

[illegible]

Revisions made to the following requirements of the specifications:

- Predominant Production Function
- Schedule
- Subcontracting

BID OPENING: Bids shall be opened virtually at 11am Eastern Time (ET), on July 21, 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.

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)).

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.

SUBCONTRACTING: Subcontracting is not authorized.

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: Yard Signs

TITLE: Navy Yard Signs - #016-0544 (REV11 /24) and #016-0549 - with stakes

QUANTITY: 76,000 Total Yard Signs.

Item 1: Navy Start Your Journey & Reserve Yard Sign, #016-0544 (REV11/24) – Qty. 38,000

Item 2: Navy Now Hiring Active & Reserve Part Time, #016-0549 – Qty. 38,000

CM Cards: 3,040 Total (1,520 each of two different versions)

TRIM SIZE:

Item 1: 13 x 30”

Item 2: 16 x 20”

CM Cards: 5-1/2 x 3-1/2”

PAGES:

Item 1 & Item 2: Face and back

CM Cards: Face only

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

One (1) Purchase Order

Two (2) InDesign File, Links, Text, and High-Resolution PDF files for the Signs and CM Cards will be shared on an online Google Drive link after award.

Two (2) Excel files for distribution lists. See attachment.

GPO Form 892 (R. 12/17) Proofs

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

GPO Form 917 (Certificate of Selection).

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.

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

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: NAVY RECRUITING COMMAND, ATTN: Mano Hair, 5722 INTEGRITY DRIVE, BLDG 784, MILLINGTON, TN 38054-5057, Phone: 901-687-1254. One (1) sample of each Item, CM Card, and Metal Stake will be tested for conformance of material(s). One (1) sample of each Item, CM Card, and Metal Stake 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, purchase order, and Req. No. 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 therefor.

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. 01-18)).

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

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.

Item 1 & Item 2: 4mm Corrugated Plastic with "H" wire stake for each sign.

CM Cards: JCP Code* K10, Index; White, Basis Size 25.5 X 30.5", 110 lbs.

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

ITEMS 1 & 2:

PRINTING: Signs print face and back (head to head) in Pantone 289c (blue) and 123c (yellow) with type/rule matter, illustrations, agency logos, solid, and QR code with some text reversing out to white. Full bleeds, heavy coverage. These signs will be used outdoors and must be weather resistant. Direct to substrate required. Inks used must be UV Fade resistant. Must be printed with Pantone color inks, CMYK process color match is not allowed. After printing, apply a clear UV protective coating over the entire surface of face and back to prevent scratching, smearing, and fading.

STAKES: Each sign equipped with standard wire H-stakes/step stakes, 9-gauge steel (suitable strength for outside yard display). Contractor must include wire mounting "H-stands" to enable posting the signs into the ground. Flutes of sign must align for stakes, right reading. These stands are to meet standard dimensions to enable the signs to be elevated above the ground for viewing from the street/roadway as a "real estate" signage is typically viewable.

CM CARDS:

Cards print face only with type/rule matter and illustrations in black ink only. No bleeds. Two different versions, one for each yard sign (Items 1 & 2).

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:

Item 1 & 2: Pantone 289c and Pantone 123c plus UV coating.

CM Card: Black

MARGINS: Inadequate gripper. Follow electronic files.

BINDING: Trim 4-sides

PACKING / LABELING:

Shrink film wrap each item separately in units of 25 signs and 25 wire stakes with matching CM card on top.

One shrink wrapped package per box, for a total pf 3,040 total boxes (1,520 boxes for each item).

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

Protect corners to prevent damage.

Mark each carton with Title. Item #, 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 40 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 III.
- (b) Finishing Attributes -- Level III.

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 / Furnished Electronic Files
P-9. Solid and Screen Tint Color Match	Approved Priors / Pantone Matching System

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 432-655, Requisition 5-321075W-933653". 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 76,000 Total Signs (38,000 each of 2 items) (includes 200 Departmental Random "Blue Label" Copies for each item to Line 962 in distribution list) via traceable means to 1,078 addresses from distribution lists. One box of each item to all addresses except for Line #962 – receives the balance of both items.

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>

DELIVERY INSTRUCTIONS FOR MILLINGTON ADDRESS (Line #962):

Include the name of the Item and the corresponding quantity on the outside of the box. Provide a packing slip that Itemizes all the contents Included in the shipment.

SECURITY CLEARANCE: Companies must contact the Navy Recruiting Warehouse 5-10 days prior to delivery to ensure that drivers meet security clearance stipulations. Contact Thomas Ciapponi at 901 874-9205 or thomas.r.ciapponi.civ@us.navy.mil. Drivers will need to fill out the SECNAV 5512_1 DOD Base Registration form and bring it with them along with original copies of required IDs listed on form. Copies not accepted.

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. Warehouse receiving hours are Monday thru Thursday between 0800-1400.

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 File Sharing site after award no later than July 28, 2025.

Deliver to arrive at destinations by August 28, 2025. See "Distribution" herein.
If production schedule allows delivery prior to August 28, 2025 is 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: **BID PRICE:** **ADDITIONAL/M****Jacket 432-655** \$ _____ \$ _____

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 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, and Title of Person Authorized to Sign this Bid)

(Signature) (Date)

(Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
