BID OPENING: Bids shall be virtually opened at 1:00 p.m., prevailing Washington, DC Time, on May 07, 2025, at the Government Publishing Office, Washington, DC.

All parties interested in attending the bid opening shall email bids@gpo.gov 1 day prior to the bid opening date 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.

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 1:00 p.m. EST on the bid opening date specified above will not be considered for award.

All the requirements of these specifications apply equally to all items unless otherwise indicated.

Any questions before award concerning these specifications call Tom Ferguson, at 312-353-5783 or email at tferguson@gpo.gov

PRODUCT: Navy Reserve RAD Racks.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards along with a list revisions.

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..

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 10 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.

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 preaward 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.

TITLES: 016-0548 Small Active Duty & 018-0552 Navy Reserve RAD Racks.

QUANTITIES: 300 total (250 Navy Active Duty Small RAD Rack with Navy Active Duty Title Card). (50 Navy Reserve Small RAD Rack with Navy Reserve Title Card)

GOVERNMENT TO FURNISH: Files will be available on the Agency's FTP site for download after award. PO to be emailed.

Electronic media generated on a Macintosh with operating system OSX, using InDesign CC, Illustrator CC, and Photoshop CC. Files are in native & PDF formats. All printer and screen fonts are included. Color system used is CMYK. Files provide for bleeds and graphics are properly linked.

BASIC CHECK OF FURNISHED MEDIA AND FILES: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned quality assurance through attributes program (QATAP) level.

RIGHTS ON DATA: The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

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.

IDENTIFICATION MARKS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product.

REPRODUCIBLES: The contractor must make all reproducibles required. Minimum resolution for line copy and type is 2400 dpi.

At the completion of the project, contractor will be required to provide the Government with a DVD-R or CD-R's that contains the entire project suitable for reproduction. This must be returned with all of the Government furnished material. This is required regardless of the contractor's method of production.

PROOFS:

Email PDF proofs to: glenda.L.carter4.civ@us.navy.mil ; mario_Hair@icloud.com ; mario.hair.civ@us.navy.mil ; crystal.g.weekley.civ@us.navy.mil ; brandon.ellis@dla.mil ; and tferguson@gpo.gov

Call to confirm receipts: Brandon Ellis: 812-583-9544

Proofs will be withheld not more than 3 workdays from receipt in agency until contractor is notified of an "OK to print". Contractor must not print prior to receipt of an "OK to print".

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.

After PDF proofs are approved.

a) Both Navy Brochure Racks must be of excellent quality and durability and both complement each other.
b) The RAL 5011 paint/289c pantone blue must match the metal construction with the printed removable "Title Card."
c) Please provide one completed preproduction boxed sample of the Small RAD Rack, Active Duty Title Card and Navy Reserve Title Card before committing to their full manufacturing.

Contractor must not proceed prior to receipt of an "OK to proceed to hard priors".

PRIOR TO PRODUCTION SAMPLES.

The sample requirement for this contract is not less than **1** printed copy of each item.

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality of reproduction, and satisfactory processing on the machine indicated. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the **AGENCY** in distribution section.

Samples will be tested for conformance of materials and/or will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within **2 workdays** of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

PRINTING:

Print Specification
016-0548 Small Active Duty & 018-0552 Navy Reserve RAD Racks

Quantity: 250 Navy Active Duty Small RAD Rack with Navy Active Duty Title Card
50 Navy Reserve Small RAD Rack with Navy Reserve Title Card
Total 300 small racks

Material: Sturdy lightweight Aluminum tubing frame with attachable strong gauge wire shelving with adjustable clip spacers / bins that can organize, 5 4”x 9” brochures side-by-side for the four shelves. Note Brochures are held up right at a 55 degree angle and the shelfs depts must be at least 2” deep. (open to the manufacture’s suggestion). Refer to the “Small Navy RAD Rack Mock-up” PDF for detailed visual information.
Constructed from durable lightweight aluminum, this rack features an attachable strong gauge wire shelving with adjustable clip spacers/bins that can accommodate 5 brochures organized side-by-side. Note Brochures are held up right at a 55 degree angle and the shelfs depts must be at least 2” deep. (open to the manufacture’s suggestion). Refer to the “Small Navy RAD Rack Mock-up” PDF for detailed visual information.

The title card is designed to fit into a grooved frame and can be replaced for future updates. Please see the Recruiting Navy's official Pantone 289C Blue for color specifications in the "Navy RAD Rack Mock-up" PDF.

Two small slots hold 3.5" x 2" business cards at least 25 cards each. For further details, consult the "Navy RAD Rack Mock-up" PDF.

Rack Color: Powder Coat /simi gloss (RAL 5011) paint that is resistant chipping and flaking this coating must match the Recruiting Navy's official Pantone 289c Blue (must match the color of the "Removable Title Card")

Shipping box: 30" w x 40"h x 11"d, plus various approx.

