

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

General Terms, Conditions, and Specifications  
for the procurement of  
U.S. Coast Guard Incident Management Handbook 2025  
As requisitioned from the U.S. Government Publishing Office (GPO) by the  
Government Publication Sales

**BID OPENING:** Bids shall be publicly opened virtually at **11:00 a.m.** prevailing Eastern Standard Time, on **December 16, 2025** at the Government Publishing Office. 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 11:00 a.m. EST on the bid opening date specified above will not be considered for award.

**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](mailto:ward@gpo.gov).

**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. 8-9) 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.

**BIDDERS PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, page 7.

**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 100 items. 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.

**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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 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>

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (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 calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**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 PRODUCTION FUNCTION:** The predominant production function is Printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared not responsible.

**GOVERNMENT IN-PLANT INSPECTIONS:** The Government reserves the right to have a 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.

**TITLE: U.S. Coast Guard Incident Management Handbook 2025**

**PRODUCT:** These specifications cover the printing of black plastic spiral bound books with tabs. Books to print on white synthetic stock for all covers pages, text pages and tab pages. Covers and text pages to print in four color and tabs print in black ink only, pack suitable. F.O.B Destination. There is a total of total 7,000 copies that deliver to a single location. All costs for shipping to be included in bid.

**QUANTITY: 7,000**

**TRIM SIZE:** Covers and text pages 5-3/8 x 8-3/8", tab pages to include 1/2" tab extension (3 banks of 8).

**PAGES:** 390 Text Page (head-to-head), separate 2-piece Covers (head-to-head), 24 tabs (double sided),

**DESCRIPTION/PRINTING:** Covers 1, 2, 3, & 4 print 4CP with flood coverage on covers 2,3,4. Head-to-head with full bleed on all cover pages.

Text pages print head-to-head with adequate gripper for all pages, 4CP.

Three (3) banks of 1/8 cut tabs, black ink only on both sides of 1/2" tabs. Die cut with round corners 1/2" cut tabs on right 8-3/8" side. Contractor to add furnished QR code to back cover and include all desktop time required to resize provided separate files and typeset tab pages in bid.

**GOVERNMENT TO FURNISH (GFM):**

Electronic Media (Print Files) described as follows:

Separate PDF files for Cover 1, Cover 2, Cover 3, Cover 4

Separate PDF file for text pages

Electronic file containing titles for all tab pages.

**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.

Files must be output on high resolution image processors at a minimum of 2400 dpi.

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

Upon completion of each 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:****PDF PROOFS:**

Contractor to submit one Press Quality PDF soft proof (for content only - must show covers/text) 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.

Contractor to e-mail a pdf proof to: [remitchell@gpo.gov](mailto:remitchell@gpo.gov) and [wward@gpo.gov](mailto:wward@gpo.gov).

Proofs will be OK'd within 2 workday(s) from date of receipt to date proof status is made available to the contractor by e-mail, contractor must give contact and # information. Do not print prior to receipt of proof approval. The date of receipt is not the first workday.

Proofs must have all elements in proper position, trimmed, and constructed to the finished size specified.

**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.

**Covers and Tabs:** O90 White Synthetic Stock, 9.9-11 mil thick.

**Text:** O90 White Synthetic Stock, 5.1-5.9 mil thick.

All stock used in each copy must be of a uniform shade.

**MARGINS:** Inadequate gripper margins for all covers, bleeds all sides. Adequate gripper margins for all text pages and tabs.

**BINDING:** Collate & punch left 8-3/8" side and bind with suitable sized black plastic coil, without loss of information. Book must lay flat when open and pages must flip over with ease.

**PACKING:** Pack to ensure no damage occurs to product during transit. Pack to ensure no shifting of product in transit, using spacers if necessary. Product should arrive with no abrasions, dog-ears, etc.

Contractor to include stock number on shipping label. Stock number: **050-012-00521-4**

Weight restrictions: Shipping cartons not to exceed 40 pounds.

NOTE: All shipping containers require a container label. Complete a copy of the furnished shipping label(s) (GPO Form 905) and affix one to each shipping container according to the instruction at the top of the carton label sheet (make additional copies as necessary).

**LABELING AND MARKING:** Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2). Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers. Carton Label must contain book Titles for identification.

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

Product Quality Levels:

- (a) Printing Attributes - Level 2
- (b) Finishing 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Electronic Proofs

**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 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>
3,201 - 10,000	80

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 with the distribution list to NS Norfolk, Norfolk, VA.

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 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 material will be e-mailed from U.S. Government Publishing Office by: **December 19, 2025.**

PDF Proof to be emailed by: **January 6, 2026.**

**To deliver no later than February 17, 2026.**

**ALL COSTS FOR F.O.B. DESTINATION TO BE INCLUDED IN THE BID.**

**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.

**DISTRIBUTION:**

Deliver 7,000 copies to  
USGPO - Laurel Publications Distribution Center  
c/o - Receiving - SALES-050-012-00521-4  
8660 Cherry Lane; Ste# 32  
Laurel, MD 20707

To schedule delivery appointment

email: laurelpgdc2@gpo.gov

The email must provide jacket number, stock number, titles, quantities, pallet count.

- 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).
- Deliveries to GPO via UPS or FedEx are signature required and must have the tracking number provided in advance of the shipment.

All shipments to be sent traceable means and contractor shall provide tracking numbers per location to the following email addresses: [remitchell@gpo.gov](mailto:remitchell@gpo.gov), [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 619-241/Title//Requisition Number.". 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.

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.**

<b>Bidder</b>	<b>(Contractor Name)</b>	<b>(GPO Contractor's Code)</b>
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(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)