

U.S. Government Publishing Office (GPO)
MidAtlantic Region

General Terms, Conditions, and Specifications
for the procurement of

988 Suicide & Crisis Lifeline Square Magnet - (2025 Logo) - PEP25-988-001
988 Suicide & Crisis Lifeline Rectangle Magnet - (2024 Logo) - PEP24-988-013
As requisitioned from the U.S. Government Publishing Office (GPO) by the
GPO Laurel Fulfillment Center

BID OPENING: Bids shall be publicly opened virtually at **11:00 a.m.** prevailing Eastern Standard Time, on **December 22, 2025**, at the Government Publishing Office, MidAtlantic Region. All parties interested in attending the bid opening shall email bids@gpo.gov prior to bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of 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 and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. EST on the bid opening date specified above will not be considered for award.

Bidders are to fill out, sign/initial, as applicable, Page 7. Award will be made on lowest overall cost of both jackets.

Jackets are STRAPPED. Contractor must provide bid for EACH Jacket. Contractor must bill each Jacket separately. Submit a separate invoice, copy of the Purchase Order, and signed delivery receipt for EACH Jacket.

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

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

Any questions before or after award concerning these specifications call Russ Ward at (757) 490-4940, Ext. 7.
No collect calls. Email: ward@gpo.gov.

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)).

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

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, **the Government reserves the right to conduct an on-site 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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

PAYMENT: PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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.

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>

MODIFICATIONS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

PREDOMINANT FUNCTION: The predominate function for this job is **PRINTING OF MAGNETS**. Printing may not be subcontracted. The contractor may make contracts for the furnishing of the substrate(s). Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)), does not apply to this procurement except for printing.

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

PRODUCT: Both Jackets are Full process color magnets.

TITLE: JKT 460-054 - 988 Suicide & Crisis Lifeline Square Magnet - (2025 Logo) - PEP25-988-001
JKT 460-055 - 988 Suicide & Crisis Lifeline Rectangle Magnet - (2024 Logo) - PEP24-988-013

QUANTITY: JKT 460-054 - 1,750,000
JKT 460-055 - 1,500,000

TRIM: JKT 460-054 – 4.75” x 4.75”
JKT 460-055 - 3.25” x 5.875”

DESCRIPTION: Both Jackets are for full process color magnets printed on 30 mil. magnetic base sheeting with white vinyl facing with UV coating suitable for outdoor use as well as indoors. Shrink wrap each in packs of 50. PDF proof required.

GOVERNMENT TO FURNISH: Media consists of PDF files will be emailed upon award.

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 GPO contract administrator immediately.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

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

PROOFS: Contractor to submit one Press Quality PDF soft proof (for content only) for each jacket 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. Include REMINDER that agency can keep proof **THREE (3) workdays**. Date of receipt is NOT considered first workday. Call Robert Mitchell at 202-512-2317 to confirm receipt of both proofs.
Email proofs to: remitchell@gpo.gov and wward@gpo.gov

Contractor must not print 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-and-standards-files-for-vendors/vol_13.pdf
All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Both Jackets: Magnetic Base Sheeting with White Vinyl Facing or equal with combined 30 mil. thickness.

INK: Both Jackets: Four Color Process
UV coating suitable for outdoor use as well as indoors

MARGINS: JKT 460-054 Includes bleed along the top edge.
JKT 460-055 Adequate gripper margins; follow trim marks on artboards furnished.

PACKING:
Both Jackets: MUST be shrink wrapped in packs of 50, no comingling of products, must remain separate.

Pack in uniform quantities in shipping containers with a minimum bursting strength of 275 psi. Boxes must be filled to capacity without air. Each shipping container must not exceed 40 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged, and the package will not open nor split during delivery process.
Pack to ensure no damage occurs to product during transit prior to receipt by agency. Pack to ensure no shifting of product in transit, using spacers if necessary. Product should arrive with no abrasions, dog-ears, etc.

Packing to be in accordance with GPO Contract Terms (GPO Pub. 310.2). Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

Palletizing: Pallets must be in accordance with GPO Contract Terms (GPO Pub. 310.2).

LABELING AND MARKING: Each package or carton must be labeled. Each pallet must be labeled.
Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2).

JKT 460-054 Include Stock number: PEP25-988-001 on all inner and outer packaging.
JKT 460-055 Include Stock number: PEP24-988-013 on all inner and outer packaging.

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

Product Quality Levels:	
(a) Printing Attributes -- Level 3	
(b) Finishing Attributes -- Level 3	
(c) Exceptions: None	
Inspection Levels (from ANSI/ASQC Z1.4):	
(a) Non-destructive Tests - General Inspection Level 1.	
(b) Destructive Tests - Special Inspection Level S-2.	
ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Avg. Type Dimension
P-10. Process Color Match	Approved Electronic Proofs

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Order must be divided into 200 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
JKT 460-054 1,750,000	200 of each
JKT 460-055 1,500,000	200 of each

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678- Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance to the delivery address stated under DISTRIBUTION.

A copy of the PURCHASE ORDER/SPECIFICATION and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order and furnished material will be emailed no later than **December 29, 2025**.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Submit proofs by **January 7, 2026**, to comply with the shipping schedule. Email PDF proofs, date of receipt is not considered first day.

The contractor must not print prior to receipt of an "OK to print."

Deliveries can be split into two arrivals, as long as 25% is received by 02/26/2026 and balance by 03/30/2026.

	25% by 02/26/2026	Balance complete by 3/30/2026
JKT 460-054	437,500	1,312,500
JKT 460-055	375,000	1,125,000

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to remitchell@gpo.gov, wward@gpo.gov & compliance@gpo.gov on same day the product ships. The subject line of this message shall be "Distribution Notice for **Jackets 460-054 & 460-055**". 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.

DISTRIBUTION: All shipments to be sent by traceable means.
All shipping costs need to be included in the bid price.

USGPO - Laurel Publications Distribution Center
c/o - Receiving -SAMHSA-PEP24-988-013
c/o - Receiving -SAMHSA-PEP25-988-001
8660 Cherry Lane, Ste #32
Laurel, MD 20707-4950

To schedule delivery appointment email: laurelpdc2@gpo.gov or remitchell@gpo.gov

Appointments must be secured and confirmed to accept delivery of material.

Appointments must be secured a minimum of three (3) business days in advance of the requested date.

Appointments must be secured and confirmed by the GPO team.

GPO will provide confirmation or alternate delivery dates within one (1) business day of the request.

In order complete an appointment, at the time of request all metadata for the inbound stock must be received (metadata - products, stock number, titles, quantities, pallet count)

Deliveries to GPO will occur from 8:00 AM to 3:00 PM on Federal business days for truck and less than a truckload (LTL).

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

Contracting Officer: _____ **Date:** _____
(Initials)