Weight: 30 lbs. (estimated total for one brochure rack kit unit)

<u>Print Instructions for the removable title Card for Active Duty</u>

Size: Approx 6.5" h x 24" w

Quantity: 250 Navy Active Duty Title Cards with RACKS (016-0548)
50 Navy Reserve Title Card with RACKs (018-0552)

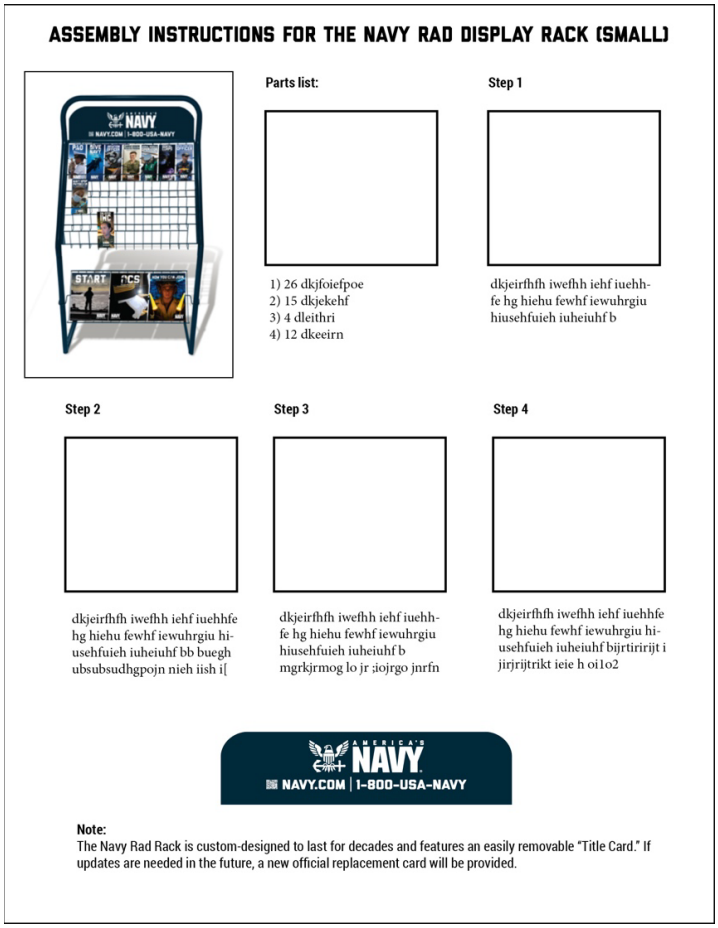
Print Material: .060 Styrene (Must be sturdy and rigid screen printable material)

Color: Digital 4 color process

Coating: UV protectant

Print Instructions for Assembly Instructions For Small RAD Rack

Note: Contractor will provided easy to follow step by step instructions.



ASSEMBLY INSTRUCTIONS FOR THE NAVY RAD DISPLAY RACK (SMALL)

Parts list:

1) 26 dkjfoiefpoe
2) 15 dkjekehf
3) 4 dleithri
4) 12 dkeeirn

Step 1

dkjeirfhfh iwefhh iehf iuehh-fe hg hiehu fewhf iewuhrgiu hiusehfuieh iuheiuhf b

Step 2

dkjeirfhfh iwefhh iehf iuehhfe hg hiehu fewhf iewuhrgiu hi-usehfuieh iuheiuhf bb buegh ubsubsudhgpojn nieh iish i[

Step 3

dkjeirfhfh iwefhh iehf iuehh-fe hg hiehu fewhf iewuhrgiu hiusehfuieh iuheiuhf b mgrkjrmog lo jr ;iojrgo jnrfn

Step 4

dkjeirfhfh iwefhh iehf iuehhfe hg hiehu fewhf iewuhrgiu hi-usehfuieh iuheiuhf bijrtiririjt i jirjrijtrikt ieie h oi1o2

AMERICA'S NAVY
NAVY.COM | 1-800-USA-NAVY

Note:
The Navy Rad Rack is custom-designed to last for decades and features an easily removable "Title Card." If updates are needed in the future, a new official replacement card will be provided.

Quantity: 300

Size: 8.5" x 11"

Print Material: STOCK: 65#, Litho-coated text, gloss coated one side, white or equal

Color: Digital 4 color process

Boxing/Packing Instructions for Small RAD Rack

Each unit will contain 1 Small RAD Rack, 1 Small Removable Title Card, and 1 set of Assembly Instructions, all packed together in a single protected condensed cardboard box. Please ensure the packing boxes are clearly labeled as "Active Duty Small RAD Rack" and "Navy Reserve Small RAD Rack." The total number of marked boxes is 300.

Graphic Files can be downloaded with this Google Link:

https://drive.google.com/drive/folders/1jkTSird4Jwin5nV8Od_oON0FpxB1-ewZ?usp=share_link

Digital Approvals/Proofs:

PDF proof to:
glenda.L.carter4.civ@us.navy.mil

Mario_Hair@icloud.com

mario.hair.civ@us.navy.mil

crystal.g.weekley.civ@us.navy.mil

PRIOR PRODUCTION NOTES:

d) Navy Brochure Racks must be of excellent quality and durability and both complement each other.

e) The RAL 5011 Paint /289c pantone blue must match the metal construction with the printed removable "Title Card."

f) Please provide one completed preproduction boxed sample of the Small RAD Rack, Active Duty Title Card and Navy Reserve Title Card before committing to their full manufacturing.

