810  
Chicago, IL 60601-1055**

**PRODUCTS:** Paste-on-fold (self cover) Pamphlets (Spanish and English Versions).

**GENERAL TERMS AND CONDITIONS (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, revised 6/01) and GPO Contract Terms, Quality Assurance Through Attributes (GPO Pub. 310.1, effective 5/79, revised 8/02).

**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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**TITLE:**

**735-412:** National Detainee Handbook: Spanish

**735-413:** National Detainee Handbook: English

**QUANTITY:**

**735-412:** 221,367 (includes 2 GPO Chicago inspection samples)

**735-413:** 129,567 (includes 2 GPO Chicago inspection samples)

**NUMBER OF PAGES:** 24 (Self cover) each jacket

**TRIM SIZE:** 8-3/8 x 10-7/8" each jacket

**GOVERNMENT TO FURNISH:**

One disk, a previous sample, and a set of laser copies for each jacket.

Electronic media generated on a Macintosh with operating system, using InDesign CS5 and Photoshop CS5. Files are in native format. All printer and screen fonts are included. Color system used is CMYK. Files provide for bleeds and graphics are properly linked.

**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.

**FILMS:** Films are NOT required; computer to plate is acceptable and is the preferred method of production. At the contractor's option, they may use film, however, the Government will not pay for any film costs, even if this was the result of author's alterations. For example, if changes were made at the proof stage, the Government will pay for the digital corrections and new proofs (if required), but not for films. Minimum 150 line screen is required. A digital CD download is required of the final corrected project – if applicable.

**GPO "VERIFICATION OF DELIVERY" form:** Contractor MUST complete this form and fax to GPO Chicago, Attn: Compliance, WITHIN 24 HOURS OF DELIVERY. Failure to follow this procedure may result in delayed payment after invoicing.

**PROOFS:**

Email PDF proofs to [bruce.m.canzanella@cbp.dhs.gov](mailto:bruce.m.canzanella@cbp.dhs.gov) on or before 4/21/2011. Proofs will be withheld not more than 2 workdays from receipt in agency until contractor is notified of an "OK to print". Notify Chuck Szopo at the U.S. GPO by email to [cszopo@gpo.gov](mailto:cszopo@gpo.gov) the morning proofs will be delivered.

NOTE: e-mails cannot exceed 10MB in size; multiple 10MB e-mails may need to be sent for proofs.

**STOCK:** The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

JCP Code\* A240, White Matte Coated Offset Book, Basis Size 25 X 38", Basis Weight 80lb.

**PRINTING:**

Jacket 735-412 - Spanish:

24 text pages\* (includes two blank pages) print type, rules, and photo illustrations in 4-color process plus flood aqueous coating or high gloss varnish, face and back. Score covers for fold. Collate covers and text pages in sequence; and "paste-on-fold" on left 10-7/8" dimension. Shrink wrap in 50s. Pack suitable in cartons to prevent damage in transit.

\*Pages 1 and 24 serves as covers 1 and 4 (printing full coverage in 4-color process, bleeding all sides). Pages 2 and 23 serve as covers 2 and 3 (are blank).

Jacket 735-413 - English:

24 text pages\* (includes two blank pages) print type, rules, and photo illustrations in 4-color process plus flood aqueous coating or high gloss varnish, face and back. Score covers for fold. Collate covers and text pages in sequence; and "paste-on-fold" on left 10-7/8" dimension. Shrink wrap in 50s. Pack suitable in cartons to prevent damage in transit.

\*Pages 1 and 24 serves as covers 1 and 4 (printing full coverage in 4-color process, bleeding all sides). Pages 2 and 23 serve as covers 2 and 3 (are blank).

NOTE: Binding MUST be "paste-on-fold" and not saddle-stitch (with staples) and/or perfect-bind. These copies will be used with prisoners and they tend to use binding as weapons.

**PACKAGING, LABELING AND MARKING:**

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 each jacket separate and identify.

**Shrink film wrap** in units of 50.

Pack suitable in shipping containers not to exceed 40 lbs. when fully packed. Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 p.s.i.

**Pack and label in cartons per furnished Excel sheet.** Email [cszopo@gpo.gov](mailto:cszopo@gpo.gov) to request 2 excel spreadsheets.

**No Pallets.**

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

Product Quality Level:

- (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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7 Type Quality and Uniformity	OK'd proofs.
P-8 Halftone Match	OK'd proofs.
P-10. Process Color Match	OK'd proofs.

**DISTRIBUTION:** F.o.b. Destination.

Email [cszopo@gpo.gov](mailto:cszopo@gpo.gov) to request 2 excel spreadsheets before bid opening or see below bid request.

All delivery costs must be in bid price.

Deliver to all destinations via most economical traceable means.

