

U.S. Government Publishing Office (GPO)  
Midatlantic Region  
General Terms, Conditions, and Specifications  
For the procurement of  
**Sylvanus Thayer: A Biography**  
As requested from U.S. Government Publishing Office (GPO) by the  
US Army / Army Materiel Command

**BID OPENING:** Bids shall be publicly opened virtually at **12:00 p.m.** prevailing Eastern Standard Time, on **August 5, 2025**, at the Government Publishing Office, MidAtlantic Region. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto: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](mailto: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 12:00 p.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.

**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) 490-7940, Ext. 7.  
No collect calls. Email: [ward@gpo.gov](mailto: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.

**SUBCONTRACTING:** The predominant production function is printing. Must be printed on a press capable of printing 5 colors (Five printing units) in a single pass. Bidders who must subcontract this operation will be declared non-responsible. Subcontracting of binding is permitted for printing firms.

**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.

**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 file posted to printers FTP site upon award.

**PRODUCT:** 424-page black vellum cloth covered case bound books with embossed gold foil stamping on cover 1 and spine. Books to have appropriately sized dust jacket.

**TITLE:** Sylvanus Thayer: A Biography

**QUANTITY:** 6,004

**TRIM:**

Black Vellum Cloth Case Bound Cover: 6-1/8" x 9-1/4"

Text Pages: 6" x 9"

Dust cover: to be appropriate dimensions to wrap covers.

**DESCRIPTION:**

Case Bound Covers: Black Vellum Cloth covers and spine with embossed gold stamping. Embossed Gold foil stamping on cover 1 and spine.

Stamping: Stamp front cover and spine (reads across), stamping must have solid impressions-no picking, pinholes, or filled letters.

Text Pages: 424 pages, print head-to-head, 4CP plus 1 Gold PMS. Approximately 63 pages have photographs to be reproduced.

Dust Jacket: Prints one side only in 4CP with Spot gloss UV front panel so signature art will stand out and a clear matte coating. Appropriate dimensions to wrap covers.

**PAPER:**

Case Bound Cover: Black Vellum Cloth ( B-Grade Cloth)

Boards: JCP Code\* R30, Book Cover Board, No. 1 Binders Board .098" thick.

Endleaves: 80# Text Cougar Natural

Text pages: 60# Text Cougar Natural (no substitutions will be allowed)

Dust Jacket: JCP L62: No. 2 Coated Cover, Dull-Finish – 65#

**COLOR OF INK:**

Black Vellum Cloth Case Bound Cover: Embossed Gold foil stamping on cover 1 and spine.

Text pages: 4CP plus 1 Gold PMS.

Dust Jacket: 4CP with Spot gloss UV front panel, clear matte coating.

**STAMPING:**

Stamp Cover 1 in imitation gold foil equal to Lustrofoil S-124 Gold. Stamping on Cover 1 consists of an approx. 5.5" x 2.25" signature. Stamping on Spine area approximately .5" x 8" consists of typelines and detailed seal. Stamping must have solid impressions - no picking, pinholes or filled letters. Contractor to create dies for cover 1 and spine.

**MARGINS:**

Black Vellum Cloth Case Bound Cover: Gold foil stamping on cover 1 and spine.

Text Pages: Adequate gripper margins throughout.

Dust Jacket: Full bleed on printed side.

**BINDING:** Binding End sheets are blank and will fuse with minimum 0.088 binder boards. Reinforce the end sheets and first and last signature with strips of un-gummed, sized cotton and cloth extending 0.25" on the inner side of the signature and 1 on the end sheets. Smyth sew (no alternate methods) signatures along the left 9.5" edge.

Trim 3 sides, round, back, and headbound. Reinforce back with crash and strong paper liner. Hinge score covers.

**ASSEMBLY:**

Contractor to wrap appropriately sized dust jacket around case bound covered books.

**PROOFS:**

High Resolution proof

Contractor MUST supply a proof sign-off sheet and a return airbill. Also, please include a reminder that the agency can only keep proofs 3 working days.

