U.S. Government Publishing Office (GPO)
Government Publishing & Print Procurement
General Terms, Conditions, and Specifications
for the procurement of
988 Suicide & Crisis Lifeline 3x3 Magnet - (2026 Logo) - PEP26-988-001
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 opened virtually at **1:00 PM**, Eastern Time (ET), on **September 9, 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 wward@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. Award will be made on the 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: wward@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 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: 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. Instructions 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 predominant 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 shrink-wrapped in packs of 10. Both JKTS have unique sizes and artwork. Printing may not be subcontracted.

TITLES: JKT 461-796 - 988 Suicide & Crisis Lifeline 3x3 Magnet - (2026 Logo) - PEP26-988-001
JKT 461-797 - 988 Suicide & Crisis Lifeline Rectangle Magnet - (2024 Logo) - PEP24-988-013

QUANTITY: JKT 461-796 **-** 1,400,000
JKT 461-797 - 1,400,000

TRIM: JKT 461-796 – 3” x 3”
JKT 461-797 – 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 in packs of 10.

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: One set of digital color content proofs for JKT 461-796 and 461-797. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

Proof for both JKTS held for up to 5 workdays.
USGPO LAUREL DIST CENTER ATTN: RECEIVING
"SAMHSA-PEP26-988-001" & "SAMHSA-PEP24-988-013"
8660 CHERRY LN, STE #32
LAUREL MD 20707-4950
Donna Harding dharding@gpo.gov 202-512-2214
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 461-796 Includes bleeds along the top, left and right edge.
JKT 461-797 Does not bleed, but inadequate margins; follow trim marks on artboards furnished.

PACKING:
All Jackets: MUST be shrink wrapped in packs of 10, no comingling of products, must remain separate.
Include a packing list of materials being delivered and quantities along with Bill of Lading with physical delivery of each staggered delivery.
Shipments must comply with GPO Publication 310.2 including but not limited to:
Each carton must contain only 1 item number, cartons containing multiple publications are not allowed.
Shipments of 16 or more cartons must be palletized
Carton Specifications:

1. Maximum Carton Weight 45lbs.
2. Minimum 200lb. bursting strength
3. Minimum 32lb Edge Crush Test
4. Cartons must be packed solidly (top and sides) and sealed with heavy-duty tape (preferably reinforced), to be ready to shipment out individual boxes via Ups, FedEx, or USPS.

Palletizing:

1. *Wood material, Type III - four-way; size 2 - 48" X 40" with full entry on the 48" side with four stringers, 40" side should have partial entry (see pg. 3 and pg. 4 of SF-1)
2. Maximum Pallet Height is 55" (from bottom of pallet to top, see pg. 3)
3. Maximum Pallet Weight: 2,000 lbs.
4. Containers on pallet must be flush to corners, top side up, label facing out, without and overhang at all edges.
5. Voids must be to center of the pallet
6. If shipping freight via freight/on a pallet, only one publication per pallet is allowed for easy identification.
7. Material may be secured on pallet by stretch-wrap plastic, plastic shrink-wrap, steel strapping or plastic or nylon strapping over edge protectors when cartons fill more than 2 layers on a pallet.

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).
All carton labels must include the following info (see GPO Form 905 on pg. 4 of SF-1)
Originating address, Item number, Title, Destination address
Quantity per carton (carton count should be consistent throughout each item), Packages per carton

JKT 461-796 Include Stock number: PEP26-988-001 on all inner and outer packaging.
JKT 461-797 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 Proofs

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Order must be divided into 200 equal sublots. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. 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.

Quantity Ordered	Number of Sublots
JKT 461-796 1,400,000	200 of each
JKT 461-797 1,400,000	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.

QUALITY ASSURANCE RANDOM COPIES (QARCs): In addition to the Departmental Random Copies (Blue Label), the contractor is required to submit QARCs to test for compliance against the contract. The purchase order/specifications will indicate the number required. The contractor must divide the entire order into equal sublots and select a copy from a different general area of each sublot. 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 certificate and a copy of the purchase order/specifications must be included with the QARCs.

Business Reply Mail label (GPO Form 915) for mailing the QARCs can be downloaded from GPO.gov. The copies are to be mailed at the same time as the final 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.

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 **September 16, 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.
Submit proofs by **September 18, 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 receiving "OK to print."
Deliveries to be split into three. Each arrives no later than the below dates.
Include a packing list of materials being delivered and quantities along with Bill of Lading with physical delivery of each staggered delivery.

	10/30/2026	**12/21/2026**	**2/26/2027**
JKT 461-796	470,000	470,000	460,000
JKT 461-797	470,000	470,000	460,000

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to mesanchez@gpo.gov, thunt@gpo.gov , harding@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 461-796 & 461-797.** 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-PEP26-988-001
c/o - Receiving - SAMHSA-PEP24-988-013
8660 Cherry Lane, Ste #32
Laurel, MD 20707-4950

Deliveries are by Appointment Only- To Schedule Delivery Appointment
Email laurelpdc2@gpo.gov and dharding@gpo.gov and osellers@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 LDC team.
GPO LDC will provide confirmation or alternate delivery dates within one (1) business day of the request via email.
In order to complete an appointment, at the time of request all metadata for the inbound stock must be received (metadata-products, stock
number/item number, titles, quantities, and pallet count)
Deliveries to GPO LDC will occur from 8AM-3PM, Monday through Friday (*facility is closed on Federal holidays*) for truck and less than a truckload (LTL) - Delivery truck must be able to reach standard dock

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.

Bidders must fill out this page and return it.

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 Magnets. 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.

Bids offered F.O.B. Destination

JKT 461-796 BID PRICE: $____________ADDITIONAL RATE: $____________PER: M

JKT 461-797 BID PRICE: $____________ADDITIONAL RATE: $____________PER: M

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 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. 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.

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)

*** NOTE: SUBMIT THIS PAGE VIA EMAIL TO BIDS@GPO.GOV***