**Copies delivering to Fairfax, VA and Washington, DC (marked in purple on excel sheets) to:**

[Deliver by FedEx or UPS only] - NO Pallets

Deliver to C/O DHS CRDS Facility, 1100 Hampton Park BLVD, Capitol Heights, MD 20743

**Pack and address cartons per furnished Excel sheet .**

NOTE: Deliver to zip code 20743 address. Make sure both addresses appear on the shipping containers or the CRDS will refuse the shipment. Signature is required. The agency will assume responsibility to deliver to the end user. Do not place shipment on pallets.

Deliver the balance of copies per the furnished excel sheet via traceable means.

2 copies of each & GFM to: [Deliver by FedEx or UPS only]  
U.S. Customs and Border Protection  
Attn: Bruce Canzanella, Room 3.2C (202) 344-1829  
1300 Pennsylvania Avenue, NW  
Washington, DC 20229

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

Deliver (All freight charges must be included in bid) to the following addresses. All deliveries must be made via Traceable means.

**2 samples of each item** marked "Inspection Copies" and with GPO jacket number to U.S. Government Printing Office, Chicago Regional Printing Procurement Office, 200 North LaSalle St., Suite 810, Chicago, IL 60601, Attn: Compliance.

**CONFIRMATION OF SHIPMENT:** After shipping, provide ALL TRACKING NUMBERS via e-mail to [bruce.canzanella@associates.dhs.gov](mailto:bruce.canzanella@associates.dhs.gov)

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

**Award** will be made and Government furnished material and purchase order will be available for pickup by **April 19, 2011**.

**MUST deliver complete on or before April 29, 2011.**

**TIME CRITICAL:**

Notify Ron Boyum at 312-353-3916 x 17 or at [rboyum@gpo.gov](mailto:rboyum@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.

**OFFERS:** To submit a bid, the bidder must return a signed, completed, GPO Form 910. GPO Form 910 can be downloaded at <http://www.gpo.gov/printforms/pdf/bids910.pdf>. Envelopes containing bids must be identified with the designation "BID ENCLOSED", THE JACKET NUMBER AND THE BID OPENING TIME AND DATE.

**Facsimile bids are acceptable.** Only submit bids for a single bid jacket or program per fax transmission. Telegraphic, voice telephonic, other electronic, or mailgram bids are not acceptable. Refer to GPO Contract Terms (GPO Pub. 310.2). Submit bids to: Fax 312-886-2057 or 3163, or U.S. Government Printing Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055.

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

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.

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Services, U.S. Government Printing Office, Washington, D.C. 20401.

<b><u>Jackets</u></b>	<b><u>PRICE</u></b>	<b><u>ADDITIONAL 1,000</u></b>
735-412:	\$ _____	\$ _____
735-413:	\$ _____	\$ _____
<b>TOTAL PRICE:</b>		\$ _____

*Englark* 735-413

Qty	Office	Address	Room / Suite	City	State	Zip Code	Name	Title	Telephone	Ext
8000	ATL	180 Spring Street SW,		Atlanta,	GA	30303	J.D. Thorp	SDDO	404-893-1357	
1750	BAL	31 Hopkins Plaza	6th Fl	Baltimore	MD	21201	Hugh Spafford	AFOD	410-637-3650	
6000	BOS	10 New England Executive Park		Burlington	MA	01803	Alan Greenbaum	SDDO	781-359-7547	
2000	BUF	4250 Federal Drive		Batavia	NY	14020	Martin Herrod	AFOD	585-343-0814	
500	BUF	427 Route 276		Champlain	NY	12919	Matthew Lafontaine	SIEA	518-298-3293	
500	BUF	1 Clinton Square LEO O'Brien Federal Bldg		Albany	NY	12207	Dennis Rau	SDDO	518-220-2133	
2500	CHI	101 Congress Parkway		Chicago	IL	60605	Lance Slominski	DO	312-347-2005	
2500	CHI	9747 NW Conant Ave		Kansas	MO	64153	Ken Carlson	AFOD	816-880-5050	
2000	DAL	8101 Stemmons Fwy		Dallas	TX	75247	Arturo Perez	SDDO	214-424-7919	
2600	DAL	4400 SW 44th St	Suite A	Oklahoma City	OK	73119	Don Ivey	DO	405-219-3136	
100	DAL	1205 Texas Ave	Room 114	Lubbock	TX	79401	Frank Filippone	SDDO	806-472-7355	
1000	DEN	12445 E. Caley Ave		Centennial	CO	80111	Eddie Sanchez	SIEA	720-873-2898	
3000	DET	333 Mt Elliott St		Detroit	MI	48207	J. Jacobs	DO	313-568-6049	4443
425	ELP	8915 Montana Ave		El Paso	TX	79925	Frances M. Jackson	AFOD	915-225-0885	
8000	HOU	5520 Greens Rd		Houston	TX	77032	Christopher Toral	IEA	281-985-8554	
9000	LOS	300 N. Los Angeles St	Room 7621	Los Angeles	CA	90012	Jorge Field	AFOD	213-830-7911	
7000	MIA	18201 SW 12 ST		Miami	FL	33194	Anthony Aiello	AFOD	305-207-2001	
1000	NEW	614 Frelinghuysen Ave		Newark	NJ	7114	Robert Margist	AFOD	973-645-3666	
1000	NEW	625 Evans Street		Elizabeth	NJ	7201	Winne Cheung	AFOD	973-622-7157	
2500	NOL	1010 Whitley Road		Oakdale	LA	71463	Vicki Striedel	MSS	318-335-7500	

