

BID OPENING: Bids shall be opened virtually at 11 am Eastern Time (ET), on May 27,2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

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

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 9.**

For information regarding the solicitation requirements prior to award please email Scott Phillips at sphillips@gpo.gov. For contract administration after award, contact Scott Phillips at 202-512-0007.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following:

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- (3) Illegibility of bid.
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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 (revised 9-19)).

SUBCONTRACTING: Accordingly, Contract Clause 6, "Subcontracts," the provisions of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) are modified to permit subcontracting of the binding operations only.

NOTE: Any operations or functions that will be subcontracted for the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of any subcontractor(s) to be utilized in the performance of this contract.

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.

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

PRODUCT: Planning Scheduler and Guidance Letter

TITLE: Army Desktop Scheduler & Guidance Letter 2026-2027

QUANTITY: 97,295 Schedulers and 3,892 Guidance Letters 1 per set (25 copies), plus 50 QARCS.

TRIM SIZE:

Constructed size: 18 x 12" - collated and padded along the top 18" edge.

Cover: 18 x 12"

13 Calendar pages: 18 x 12"

Chip Board backer: 18 x 12"

Letter 8-1/2 x 11"

PAGES: 14 printed faces only leaves (1 Cover, and 13 calendar pages) plus the chipboard backing sheet.
1 prints face only (1 Letter)

GOVERNMENT TO FURNISH: via email and GPO File Sharing after award.

One (1) Purchase Order

One (1) InDesign File, Links, Text, High Resolution Print PDF, will be shared on a Google Drive after award.

One (1) Excel file for distribution list. See attachment "A".

GPO Form 892 (R. 12/17) Proofs

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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.

ELECTRONIC PREPRESS: 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 contract administrator.

The contractor shall create or change 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.

Minimum 175-line screens required.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page 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. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at patrick.henry1.civ@army.mil, brandon.ellis@dla.mil, and sphillips@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

AFTER EMAIL PROOFS APPROVAL**PRIOR TO PRODUCTION SAMPLES**

Prior to the commencement of production of the contract production quantity, the contractor shall submit two (2) samples via traceable means to: HQ USARD, Patrick Henry, 1307 Third Avenue, ATTN: Marketing Division, Room 2043 (A/B), Fort Knox, KY 40121 Sample(s) will be tested for conformance of materials and for construction. Sample must be constructed as specified using the form, materials, equipment, and methods of production, which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples will be inspected and tested and must comply with the specifications in all respects. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the sample is 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.

Contractor must also notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to patrick.henry1.civ@army.mil, brandon.ellis@dla.mil, and cc: sphillips@gpo.gov. The subject line of this message shall be "PROOF Notice for Jacket# 440-663, Req# 6-320836W-961848".

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

CONTRACTOR MUST NOT PRINT FULL ORDER QUANTITY PRIOR TO RECEIVING APPROVAL OF PRIOR TO PRODUCTION SAMPLES. PRIOR TO RECEIPT OF AN "OK TO PRINT".

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. https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13.PDF.

Scheduler:

Cover Leaf:

White No. 2 Gloss-Coated Text, Basis Weight 100 lbs. per 500 sheets, 25 x 38", equal to JCP A182.

13 Month Sheet:

White Matte-Coated Text, Basis Weight 100 lbs. per 500 sheets, 25 x 38", equal to JCP A240.

NOTE: Must be able to receive pencil lead without smearing and still be legible.

Backing sheet for pads – 50 pt. Chip board.

Guidance Letter:

White Bond, Basis Weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP G10

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

DIGITAL PRINTING IS NOT ACCEPTABLE

Scheduler:

1 Cover Leaf: Prints face only with photos, solids, screens, agency logos, QR codes in 4-color process with some type reversing out to appear white. Bleeds all 4 sides. Spot coat the face excluding the dropout white copy with a clear, non-yellowing high gloss varnish/aqueous coating.

13-Month Sheets: (August 2026 – August 2027): Prints face only with photo, solids, screens, agency logos in 4-color process with some type reversing out to appear white. Bleeds all 4 sides

NOTE: Colors noted should be consistent for each of the 13-month pages.

COPY CORRECTION: Contractor required to add GPO bugline on August 2027 page. In 6 pt. San Serif font, add bugline along the lower right side of the page, “August 2026, US GOVERNMENT PUBLISHING OFFICE” and include the current GPO logo and Jacket no.

Finishing:

Die-Cutting: 12 pages require die cutting (August 2026 – July 2027). Do not die-cut the August 2027 and the cover page. Area to be die-cut measures 3-5/8” X 2-1/4 ”. The top of window is approximately 5” from the bottom edge of sheet and about 5/8” from the left edge and is placed beneath the copy box. Follow the electronic mechanical for the exact position of the die-cut. The die-cut areas are positioned in exactly the same location on each die-cut sheet and must line up from sheet to sheet. Remove all waste. Must be die cut on bluelines. Die-cuts must line up from page-to-page and accommodate a standard size business card. Do not print lines showing die-cut location.

Contractor will be allowed a maximum 1/16” deviation in position of the die-cut rectangle from the mechanical for “bump” during production. After die-cutting, only the copy on the last month page is visible through the die-cut; no copy from any other sheet should be visible through the die-cut.

