

BID OPENING:

Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on **October 26, 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** submit email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket number 452-109 and bid opening date (**October 26, 2026**) 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.**

ISSUE DATE: October 13, 2026

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 4 (Deborah Buckey).

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Purchase Division

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)).

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is hereby waived. Printing firms, manufacturers, dealers or brokers may submit offers for this solicitation.

SUBCONTRACTING: The contractor may make contracts with any other party for the furnishing of any part of the supplies or work specified. 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.

BUY AMERICAN ACT - NOTE: In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within bid submitted either that the end product is a Domestic end product or a foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or foreign end product must be indicated on the face of the bid submitted for sealed bid procurements.] The contractor shall indicate "product of unknown origin" when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the bid as a foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

PRODUCT: This specification is for proofing, printing, packaging and distribution of LED lightbox sets.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

TITLE: USCG Recruiting LED lightbox sets

QUANTITY: TBD LED Lightbox sets. 1 set consists of 1 lightbox with all required hardware, 4 different Zippered tension fabric printed backdrops, 1 Assembly set up instruction sheet, all inserted into a Hard case with wheels.

QUALITY LEVEL: III Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 09-19)) applies.

FIXED PRICE-INDEFINITE QUANTITY CONTRACT: This is a fixed-price contract. The bidder submitting a response shall bid the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$185,178.00.

Bids shall include the cost of all materials and operations for the total quantity ordered.

DETERMINATION OF AWARD: Award shall be made to the responsible bidder submitting a bid, whose bid specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of \$185,178.00. Bidders submitting responses to this solicitation shall submit a total quantity - for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

Additionally, the bid shall include separate unit pricing per Lightbox set. If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

TRIM SIZE: Lightbox 8' x 8'

DESCRIPTION:

One complete LED lightbox set consists of one lightbox with all required hardware, four different printed zippered tension-fabric backdrops, one assembly and setup instruction sheet, and one durable wheeled hard case.

Lightbox:

- * 8ft x 8ft outside dimension.
- * Free-standing with no tipping under normal public contact conditions.
- * LED lighting with minimum of 1,000 cd/m2 average face luminance. Illumination shall be uniform across the face with no hot spots, dark bands, or shadowing at a viewing distance of 6 ft. Power supplied by 120V AC, 60 Hz, US-standard plug.
- * Twist-and-Lock Columns: The internal LED light columns that twist and lock directly into the horizontal base and top bars of the frame, positioning the lighting precisely inside the core of the display to distribute even illumination without swaying.
- * Heavy-duty, lightweight aluminum snap-tube frame designed for fast, tool-free assembly
- * Constructed from extruded aluminum tubing. This provides a highly durable, industrial-strength skeleton that remains lightweight enough for easy transport and shipping.
- * Snap-Tube Mechanism: The frame sections connect using push-button snap locks. The corners and poles slide into one another and automatically click lock into place.
- * Must be tested by a Nationally Recognized Testing Laboratory (NRTL) for indoor, dry-location use in commercial or office environments.
- * One year warranty for frame and lighting.

Backdrops:

- * High-resolution, dye-sublimated stretch/tension polyester fabric designed with a pillowcase-style construction and a zipper closure. Stretch tension polyester optimized for backlighting (SEG-style or pillowcase tension fabric).
- * Graphic assembly/disassembly instructions included. Tools included if required.

- * Full-bleed Silicone Edge Graphics (SEG) with minimal or no bezel. **See Exhibit #A** for reference of supplied backdrop files.
- * Four (4) backdrop graphic designs that can easily be switched by users.
- * Single-sided construction with rear blackout optimized for backlighting.
- * Both sides are sewn together into a single "pillowcase" construction that slips over the heavy-duty aluminum frame and zips taut at the base to create a smooth, wrinkle-resistant display surface.

Note: Even though the display is single-sided, the back of the pillowcase cannot be left open. This blank material should trap and bounce the internal LED light forward, forcing all illumination through the front graphics to make it pop vibrantly. It also conceals the internal wiring and aluminum frame from view

Hardcase:

- * Wheeled hard storage case sufficiently rugged for shipping.
- * Integrated heavy-duty wheels and a built-in handle mechanism.
- * Must consolidate the entire display kit, frame, LED light columns and fabric backdrops into a single portable unit.