129,563 Total



Qty

Enjela

735-413

8000	PHI	ICE ERO	3400 Concord Road	York	PA	71463	Joseph Dunn	SDDO	215-656-7164
25	PHO	ICE ERO	2035 North Central Ave	Phoenix	AZ	85004	Lear	SDDO	602-766-7015
100	PHO	ICE ERO	2020 North Central Ave	Phoenix	AZ	85004	Thomas Norton	COTR	602-766-7033
13	PHO	ICE ERO	3911 S. Pico Ave	Yuma	AZ	85365	Neal Baker	SDDO	928-344-0088
8000	PHO	ICE ERO	3250 North Pinal Parkway	Florence	AZ	85132	Chris Nahass	SDDO	520-868-8406
3500	PHO	ICE ERO	1705 E Hanna Road	Eloy	AZ	85131	Julie Ordaz	SDDO	520-464-3025
2500	SLC	ICE ERO	5272 South College Drive	Salt Lake City	UT	84123	Todd McWhorter	AFOD	801-313-4260
500	SLC	ICE ERO	3345 Pepper Lane	Las Vegas	NV	89120	Henry Yates	AFOD	702-388-6253
100	SLC	ICE ERO	1351 Corporate Blvd	Reno	NV	89502	Curtis Hemphill	SDDO	775-784-5170
50	SLC	ICE ERO	389 N Industrial Road	St George	UT	84770	Michael Stewart	SDDO	435-674-8780
200	SLC	ICE ERO	1185 S. Vinnell Way	Boise	ID	83709	Matthew Murphy	(A)AFOD	208-685-6635
100	SLC	ICE ERO	2496 Addison Ave East	Twin Falls	ID	83301	Daniel Taylor	SDDO	208-734-4369
1600	SND	ICE ERO	880 Front Street	Suite 2232	CA	92101	Maria Velis	Staff Assistant	619-557-6343
2400	SFO	ICE ERO	630 Sansome Street	Room 590	CA	94111	Nancy Alcantar	Special Assistant	415-844-5512
22000	SEA	ICE ERO	1623 East J Street	Tacoma	WA	98421	Chuck Craven	DRA	206-835-0650
2000	SPM	ICE ERO	1717 Avenue H	Omaha	NE	68110	Matthew Miller	DO	952-853-2550
5000	WAS	ICE ERO	2675 Prosperity Ave	Fairfax	VA	20598	Francisco Madrigal	AFOD	703-285-6301
12000	MIA	ICE ERO	3900 Powerline Road	Pompano Beach	FL	33177	William Bryant	SIEA	954-545-6045

100	HQ	ICE OPA	500 12th Street SW	Rm 4089	Washington	DC	20536	Ray Kempisty	202.732.4214
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Fairfax, VA & Washington, DC shipments only:  
 C/O DHS CRDS FACILITY, 1100 HAMPTON PARK BOULEVARD, CAPITOL HEIGHTS, MD 20743  
 PLEASE NOTE: Although you are delivering to zip code 20743, make sure both addresses appear on all shipping containers or the CRDS w





Spanish 735-412

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6000	BOS	10 New England Executive Park		Burlington	MA	01803	Alan Greenbaum	SDDO	781-359-7547	
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1275	ELP	8915 Montana Ave		El Paso	TX	79925	Frances M. Jackson	AFOD	915-225-0885	
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18000	LOS	300 N. Los Angeles St	Room 7621	Los Angeles	CA	90012	Jorge Field	AFOD	213-830-7911	
13000	MIA	18201 SW 12 ST		Miami	FL	33194	Anthony Aiello	AFOD	305-207-2001	
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Spanish

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200	SLC	ICE ERO	1185 S. Vinnell Way	Boise	ID	83709	Matthew Murphy	(A)AFOD	208-685-6635
100	SLC	ICE ERO	2496 Addison Ave East	Twin Falls	ID	83301	Daniel Taylor	SDDO	208-734-4369
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700	SFO	ICE ERO	630 Sansome Street	San Francisco	CA	94111	Nancy Alcantar	Special Assistant	415-844-5512
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