

BID OPENING: Bids shall be opened virtually at 11 am Eastern Time (ET), on June 3, 2025, 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.

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 will not be considered for award.

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 8.**

For information regarding the solicitation requirements prior to award please email Steve Gaumer at sgaumer@gpo.gov. For contract administration after award, contact Steve Gaumer at 202-512-0446.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following:

- (1) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- (2) The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- (3) Illegibility of bid.
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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)).

SUBCONTRACTING: Accordingly, Contract Clause 6, "Subcontracts," the provisions of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) are modified to permit subcontracting of the binding operations only.

NOTE: Any operations or functions that will be subcontracted for the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of any subcontractor(s) to be utilized in the performance of this contract.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is offset printing.

This function may NOT be subcontracted. Contractors who subcontract this function will be declared not responsible.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

PRODUCT: Planning Calendars

TITLE: 016-0510 (01/25) 2025-2026 Large Planning Calendars

QUANTITY: 133,375 (includes 200 Departmental Random "Blue Label" Copies) plus 50 QARCS.

TRIM SIZE:

Constructed size: 22 x 17" - collated and padded along the top 22" edge.

Cover: 22 x 17"

1 Poster: 22 x 17"

12 Calendar pages: 22 x 17"

Chip Board backer: 22 x 17"

PAGES: 14 printed faces only leaves (1 Cover, 1 Poster, and 12 calendar pages) plus the chipboard backing sheet.

GOVERNMENT TO FURNISH: via email and GPO File Sharing after award.

One (1) Purchase Order

One (1) Zip File containing all production files.

One (1) InDesign File, Links, Text, High Resolution Print PDF, and CM Card for the warehouse packing only will be shared on a Google Drive after award.

One (1) Excel file for distribution list. See attachment "A".

GPO Form 892 (R. 12/17) Proofs

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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 contract administrator.

The contractor shall create or change 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.

Minimum 175 line screens required.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. 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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at glenda.L.carter4.civ@us.navy.mil, mario.hair.civ@us.navy.mil, mario_hair@icloud.com, timothy.f.andrassy.civ@us.navy.mil, brandon.eilis@dla.mil, and sgaumer@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

AFTER EMAIL PROOFS APPROVAL

(1) set of digital color content proofs for cover, poster, and calendar pages. Direct to plate must be used to produce the final product with a minimum 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.

PLUS

One (1) set of digital one-piece composite laminated halftone proofs for cover, poster, and calendar pages on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for the entire book.

Spot coating layers may be shown as either a digital content proof or as an overlay on the one piece laminated proofs.

At contractor's option, one (1) 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 www.gpo.gov/gporesttarget.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's 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.

Minimum 175-line screen to be used for all images.

Spot coating layers varnish may be shown as either a digital content proof or as an overlay on the one piece laminated proofs.

PLUS: 1 blank complete construction sample of the planner on the specified stock. Must have chipboard backing and be padded as specified.

Send one (1) set of digital content proofs, high-resolution proofs, and construction sample together with the furnished media (copy, electronic files) via traceable means directly to: Millington, TN 38053 (Residential address provided after award).

Contractor must also call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than two (2) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

Proofs will NOT be returned. Contractor to accept approval via email.

THE 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-standards-pdf-files/vol_13.PDF.

Cover leaf and 1 Poster leave: JCP Code* JCP Code* L10, White Gloss-Coated Cover, Basis Size 20 X 26", 80 lbs..

12 Calendar month leaves: JCP Code* A240, White Matte Text, Basis Size 25 X 38", 100 lbs. (paper needs to be able to be written and erased easily with a standard pencil).

Backing sheet for pads – 50 pt. Chip board.

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

DIGITAL PRINTING IS NOT ACCEPTABLE

Cover, Poster, and Calendar Pages: Prints face only in 4-color process with type/rule matter, photographs, agency logos, and screens with some type reversing out to appear white. Heavy coverage with full bleeds on all sides.

NOTE: Ensure that the blue fields maintain their true-blue color, while the skin tones appear natural, without any magenta shift that would result in a purple hue in either area.

COATING: Flood Dull-Satin UV Coating, indicated by (Cyan Fields) in the InDesign layer named: "Satin UV Coating Template (Do Not Print)." Spot High Gloss UV Coating Template (Do Not Print), indicated by the (Magenta Fields) in the InDesign layer named: "Spot High Gloss UV Coating (Do Not Print)."

If the contractor has any questions, concerns, or notices any discrepancies between the furnished material (including the artwork) and the specifications, IMMEDIATELY contact Steve Gaumer at sgaumer@gpo.gov or 202-512-0446.

INK:

Text: 4-color process + Dull-Satin UV coating and Spot High Gloss UV coating.

MARGINS: Inadequate gripper. Follow electronic files.

BINDING: Collate the cover leaf, 1 poster leave, & 12 calendar leaves (in date order) and **add a 50 pt. thick chipboard or equal backing**. Crash pad along the top 22" dimension using a suitable clear strong padding compound and reinforcing cloth (crash) that will hold all the leaves together during normal use but will provide ready separation when removed by the user.

PACKING / LABELING:

Place a slip sheet or equal between the planning calendars to protect cover during transit.

Shrink film wrap in units of 25. Box 25 shrink wrapped Planning Calendars per box.

Special care must be taken to assure the calendar pages are not damaged during packing and transit.

Protect corners to prevent damage.

Mark each carton with Title and quantity within each carton.

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.

Pack suitable in shipping containers not to exceed 45 lbs. when fully packed.

Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 p.s.i.

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

Product Quality Levels:

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

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 Proofs / Furnished Electronic Files
P-10. Process Color Match	Approved Proofs / Furnished Electronic Files

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled 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.

DISTRIBUTION: Deliver F.O.B. Destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to brandon.ellis@dla.mil and cc: sgaumer@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 432-544, Requisition 5-320935W-931480". 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.

Deliver 133,375 copies (includes 200 Departmental Random "Blue Label" Copies to Line 23 in distribution list) via traceable means to 35 addresses with various quantities from distribution list.

NOTE: See column "G" on the distribution list for delivery instructions.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

SCHEDULE: Purchase order and GFM will be available via email/GPO's FileSharing site after award no later than June 5, 2025.

Deliver to arrive at destinations by July 16, 2025. See "Distribution" herein. If production schedule allows, delivery prior to July 16, 2025 is acceptable.

TIME CRITICAL: Notify sgaumer@gpo.gov of the delivery status in the morning 2 days prior to the first shipment to meet the destination delivery date. This is a time-critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub. 310.2 (Rev. 6-01) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

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 1000 copies. 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.

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.

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>.

JACKET NUMBER: Jacket 432-544 **BID PRICE:** _____ **ADDITIONAL/M**

\$ _____ \$ _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discount" of solicitation Provision 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 point(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 fax or mail, fill out and return one copy.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, and Title of Person Authorized to Sign this Bid)

(Signature) (Date)

(Telephone Number) (Email)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date:

(Initials) (Initials)

Attachment “A”

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 with any questions regarding security clearance information or access to the warehouse building 242.