

Jacket: 640-650
 Financial Planning, Managing Your Education,
 Managing Your Transition,
Title: MOC Crosswalk, and Pre-Separations Resource
 Guides – 5 books
Agency: Department of the Navy
Bid Opening: March 25, 2024

11:00:00 AM Eastern

Contractor Name	Bid	Terms			Discounted Total
*Advantage Mailing, LLC, Anaheim, CA 040-02494					
Book 1 - Military Occupational Crosswalk	\$38,052.93	0.25%	20	days	\$37,957.80
Book 2 - Managing Your Transition	\$22,863.93	0.25%	20	days	\$22,806.77
Book 3 - Managing Your Ecuation	\$55,327.53	0.25%	20	days	\$55,189.21
Book 4 - Financial Planning	\$54,947.12	0.25%	20	days	\$54,809.75
Book 5 - Pre-Separations Resource	\$51,288.69	0.25%	20	days	\$51,160.47
Total Bid Price:	\$222,480.20				\$221,924.00
District Creative Printing, Upper Marlboro, MD 190-27865					
Book 1 - Military Occupational Crosswalk	\$42,410.00	1.00%	20	days	\$41,985.90
Book 2 - Managing Your Transition	\$33,210.00	1.00%	20	days	\$32,877.90
Book 3 - Managing Your Ecuation	\$57,695.00	1.00%	20	days	\$57,118.05
Book 4 - Financial Planning	\$50,775.00	1.00%	20	days	\$50,267.25
Book 5 - Pre-Separations Resource	\$49,310.00	1.00%	20	days	\$48,816.90
Total Bid Price:	\$233,400.00				\$231,066.00
Execuprint, Santa Clarita, CA 040-31510					
Book 1 - Military Occupational Crosswalk	\$40,096.00	0.25%	20	days	\$39,995.76
Book 2 - Managing Your Transition	\$27,792.00	0.25%	20	days	\$27,722.52
Book 3 - Managing Your Ecuation	\$50,489.00	0.25%	20	days	\$50,362.78
Book 4 - Financial Planning	\$54,180.00	0.25%	20	days	\$54,044.55
Book 5 - Pre-Separations Resource	\$50,166.00	0.25%	20	days	\$50,040.59
Subtotal Bid Price (excluding freight):	\$222,723.00				\$0.00
Total Bid Price (including freight):	\$255,523.00	0.25%	20	days	\$254,884.19
Heeter Printing Company, INC, Canonsburg, PA 370- 41240					
Book 1 - Military Occupational Crosswalk	\$46,744.00	0.50%	20	days	\$46,510.28
Book 2 - Managing Your Transition	\$28,086.00	0.50%	20	days	\$27,945.57

Book 3 - Managing Your Ecuation	\$67,964.00	0.50%	20	days	\$67,624.18
Book 4 - Financial Planning	\$67,947.00	0.50%	20	days	\$67,607.27
Book 5 - Pre-Separations Resource	\$63,003.00	0.50%	20	days	\$62,687.99
Total Bid Price:	\$273,744.00				\$272,375.28
Sun lithographing & Printing 430-84900					
Book 1 - Military Occupational Crosswalk	\$49,427.31	2.00%	20	days	\$48,438.76
Book 2 - Managing Your Transition	\$29,698.58	2.00%	20	days	\$29,104.61
Book 3 - Managing Your Ecuation	\$71,866.69	2.00%	20	days	\$70,429.36
Book 4 - Financial Planning	\$71,372.53	2.00%	20	days	\$69,945.08
Book 5 - Pre-Separations Resource	\$66,621.68	2.00%	20	days	\$65,289.25
Total Bid Price:	\$288,986.79				\$283,207.05
* =Awarded					

KB/ 3/26/25

U.S. Government Publishing Office (GPO)
Northeast Region

General Terms, Conditions, and Specifications
for the procurement of
Financial Planning, Managing Your Education, Managing Your Transition,
MOC Crosswalk, and Pre-Separations Resource Guides – 5 books
As requisitioned from the U.S. Government Publishing Office (GPO) by the
Department of the Navy

BID OPENING: Bids shall be opened virtually at **11:00 a.m** , prevailing Eastern Standard Time, on **March 25, 2025** at the Government Publishing Office, Northeast Region. All parties interested in attending the bid opening shall email bids@gpo.gov prior to bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of the bid opening.