Drilling: After padding, drill 2 round holes, 1/4” diameter, along the 18” top edge, placed (from center of hole) 2” from upper left corner/trim and 2” from upper right corner/trim, and approximately 1/4” from top of page to center of hole. Distance between them 14”. Drill after padding. **Contractor must avoid drilling through copy (other than background). Adjust as needed at proof stage. Notify agency of any adjustments.**

Binding: Collate in sequence the cover leaf and the 13-month sheets with the 4-color side up. Pad in sets with **0.050” chipboard backing**, using clear or white padding compound and reinforcing cloth (crash). **Pad along the 18” top dimension.**

GUIDANCE LETTER:

Size: 8.5 x 11”.

Printing: Face only prints black type/rule matter. Adequate gripper with no bleeds. Digital Printing is acceptable.

Insertion: Contractor to insert one letter inside on top of each shrink-wrapped package.

PACKING / LABELING:

Place a slip sheet or equal between on top and in between each planning calendar to protect cover during transit.

Shrink film wrap in units of 25. Box 25 shrink wrapped Planning Calendars and one Guidance Letter per box.

Special care must be taken to assure the calendar pages are not damaged during packing and transit.

Reinforced corners to prevent damage.

Mark each carton with Title 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.

Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 p.s.i.

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

Product Quality Levels:

- (a) Printing Attributes -- Level I.
- (b) Finishing Attributes -- Level I.

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	Approved Priors / Furnished Electronic Files
P-10. Process Color Match	Approved Priors / Furnished Electronic Files

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver F.O.B. Destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to brandon.ellis@dla.mil and cc: sphillips@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 440-663, Requisition 6-320836W-961848. 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.

Deliver 97,295 Schedulers and 3,892 Guidance Letters (includes 200 Departmental Random "Blue Label" Copies to Line MEA-ADC in distribution list) via traceable means to 1,673 addresses with various quantities from distribution list.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/form917.pdf?sfvrsn=2>

SECURITY CLEARANCE FOR FORT KNOX, KY ADDRESS ONLY:

Normal receiving hours: Monday through Friday from 7:30AM to 11:00AM and 1:00PM to 3:00PM. ADC will not be available for deliveries from 11:01 AM to 12:59 PM daily. Closed most holidays.

Delivery appointments are required: Shipments must not arrive unannounced and will be refused if not properly scheduled. Contact Mr. Frank Logsdon or Mr. Mike Logsdon at (502) 626-0981, or Mr. Rex McNew at (502) 626-0690 to schedule an appointment for delivery. Please have delivery contents and pallet count information available before calling.

Receiving address is:

Accessions Distribution Center
Building 207
9th Cavalry Regiment Avenue
Fort Knox, KY 40121-2725
(502) 626-0981 or (502) 626-0690

All materials must be delivered in cartons on skids. Bulk skids cannot be handled by this facility. They must be shipped in individual cartons weighing no more than 45 lbs. Each carton must be clearly labeled with:

Customer name
Customer address
SOD Number or Contract Number
GPO Jacket Number (if available)
RPI or PPI Number
Item Description or Title
Quantity per Carton
Total Quantity
Carton Number per Total Carton Count (i.e., 2 box of 12)
If possible, a sample should be taped to the outside of each carton.

Boxes will be placed on a pallet that is 48" Wide by 40" Long with a 4" fork opening. ADC cannot receive double-stacked pallets inside truck. Boxes will be stabilized with cardboard corner braces on all 4 corners from top of skid to top layer of boxes. Corner braces will be strong enough to support pallets being stacked at least 2 pallets high, without buckling, toppling or crushing. Boxes will be stacked no higher than 72" on the skid. Boxes will weigh no more than 45 lbs. The loads will not buckle or shift under pressure.

The contractor will shrink wrap all boxes tight enough onto the skid to prevent boxes from shifting or falling off skid during transport. Contractor to face the boxes on the skid to show the label of the box and what is inside the box. Partial boxes will be labeled as such and placed on the top of the skid. A packing list must accompany each shipment. The packing list will specify the following: Contract Number, Component or Title, quantity per carton, total carton count, and total quantity. RPI, PPI, Item or Contract Number should be the same on both the Packing List and the Bill of Lading as those used in the description or control documents. This will be the code that all departments will use to properly record, requisition, issue and report the used of the materials. A standard Bill of Lading will not be substituted for a packing list. Pallets will be refused upon arrival if they do not comply with these instructions.

Cartons must be uniformed in size, of suitable strength for shipping and storage, and contents must fill the box (no air space).

There should be only ONE component per skid.
Skids should be tightly banded or poly-wrapped including the pallet.
Damaged items or skids may result in the shipment being refused.

Items not packed correctly as specified may be refused.

Partial boxes must be labeled as such and placed on the top of the skid.

Skids should not be side stacked in the trucks making the deliveries. It is difficult to place the pallet jack onto the truck and under the skids to remove.

PALLETIZING: Do NOT furnish pallets except for the one location specifically designated as OK for pallets. Pallets must be in conformance with Government standards. See GPO Pub. 310.2. The only address allowing for palletization is the AOC warehouse, all other locations need inside delivery.

SCHEDULE: Purchase order and GFM will be available via email/GPO's FileSharing site after award no later than June 1, 2026.

Deliver to arrive at destinations by July 8, 2026. See "Distribution" herein.
If production schedule allows, delivery prior to July 8, 2026 is acceptable.

TIME CRITICAL: Notify sphillips@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 destinations within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

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 1000 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.

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 pre-award 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.

PAYMENT: 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.

