



U.S. Government Publishing Office (GPO)  
Midatlantic Region  
General Terms, Conditions, and Specifications  
For the procurement of  
**2025/2026 DESKTOP PLANNER**  
As requested from U.S. Government Publishing Office (GPO) by the  
Marine Corps Recruiting Command

**BID OPENING:** Bids shall be opened virtually at **11:00 AM**, Eastern Time (ET), on **February 10, 2025**, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto: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.

For information regarding the solicitation requirements prior to award, please contact Ledo Ulerio 757-490-7943 or [luleriogpo.gov](mailto:luleriogpo.gov).

**BID SUBMISSION:** Bidders must 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 the bid opening date and time specified above will not be considered for award.***

**Bidders are to fill out, sign/initial, as applicable, Page 7.**

**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.

**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 1,000's. 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.

## GENERAL TERMS AND CONDITIONS

**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 (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>.

**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.

**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.

**GOVERNMENT TO FURNISH:** Purchase Order and furnished material PDF file) will be ready to be sent by the award date and shipping instruction including pallets specs.

**PREFLIGHT:** 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 [Lulero@gpo.gov](mailto:Lulero@gpo.gov).

**PRODUCT:** Desktop day planner pad printed in 4 color process + Spot Varnish, Shrink-wrap in units of 25's.

**QUANTITY:** 150,000 total Desktop Planner

**TITLE:** 2024/2025 DESKTOP PLANNER

**TRIM Size:**

Day Planner Sheets: 21-3/4 x 15"

Base Sheet: 21-3/4 x 17-3/4"

Chipboard backing: 21-3/4 x 17-3/4"

**SCHEDULE:**

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.

**DISTRIBUTION:** Deliver f.o.b. destination. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Inside delivery (to arrive at destination) by **April 4, 2025** by 2pm local time.

**DESCRIPTION:**

**PAPER:**

-Day Planner Sheets:

White Uncoated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

-Base Sheet:

Litho White Coated One-Side Cover (C1S), 12 pt., equal to JCP Code L70.

-Backing: Chipboard 22pt. Thick.

-Book Cloth Black, 1-5/8" wide strip.

**INK:** 4 color process plus spot varnish. Must be printed on press minimum of 5 printing units.

**MARGINS:** Day planner sheets/page, all pages bleed all 4 sides. Base Sheet Bleed 3 sides.

**VARNISH:** A "low rub" spot varnish required over all full color illustrations and color builds.

**Printing:** Each day planner sheet (12) and Base sheet prints face in 4 color process and plus spot varnish. The Base Sheet prints face only in 4 color process, plus spot varnish at the bottom portion (2-3/4" x 21-3/4").

**Format:** Day Planner Sheets July 2025 thru June 2026, a 13th sheet (Base Sheet) to be collated in sequence, padded (top edge) with black book cloth and chipboard backing (22 pt. thick).

**Perforation:** Day Planner Sheets - Perforate once, with a full horizontal perforation long the 21-3/4" dimension, 3/4" from the top edge.

**NOTE:** LITHO PERFORATIONS ARE NOT ACCEPTABLE.

**Binding:** Trim 4 sides. Collate day planner sheets July 2025 thru June 2026, base sheet and backing chipboard and bind with four (4) wire stitches @ 7-1/4" center to center and 1/4" center to edge along the 21-3/4 top dimension, through the sheets and chipboard. After wire stitching, cover along the bind edge with a 1-5/8" X 21-3/4" strip of black book cloth, lapping equally @ approximately 11/16" over the top sheet and wrapping around the top edge to lap over the chipboard. Cloth strip must be firmly glued in place.

Die cut four (4) 3/4" slits on the lower right side of the base sheet to house a business card. Follow files for position.

Apply two (2) 1 x 1" patches of double-sided tape on the chipboard, one patch on the left side @ 1-1/4" from the left trim edge and one on the right side @ 1-1/4" from the right trim edge. Position both patches approximately @ 1-1/2" from the bottom.

**NOTE:** End user will expose double sided tape adhesive and fasten base sheet to backing sheet, after inserting business card.

**PROOF:** PDF and Preproduction proof are required.

\*PDF Proof:

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. Include REMINDER that agency can keep proof Two (2) workdays. Date of receipt is NOT considered first workday.

Contractor must call Buffy Torres at 571-559-4424 to confirm receipt.

Email PDF to: [buffy.torres@wundermanthompson.com](mailto:buffy.torres@wundermanthompson.com) and [Lulerio@gpo.gov](mailto:Lulerio@gpo.gov).

After PDF is approved send 1 prior to production proof:

Contractor must supply a proof sign-off sheet and return airbill. Also please include a reminder that the agency can only keep Samples 2 days.

The Prior to Production Samples must be produced as specified using the format, ink, stock, equipment, and methods of production that will be used in producing the final product. Do not print the entire quantity until receipt of the OK from the Government.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to:

1 Sample to:  
Buffy Torres  
6105 Lakeaires Drive  
Cumming, GA 30040

Samples will be tested for conformance of material(s). Sample 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 program numbers. 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.

**BINDING:** See description.

**Packing:** Shrink-wrap in units of 25's and box per mailing carton. Follow GPO white shipping label. Carton labels must show title, quantity, form number and control number and must appear on the outside of the mailing and shipping cartons. Use new corrugated fiberboard for mailing and shipping containers. Shipping containers may contain more than one mailing carton provided the weight does not exceed 50 Lbs. Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i.

**PALLETS/PALLETIZING:** Pallets used for delivery to AMWARE Fulfillment in Austell, GA MUST be wood and have front and rear load beam, with a single (1) 48" long 2 x 4 upright support, centered on the length of the 48" dimension; this will allow a "fixed-fork unloader/uploader to enter the pallets and place them in the warehouse racks. Pallets MUST be partially shrink-wrapped, and the size MUST be 48" X 40", with a maximum height of 48". Cartons MUST be stacked on pallets in a staggered manner to ensure maximum stability.

Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier. Maximum gross weight is 2,000 lbs. Pack flush to corners, top side up, label facing out, without overhang at any edge. Voids must be to the center of the pallet. Pack with care. Loaded pallets may be stored four high at destination.

Noncompliance with the palletizing specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at their expense. The Government may, at its option, offer the contractor an opportunity and a reasonable time to correct, however, the Government may choose to repackage in accordance with the specifications and charge all costs to the contractor.

**NOTE:** Pallets are required for all destinations receiving 10 or more shipping containers. Failure to properly palletize may be cause for re-palletizing at contractor's expense. See GPO Contract Terms.

**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.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
150,000	200

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:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [buffy.torres@wundermanthompson.com](mailto:buffy.torres@wundermanthompson.com) and [lulerio@gpo.gov](mailto:lulerio@gpo.gov). The subject line of this message shall be Distribution Notice for Jacket 618-585. 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 final product including Blue Label copies to:

C/O Staci Americas  
 Attn: Shamica Walker  
 4505 Newpoint PL  
 LAWRENCEVILLE, GA 30043

**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	Approved Preproduction Sample
P-10. Process Color Match	Approved Preproduction Sample

Bidders must fill out this page and return it.

**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: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)