BID SUBMISSION: Bidders MUST submit 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 11:00 a.m. EST on the bid opening date specified above will not be considered for award.

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.

Any questions before or after award concerning these specifications call Kate Brown at (614) 488-4616, Ext. 9-3. No collect calls. Email: kbrown2@gpo.gov.

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 items. 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.

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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 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>

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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.

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: PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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>.

MODIFICATIONS: 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. Bidders who must subcontract this operation will be declared non-responsible.

GOVERNMENT IN-PLANT INSPECTIONS: The Government reserves the right to have a government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

TITLE: MOC Crosswalk, Managing Your Transition, Managing Your Education, Financial Planning and Pre-Separations Resource Guides – 5 books

PRODUCT: These specifications cover the printing of 5 different books. Each book has a separate printed front cover, text, and a black plastic back cover. The books are spiral bound with plastic black coil. Pack suitable. F.O.B Destination and F.O.B. Contractor's city. There is a total of 55,868 copies that deliver **per attached distribution list**. There are 10,090 copies that ship/mail to APO/FPO **addresses per attached distribution list** add. **All costs for shipping/mailing to be included in bid.**

QUANTITY: 65,958 total copies; see below for individual book breakdown.

TRIM SIZE: 8-1/2" x 11" book

PAGES: Text pages plus a front printed cover and black plastic back cover; see below for individual breakdown of page numbers.

DESCRIPTION/PRINTING: For all books: Cover 1 prints full color. No bleeds. Cover 2 is blank. Covers 3 and 4 are 20-25 mil black plastic - no printing. Text prints head to head, in full color, medium coverage, no bleeds.

For all books: Gather collated front cover, text, and 20-25 mil black plastic back cover; punch and spiral bind on left 11" way with suitable capacity black plastic coil.

Book 1 - Military Occupational Codes Crosswalk: Qty: 15,079. 54 pages, including front cover.

Book 2 - Managing Your Transition: Qty: 15,289. 32 pages, including front cover.

Book 3 - Managing Your Education: Qty: 7,132. 166 pages, including front cover.

Book 4 - Financial Planning Guide: Qty: 15,074. 78 pages, including front cover.

Book 5 - Pre-Separation Counseling Resource Guide: Qty: 13,384. 82 pages, including front cover.

GOVERNMENT TO FURNISH (GFM):

Electronic Media (Print Files) will be furnished by FTP site described as follows:

Platform: Windows PC

Software: Adobe Acrobat

Fonts: All printer and screen fonts will be embedded.

Ink Colors: Full Color

Additional Information: Files will be furnished in PDF format.

Distribution: Excel file

PDF files are approx. 4-6 MB each. First page of the PDF is Cover 1. Color ID is RGB, convert to CMYK.

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 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.

Files must be output on high resolution image processors at a minimum of 2400 dpi.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each 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 - PDF PROOFS and PRIOR TO PRODUCTION SAMPLES:

PDF PROOFS:

Contractor to submit one Press Quality PDF soft proof **of each book** (for content only - must show covers/text) 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.

Contractor to e-mail a pdf proof of each book to: kbrown2@gpo.gov, jimmie.goss@navy.mil, Hollie.j.bryant.naf@us.navy.mil, and brandon.s.hughes2@navy.mil; anthony.l.stevens18.naf@us.navy.mil by **April 2, 2025**.

Proofs will be OK'd within **2 workdays** from date of receipt to date proof status is made available to the contractor by e-mail, contractor must give contact and # information. Do not print prior to receipt of proof approval. The date of receipt is not the first workday.

Proofs must have all elements in proper position, trimmed, and constructed to the finished size specified.

AFTER PDF APPROVAL SEND:

PRE-PRODUCTION SAMPLES: These copies are additional and are separate from the main quantity.

The sample requirement for this contract is not less than **2 printed copies of each book**. 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 and quality of reproduction.

The package must be marked "PRE-PRODUCTION SAMPLES DO NOT DELAY"; and must include the GPO jacket #, dept. req # & form title.

The samples must arrive not later than **April 9, 2025 , to two different addresses**, to allow Government testing of the samples and production and shipment of the final product. 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 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 article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (Pub. 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.

Text: JCP Code* A60, Uncoated Text, white, Basis Size 25 X 38", 60#
Covers 1/2: JCP L11 No. 1 Gloss-Coated Cover, white, Basis Size 20 X 26", 100#
Back Cover 3/4: 20-25 mil black plastic.