One 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.

At contractors' option, one 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 at:

[www.gpo.gov/gporestarget.pdf](http://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-vendors/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 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.

**STOCK APPROVAL NOTE:** Stock sample must be sent to the address provided below for customer review PRIOR to any contractor stock procurement or use. The customer will not be held financially responsible for any stock procurement for this job that was not previously provided to the customer for review and in conformance to the paper specifications. The requested stock sample is for approval of the actual stock and paper should not be purchased prior to approval of sample.

**PACKING and SHIPPING:**

Inserted, sealed packages are to be packed in cartons by outside carrier code.

Individual components are to be packed in cartons by outside code and shipped to the final destination. Pack in new corrugated solid fiberboard containers with minimum bursting strength of 275 psi. DO NOT SHRINK WRAP ITEMS. Supplied GPO 905 carton labels must be followed. Bulk packaging must be stabilized to avoid bursting or shifting on truck(s) during the delivery process, of which, may cause damage and/or hamper the letter house process.

All inbound materials must arrive on pallets, Pallet size: GMA1 or GMA2 (4-way), length: 48 inches, width: 40/42 inches, Maximum height per pallet: 48 inches, Maximum weight per pallet: 2,500 pounds, Maximum weight per carton: 45 pounds. Failure to properly palletize may be cause for re-palletizing at contractor's expense. See GPO Contract Terms.

**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  
6,004 Books

Number of Sublots  
80 Books

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.

**NOTIFICATION OF SHIPMENT:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [herbert.m.blache.civ@army.mil](mailto:herbert.m.blache.civ@army.mil), [wward@gpo.gov](mailto:wward@gpo.gov), [compliance@gpo.gov](mailto:compliance@gpo.gov) The subject line of this message shall be Distribution Notice for Jacket 619-195 - Sylvanus Thayer: A Biography -Req 5-19195. The notice must provide all applicable tracking numbers, and shipping method. 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.

Proofs and 500 Books to:

West Point Press, C/O COL Jordon Swain, Jefferson Hall, 758 Cullum Rd, West Point, NY 10996

5,500 Books to include Blue Label copies to:

West Point Warehouse, C/O The West Point Press (Colonel Jordon Swain), 913 Washington Rd., West Point, NY 10996

2 books to:

Herb Blache, 5610 Worchester Ct., New Market, Md 21774

619-195 (5-19195)  
 Specifications by: RW  
 Reviewed by: WL

**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 **August 14, 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.

500 Inside delivery (to arrive at destination) by **Sept 10, 2025**, by 2pm local time.

West Point Press, C/O COL Jordon Swain, Jefferson Hall, 758 Cullum Rd, West Point, NY 10996

5,502 Inside delivery (to arrive at destination) by **Oct 31, 2025**, by 2pm local time.

West Point Warehouse, C/O The West Point Press (Colonel Jordon Swain), 913 Washington Rd., West Point, NY 10996 and Herb Blache, 5610 Worchester Ct., New Market, Md 21774

1\_copy to: BAC (C&I) 1523-01  
 U.S. Government Publishing Office  
 Federal Depository Library Program  
 Mail Stop: FDLP  
 44 H St., NW, Loading Dock  
 Washington, DC 20401 **Item No. 0325**

1\_copy to: BAC (By-Law) 1525-01  
 Library of Congress  
 U.S. Serials and Government Documents Section  
 U.S. Anglo Division  
 101 Independence Avenue, SE, Stop 4276  
 Washington, DC 20540-4276  
 Marked: Depository File Copies

**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 2
- (b) Finishing (item related) Attributes -- Level 2

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	Pantone Matching System
P-10. Process Color Match	Approved Proof

Bidders must fill out this page and return it.

**BID PRICE:** \$ \_\_\_\_\_ **ADDITIONAL RATE:** \$ \_\_\_\_\_ **PER: 100 Books**

**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)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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