Note: Must include the manufacturers' Assembly instruction sheet for the lightbox and backdrops into each hard case.

PRINTING: Backdrops print on one side in Full CMYK color, consisting of type and line matter, reverses and illustrations with uncommon bleeds. On the back side should be blackout material. Printing method should be Dye-sublimation printing that infuses the ink directly into the fabric fibers for vibrant, high-resolution graphics that will withstand light diffusion.

GOVERNMENT TO FURNISH: A PDF file will be uploaded to the contractor's secure FTP site or shared via the GPO File Sharing site. The Purchase Order and an excel file for the distribution will be emailed upon award.

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, any 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 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.

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 utilize Government furnished files.

MATERIAL: STRETCH TENSION POLYESTER OPTIMIZED FOR BACKLIGHTING (SEG-STYLE OR PILLOWCASE TENSION FABRIC)

INK: Full CMYK dye-sublimation.

MARGINS: Uncommon bleeds on all backdrops. Bleeds are included in the native/PDF files provided.

PROOFS:

Adobe Acrobat PDF proofs and pre-production samples are required:

Email PDF proofs to: Brandon.H.Ingram@uscg.mil and dbuckey@gpo.gov.

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

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:

PRE-PRODUCTION SAMPLES:

The sample requirement for this contract is not less than **1 complete set to include Lightbox, all required hardware, 1 of each backdrop, assembly instruction sheet and hard case with wheels.**

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Material used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, and quality of reproduction. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order numbers. 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 **FOUR (4) 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, therefore.

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.

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.

NOTE: Pre-Production Samples are not considered part of the contract quantity.

Deliver pre-production sample to:

1 Pre-production sample to:

CWO Brandon Ingram
2703 Martin Luther King Jr. Ave. SE

Washington, D.C. 20593-7419
Brandon.H.Ingram@uscg.mil
571-613-3828

NOTE: Notify Brandon Ingram at Brandon.H.Ingram@uscg.mil and dbuckey@gpo.gov with tracking info immediately upon shipping the Pre-Production Sample.

PACKING: Pack **one Lightbox set per carton**. Each set consists of one lightbox with hardware, four unique backdrops, and an instruction sheet—all packed inside a **durable, wheeled hardcase**. Place the hardcase into an outer shipping container. These outer containers must be **sturdy and reusable** to withstand repeated shipping to and from trade shows.

LABELING AND MARKING: Contractor MUST label all cartons., Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers., 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 in units of 1 Lightbox set per carton.

*Shipping 1 complete set for each individual recruiting center. See preliminary distribution excel file with 78 total records. ***See Exhibit B on pages 10 and 11.***

No loose items in cartons are permitted. Include sufficient inner packaging in submitted price. Ensure sufficient inner packaging to ensure no damage occurs during shipping.

At the Government's option, any items damaged during production or shipping may be required to be re-fulfilled in an expedited manner, including expedited handling, expedited production, and expedited shipping. Or contractor may be required to waive the cost of any items received in damaged condition.

Mark/label each shipping container with the Requisition No., Jacket number, and title, corresponding to contents.

PALLETIZING: Contractor will be required to furnish pallets, for bulk shipments, in shipping containers, when the containers fill two or more layers on the pallet. Palletize in accordance with GPO Pub. 310.2.

SCHEDULE:

- Purchase Order and Government furnished material will be supplied, on or before **October 30, 2026.**
- Deliver soft proofs (PDF) on or before **November 9, 2026.**
- Deliver Preproduction Samples on or before **November 17, 2026.**
- Ship all copies on or before **December 18, 2026.**

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Brandon Ingram at Brandon.H.Ingram@uscg.mil and compliance@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 452-109, Req. 6-47901PR260019109 ". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery and shipping receipts upon agency request.

DISTRIBUTION: Deliver f.o.b. destination (at contractor's expense).