MARGINS: No bleeds, adequate gripper.

BINDING: See Description/Printing.

PACKING: Pack suitable per shipping container. Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

Must be packaged for export. Identify carton count on each carton; 1 of 3, 2 of 3, etc.

Include full packing slip to include requisition number.

Damaged items will be replaced at the vendor's expense.

Several locations require Inside Delivery or have special delivery requirements. Please see attachment and bid accordingly.

Palletizing: Pallets must be in accordance with GPO Contract Terms (GPO Pub. 310.2).

LABELING AND MARKING: Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2). 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. Carton Label must contain book Titles for identification.

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

Product Quality Levels:

- (a) Printing Attributes - Level 3
- (b) Finishing 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Prior to Production Samples
P-10. Process Color Match	Approved Prior to Production Samples

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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (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>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that 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 to NS Norfolk, Norfolk, VA.

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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order and material will be e-mailed from U.S. Government Publishing Office by: **March 27, 2025**

PDF Proof to be emailed by: **April 2, 2025.**

Prior to Production Samples to be delivered by: **April 9, 2025.**

Deliver F.O.B. Destination (to arrive at specified destinations by):

55,868 copies deliver to addresses per attached distribution list to deliver by May 5, 2025.

Deliver F.O.B. Contractor's City (to ship/mail to specified destinations by):

10,090 copies ship/mail to addresses per attached distribution list to mail/ship by May 5, 2025.

See attached distribution list.

ALL COSTS FOR F.O.B. DESTINATION AND F.O.B. CONTRACTOR'S CITY SHIPPING TO BE INCLUDED IN THE BID.

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.

DISTRIBUTION:

NOTE: Several locations require Inside Delivery or have special delivery requirements. Some addresses POC must be notified 24 hours in advance of delivery. Please see attachment and bid accordingly.

1 Pre-Production Sample of each book (5 total) to: Brandon Hughes, Commander Navy Installations Command (CNIC) (N923A5) 7736 Kitty Hawk Ave Bldg 457, Millington TN 38055-6500

1 Pre-Production Sample of each book (5 total) to: ATTN: Anthony Stevens (N911), Commander, Navy Installations Command, 716 Sicard Street SE, Bldg. 111, Suite 1000, Washington Navy Yard, DC 20374-5140

Deliver 55,868 books to addresses per attached distribution list; see attachment.

Ship/mail 10,090 books to FPO/APO addresses per attached distribution list; see attachment.

All shipments to be sent traceable means and contractor shall provide tracking numbers per location to the following email addresses: kbrown2@gpo.gov, jimmie.goss@navy.mil, Hollie.j.bryant.naf@us.navy.mil, and brandon.s.hughes2@navy.mil and anthony.l.stevens18.naf@us.navy.mil

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.

SCHEDULE OF PRICES (PAGE 1 OF 2)

SHIPMENT(S): Shipment(s) will be made f.o.b. destination from: City _____, State _____

Book 1 - Military Occupational CrosswalkBid Price - \$ _____ add'l Rate: \$ _____ per M

Book 2 - Managing Your TransitionBid Price - \$ _____ add'l Rate:\$ _____ per M

Book 3 - Managing Your Education.....Bid Price - \$ _____ add'l Rate: \$ _____ per M

Book 4 – Financial Planning.....Bid Price - \$ _____ add'l Rate:\$ _____ per M

Book 5 - Pre-Separations Resource.....Bid Price - \$ _____ add'l Rate: \$ _____ per M

Total Bid Price: \$ _____

DISCOUNTS: Discount is offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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.
Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

(Initials)

*****NOTE: SUBMIT BOTH PAGES 8 AND 9 VIA EMAIL*****

SCHEDULE OF PRICES (PAGE 2 OF 2)

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 (pgs. 8-9) 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.

(Company Name)

(GPO Contractor’s Code)

(Street Address, City, State and Zip Code)

(Printed Name and Title)

(Telephone number)

(Signature)

(Date)

(E-Mail)

(Facsimile Number)

THIS SECTION FOR GPO USE ONLY

Contracting Officer Review _____ Date _____ Certifier _____ Date _____
(initials) (initials)

*****NOTE: SUBMIT BOTH PAGES 8 AND 9 VIA EMAIL*****