

Jacket: 719-295
Title: MCOB Inserts (Officer, Enlisted, and Reserve)
Agency: Marine Corps Recruiting Command
Bid opening: August 29, 2023 at 11:00 a.m., prevailing Eastern Standard Time

Jacket	Contractor Name	Bid	Terms	Discount
719-295	Advantage Mailing*	\$133,929.65	0.5 % 20 days	\$133,260.00
719-295	Las Vegas Color	\$155,555.00	5 % 20 days	\$147,777.25
719-295	Monarch Litho	\$159,951.00	2 % 20 days	\$156,751.98
			% days	\$0.00
			% days	\$0.00
			% days	\$0.00
			% days	\$0.00

* AWARD

RW / RG

U.S. Government Publishing Office (GPO)
Midatlantic Region
General Terms, Conditions, and Specifications
For the procurement of
MCOB Inserts (Officer, Enlisted, and Reserve)
As requested from U.S. Government Publishing Office (GPO) by the
Marine Corps Recruiting Command

BID OPENING: Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **August 29, 2023** at the U.S. Government Publishing Office, Midatlantic Region.

BID SUBMISSION: Bidders must email bids to bidsmidatlantic@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. **Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award. This will not be a public bid opening.**

Bidders are to fill out, sign/initial, as applicable, Page 6.

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.

For information regarding the solicitation requirements prior to award, please contact Russ Ward 757-490-7940 Ext. 7 or 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, 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 15 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.

SUBCONTRACTING: The predominant production function is printing. Must be printed on a press capable of printing all colors in a single pass. Bidders who must subcontract this operation will be declared non-responsible.

PRODUCT: Loose leaf packages only, binders NOT required.

QUANTITY: 3,925 Total packages, (3,500) EMCOD Marine Corps Enlisted Opportunity, (250) MCOOB Marine Corps Officer Opportunity (175) MCROB Marine Corps Reserve Opportunity

TITLE: MCOB Inserts (Officer, Enlisted, and Reserve)**DESCRIPTION:** All three versions:

Loose leaf text pages are 9.25 x 11" with .125" bleed, with added tabs the pages are 9.75" wide, tab divider pages: 9.75 x 11" (includes 1/2" tab lip),

Loose leaf text pages print with full bleeds, printing full color matter via 4-color process plus overall matte aqueous coating.

Tab Dividers: Body and lips of tab dividers print full bleeds, printing full color matter via 4-color process plus overall matte aqueous coating. Vertical Side Tabs are 1/5 cut, tab length 2". Tabs run along long dimension, on side.

Collate text and tabs, standard 3-hole drill without loss of information. ensure holes are consistent and match throughout the book and shrink wrap in sets, each set is shrink wrapped to a chipboard.

EMCOB Marine Corps Enlisted Opportunity: 318 pages (Includes 22 tabbed pages) body and tab lips print head to head.

MCOOB Marine Corps Officer Opportunity: 348 pages (Includes 26 tabbed pages) body and tab lips print head to head.

MCROB Marine Corps Reserve Opportunity: 164 pages (Includes 16 tabbed pages) body and tab lips print head to head.

PRINTING: Digital print will not be accepted, all parts to be printed on offset. Prints head to head in 4-color process + overall clear, non-yellowing matte aqueous coating.

GOVERNMENT TO FURNISH: Contractor will be supplied a link to download InDesign files with all links and fonts. Additionally, laser printouts can be supplied if requested by the contractor.

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.

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: Printer to supply one full set of in-house proofs for color match on press. The agency will supply one printed sample of each set for comparison. The agency will not require proofs sent to them.

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.

JCP Code* L11, No. 1 Gloss-Coated Cover, Basis Size 20 X 26" - Loose leaf text pages – 100 lb.

JCP Code* L11, No. 1 Gloss-Coated Cover, Basis Size 20 X 26" - Tabbed pages - 120 lb.

Packing: The attached "Amware Receiving Guidelines" must be adhered to for all parts of delivery (delivery location hours and contact data, setting delivery appointment, cartons, pallets, packing slips)

Cartons should have 200 pounds bursting test.

Cartons should not weigh more than 50 pounds.

Each carton should be marked with the:

JKT # 719-295

Quantities

Title of Project " MCOB Inserts (Officer, Enlisted, and Reserve)" and version title.

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].

The Stock 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.

Additional charges will be incurred if Amware has to stack loose boxes or re-stack non-conforming pallets.

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 **August 30, 2023**.

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.

Delivery must be made by **November 1, 2023** by 2pm local time. Delivery Date is nonnegotiable.

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 Sublots
3,925 sets / packages	80 sets / packages

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: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to timothy.kao@marines.usmc.mil, to buffy.torres@wundermanthompson.com & wward@gpo.gov on same day the product ships. Ensure all boxes contain title & box# of total shipment.

The subject line of this message shall be "Distribution Notice for **Jacket 719-295, MCOB Inserts (Officer, Enlisted, and Reserve)**". 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 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 DESTINATION.

Attn: Angela Smith
AMWARE Fulfillment
8125B Troon Circle
Austell, GA 30168
770.739.7070 ext. 2402

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.

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

Product Quality Levels:

- (a) Printing Attributes -- Level 1
- (b) Finishing Attributes -- Level 1
- (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.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Gov't Furnished Sample/Vendor Proofs
P-8. Halftone Match	Gov't Furnished Sample/Vendor Proofs
P-9. Solid and Screen Tint Color Match	Gov't Furnished Sample/Vendor Proofs
P-10. Process Color Match	Gov't Furnished Sample/Vendor Proofs

Bidders must fill out this page and return

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

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.

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: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)