

U.S. Government Publishing Office
Government Publishing & Print Procurement
General Terms, Conditions, and Specifications
For the procurement of
Enlisted Booklet - A Guide To Becoming A Marine
As requested from U.S. Government Publishing Office (GPO) by the
Marine Corps Recruiting Command

BID OPENING: Bids shall be opened virtually at **1:00 PM**, Eastern Time (ET), on **April 28, 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.

For information regarding the solicitation requirements prior to award, please contact Russ Ward 757-490-7940 Ext. 7 or ward@gpo.gov.

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 specified above will not be considered for award.***

Bidders are to fill out, sign/initial, as applicable, Page 7.

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.

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 (pgs. 8) 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.

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 **1,000 booklets**. 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.

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 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)).

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, 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)

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: 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>

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

MODS: 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.

PRODUCT: 44 pages self-cover saddle stitched booklets with 6 colors plus matte aqueous coating and full bleed on all pages. Shrink wrap in packs of 25 and deliver to Suwanee, GA 30024.

QUANTITY: 100,000

TITLE: Enlisted Booklet - A Guide to Becoming a Marine

TRIM: Page Size: 7 x 8-1/2"

PAGES: 44 self-cover.

DESCRIPTION: THIS IS A QL1 ORDER.

Booklets prints head-to-head in 4 color process, Pantone 187C (Red) and Pantone 296C (Blue) plus Matte Aqueous Coating overall. Heavy to 100% ink coverage and bleeds all sides. Follow files and laser prints for color breaks and templates.

Must be printed via offset printing on a minimum 6-color press with one single pass. Dry ink/toner and inkjet printing are not acceptable.

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

JCP Code* A181, White No. 1 Gloss-Coated Text, Basis Size 25 X 38" – 100#

COLOR OF INK: 4 color process, Pantone 187C (Red) and Pantone 296C (Blue) plus Matte Aqueous Coating.

MARGINS: Full bleed on all pages.

BINDERY/FINISHING: Trim 3 sides and bind with two saddle wire stitches on the 8-1/2 left side of booklet.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

GOVERNMENT TO FURNISH: PDF files posted to printers FTP site upon award.

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 is not authorized to use government furnished materials as a "soft" proof. Please follow the proof instructions below. 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.

Email proofs to buffy.torres@wundermanthompson.com; dink.byers@marines.usmc.mil and cc wward@gpo.gov.

Proofs will be withheld not more than 2 workdays.

The contractor must not print or provide the below High-Resolution proof prior to receipt of an approval of electronic proof. After approval of electronic soft proof.

1 set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for all pages.

At contractor's option, 1 set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1-bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found

www.gpo.gov/gporestarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-endors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8 solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing Inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

Deliver High Resolution proof to:

Buffly Torres
6105 Lakeaires Drive
Cumming GA 30040
404-790-6266

Deliver all proofs to the below by **May 11, 2026**. Should a second/corrected round of proofs be necessary, the delivery date for this print run is firm and cannot be moved. Customer will be allowed for up to 3 days to approve proofs.

PACKING and SHIPPING:

Cartons:

Shrink Film Pack in units of 25.

Cartons should have 200 pounds bursting test.

Cartons should not weigh more than 40 pounds.

Each carton should be marked with the:

JKT # 460-679

Quantity

Title of Project "Enlisted Booklet - A Guide to Becoming a Marine"

For a multiple carton shipment, every carton should be uniform in size and type. For a multiple carton shipment, every carton should contain exactly the same quantity of the product; one carton with a lower count is acceptable.

The partial carton should be clearly marked.

Cartons should not overhang off of the pallet.

Pallets

Pallets of material must be stretch-wrapped

Pallets must be wooden and in good condition.

Pallets should be 48" (L) x 40" (W), and a maximum height of 48" (H) [48" x 40" x 48"].

Jacket number and quantity markings should be visible on each carton when stacked on the pallet.

Cartons should be staggered on a pallet to ensure maximum stability.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. 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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublot
100,000	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 Departmental Random Copies (Blue Label), which 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 with the distribution list.

A copy of the print 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 Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor is required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of 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). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Quantity Ordered	Number of Sublots
100,000	50

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.

460-679 (req. 6-60679)
Specifications by: RW
Reviewed by: WL

NOTIFICATION OF SHIPMENT:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to dink.byers@marines.usmc.mil, buffy.torres@wundermanthompson.com, wward@gpo.gov, compliance@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 460-679/Title//Requisition Number. The notice must provide all applicable tracking numbers, and shipping methods. 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 expenses incidental to picking up and returning materials and samples must be borne by the contractor.

F.O.B. DESTINATION – CONTRACTOR PAYS THE FREIGHT TO DELIVER. INSIDE DELIVERY MUST BE MADE BY 2PM LOCAL TIME TO THE BELOW DESTINATIONS.

Deliver order including blue label copies to:

C/O Staci Americas

Attn: Raidis Luis & Victoria Perkins

195 Sawmill Drive

Suwanee, GA 30024

(678) 377-8585 Ext. 2112x2143

Email: julissa.ramirez@staciamericas.com, sanders.baldwin@staciamericas.com for delivery appointment.

Receiving Hours: 7:00am-3:00pm EST, Monday through Friday

Every appointment will be assigned with a confirmation number for the driver.

If no appointment is made, destination cannot guarantee that the delivery will be offloaded right away. The driver may have to wait, and/or the delivery may have to be scheduled for the next business day. If the delivery is running late, please contact destination as soon as possible to make alternate arrangements. If a driver is 30 or more minutes late for their appointment, there will be \$75 late fee due upon arrival, delivery will be treated as a “work-in”.

For regular deliveries, please schedule delivery 24-48 hours in advance. Via Email only.

Deliver 2 samples of finished product to:

Buffy Torres

6105 Lakeaires Drive

Cumming GA 30040

404-790-6266

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2. Purchase Order and high-resolution files posted to printers FTP site upon award will be ready for pickup no later than **May 1, 2026**.

Final delivery must be made by **July 31, 2026**.

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.

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

Product Quality Levels:

Product Quality Levels:

- (a) Printing (form related) Attributes--Level 1
- (b) Finishing (item related) Attributes -- Level 1

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 Proof
P-8. Halftone Match (Single and Double Impression)	Approved Proof
P-9. Solid and Screen Tint Color	Ink Draw Down Match/Pantone Matching System
P-10. Process Color Match	Approved Proof

Bidders must fill out this page and return it.

BID PRICE: \$ _____ ADDITIONAL RATE: \$ _____ PER: 1,000 Booklets

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).

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

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.

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 copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. *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)