Deliver the Pre-Production Samples to:

NAVY RECRUITING COMMAND

ATTN: Mario hair

5722 INTEGRITY DRIVE, BLDG 784

MILLINGTON TN 38054-5057

PACKAGING, LABELING AND MARKING:

Pack each item sperate and identify.

Inner packaging must be sufficient to prevent damage in transit.
Damaged items will be replaced at contractor's expense.
No loose items.

Pack suitable in shipping containers not to exceed 40 lbs. when fully packed.

Contractor will be required to furnish pallets for bulk shipments when the containers fill two or more layers on the pallet, in accordance with GPO Pub. 310.2. Pallets must not measure more than 48" in length and 42" in width.

Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:
Product Quality Level:
(a) Printing (page related) Attributes-Level 3.
(b) Finishing (item related) Attributes-Level 3.

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 priors
P-9. Solid and Screen Tint Color Match: Pantone Matching System / Approved priors	
P-10 Process Color Match	Approved priors

DISTRIBUTION: Deliver f.o.b. destination at: contractor's expense.
Deliver via Traceable Means to 298 locations (296 locations will receive 1 RACK and 2 locations will receive 2 RACKS).

All expenses incidental to picking up and returning materials, submitting and picking up proofs, and furnishing sample copies must be borne by the contractor.

See attached distribution list.

NOTE: ACCESS TO NSA MID-SOUTH. SECURITY CLEARANCE:

Companies must contact the Navy Recruiting Warehouse 5-10 days prior to delivery to ensure that drivers meet security clearance stipulations. Please contact Thomas Ciapponi at 901-874-9205 with any questions regarding security clearance information or access to the warehouse building 242. thomas.r.ciapponi.civ@us.navy.mil

NOTE 1: Freight deliveries to the NSA Mid-South installation in Millington, TN must be completed by an authorized delivery agent. An NSA Mid-South authorized freight delivery agent is an individual with one of the following credentials:
CAC - Common Access Card
NCACS - Navy Commercial Access Control System Credential
TWIC - Transportation Workers Identification Credential
Naval Reactors PIV Credential
NSA Mid-South Activity Identification Card
Local Visitors Pass*
NOTE 2: Local Visitors Passes must be obtained prior to date of entry.
It is anticipated that the delivery vehicle will be subjected to inspection; therefore all deliveries must be made at the Common Vehicle Inspection area located at the Singleton gate no earlier than 8:15 am M-F. No deliveries after one P.M.

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email glenda.L.carter4.civ@us.navy.mil ; mario_Hair@icloud.com ; crystal.g.weekley.civ@us.navy.mil ; brandon.ellis@dla.mil ; and tferguson@gpo.gov

SMALL PACKAGE CARRIER SHIPPING RECEIPTS: Contractor is required to furnish the Navy with the name of the small package carrier, date each destination shipped, and the tracking number for the agency and GPO destinations. Address for each destination must be complete including the RSID number and number of packages. At contractor's option, this may be furnished in hard copy form or contractor can furnish a disk with the information.

Contractor can perhaps make a copy of the Excel file furnished and add a column for the tracking number or may be able to download this information from the delivery service on a disk. This information must be sent to the Army within one workday of the completion of the shipping. Send via overnight delivery service at contractor's expense.

SCHEDULE: See Notice of Compliance with Schedules in GPO Publ. 310.2.

Award will be made and Government furnished material and purchase order will be available **by May 12, 2025.**

Email PDFs PROOFS for review on or before **May 14, 2025**.
Agency hold time for proofs will be not more than 2 **workdays.**

Deliver PRIORS on or before **May 30, 2025**. (Note this date may change due to customer's (Mario) onsite visit.)
Agency hold time for proofs will be not more than **3 workdays.**

Contractor must make complete delivery by July 10, 2025.

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment. Additionally, please send a copy of the POD to: compliance@gpo.gov

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 copies.** The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified.

PAYMENT:
It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout.

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.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ISSUED TO GPO WITHIN 10 WORKDAYS AFTER COMPLETION OF ORDER. FAILURE TO ISSUED INVOICE TO GPO WITHIN 10 WORKDAYS AFTER ORDER COMPLETION MAY RESULT IN DELAYED PAYMENT.

SHIPMENT(S): Shipments will be made from: City _____, State _____.

TOTAL BID PRICE $_____ **ADDITIONAL RATES**: **$_____PER_100 sets.**

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, 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.

Bidder _____
(Contractor Name) (GPO State and 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)

_____
(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)
****
THIS SECTION FOR GPO USE ONLY
Certified by:_____ Date:_____ Contracting Officer:_____ Date:_____
(Initials) (Initials)
****

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