Send 1 complete lightbox set to each of 78 recruiting centers plus there are 3 deliveries outside the United States, Two (2) locations in Puerto Rico and One (1) in Guam. On supplied excel file. Note: ***See Exhibit B on pages 10 and 11*** of the solicitation as a reference, this distribution is not the final address list, the

final or most up to date list will be supplied upon award. Recruiting offices may change address within the same metro area and may require updating but will be within or close to the same zip code.

Remaining Lightbox sets are to be delivered to the address below:

USCG Warehouse
IBVI
N94 W14444 Garwin Mace Drive
Menomonee Falls, WI 53051
-----TBD Copies

Warehouse receives freight on pallets between the hours of 7:00 - 14:00 Central Standard Time.

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

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 STANDARD
P-7. Type Quality and Uniformity	Approved Pre-Production Samples
P10. Process Color Match	Approved Pre-Production Samples

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. In addition to the quantity for the price called for in these specifications, a price must also be submitted for each complete LED Lightbox set at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

BID SUBMISSION: Bidders MUST submit email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number 452-109 and bid opening date (October 26, 2026) 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 page 8.

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.

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.

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.

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/agency/billing-and-payment>.

COMPLIANCE REPORTING: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Brandon Ingram at Brandon.H.Ingram@uscg.mil and (compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 452-109, Req. 6-47901PR260019109". 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.

CONTRACTOR NAME: _____

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

Bid Amount: \$185,178.00

Contractor's Bid Quantity/Number of complete sets: _____

Additional Rate: \$ _____ **Per each set**

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)
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THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

Exhibit A: Backdrop reference



Exhibit B: Distribution City, State and Zip code.

City	State	Zip Code
Hollywood	Florida	33024
Woodbridge	Virginia	22192
Orlando	Florida	32819
Irving	Texas	75063
Norwalk	California	90650
Malden	Massachusetts	02148
Chesapeake	Virginia	23320
St Petersburg	Florida	33716
Houston	Texas	77087
San Diego	California	92110
Alameda	California	94501
Philadelphia	Pennsylvania	19154
San Antonio	Texas	78218
Honolulu	Hawaii	96818
Miami	Florida	33166
Atlanta	Georgia	30328
Summerville	South Carolina	29407
Jacksonville	Florida	32257
Chicago	Illinois	60656
Fairview Park	Ohio	44126
Metairie	Louisiana	70002
Upland	California	91786
Tukwila	Washington	98188
Northfield	New Jersey	08225
Manchester	Connecticut	06042
New York	New York	10004
Richmond	Virginia	23235
Westminster	Colorado	80021
Mobile	Alabama	36606
Panama City	Florida	32405
Torrance	California	90501
Roseville	California	95678
Catonsville	Maryland	21228
East Orange	New Jersey	07018
Charlotte	North Carolina	28269
Guaynabo	Puerto Rico	00968
Louisville	Kentucky	40220
Phoenix	Arizona	85004
Tucson	Arizona	85719
Vancouver	Washington	98684

Portland	Maine	04102
Providence	Rhode Island	02909
Washington	District of Columbia	20003
Columbia	South Carolina	29229
Durham	North Carolina	27713
Savannah	Georgia	31401
Wilmington	North Carolina	28405
West Seneca	New York	14224
Columbus	Ohio	43213
Madison Hts	Michigan	48071
Indianapolis	Indiana	46250
N. Kansas City	Missouri	64116
Little Rock	Arkansas	72209
Cordova	Tennessee	38018
Menomonee Falls	Wisconsin	53051
Nashville	Tennessee	37217
Omaha	Nebraska	68114
Pittsburg	Pennsylvania	15237
Bloomington	Minnesota	55431
Corpus Christi	Texas	78412
El Paso	Texas	79925
Montgomery	Alabama	36116
Oklahoma City	Oklahoma	73139
Boise	Idaho	83709
Fresno	California	93711
Las Vegas	Nevada	89139
St Louis	Missouri	63136
Ridgeland	Mississippi	39157
Anchorage	Alaska	99501
Ogden	Utah	84405
Lynbrook	New York	11563
Ramey	Puerto Rico	00603
Cincinnati	Ohio	45255
Grand Rapids	Michigan	49525
Albuquerque	New Mexico	87109
Cedar Park	Texas	78613
Davenport	Iowa	52804
Tamuning	Guam	96913