

Jacket: 648-112

Title: 25-002 Planners 26-27

Agency: Air Force Marketing 3910-EJ

Bid Opening: December 3, 2025 at 11am EST

[illegible]

BID OPENING: Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on **December 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.

ISSUE DATE: November 19, 2025

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 648-112 and bid opening date (**December 3, 2025**) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 8 (Tom Bacon). NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Southcentral Regional Office

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)).

PRODUCT: This specification is for proofing, printing, binding and delivery of desktop memo planners.

TITLE: 25-002 Planners 26-27

QUALITY LEVEL: II Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 09-19)) applies.

FIXED PRICE-INDEFINITE QUANTITY CONTRACT: This is a fixed-price contract. The bidder submitting a response shall bid the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$263,850.00.

Bids shall include the cost of all materials and operations for the total quantity ordered.

DETERMINATION OF AWARD: Award shall be made to the responsible bidder submitting a bid, whose bid specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of \$263,850.00. Bidders submitting responses to this solicitation shall submit a total quantity - for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

Additionally, the bid shall include separate unit pricing per 1,000 planners. If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

TRIM SIZE: 22 x 17"

PAGES: 13 leaves and cardboard backer

PRINTING: 13 leaves print face only in 4-color process consisting of type, illustrations, color halftones, an agency seal, charts, screens, gradients and solids with reverse type and line matter. Planners consist of a title page plus 12 leaves (August 2026 to July 2027) and backer.

GOVERNMENT TO FURNISH:

- Purchase Order
- Adobe InDesign document files with links and fonts included plus an Adobe Acrobat PDF file (as a visual) will be uploaded to the contractor's secure SFTP site or via GPO's File Sharing Application. Fonts are embedded as subsets. Purchase Order, carton label and pallet guidelines will be emailed to the contractor after award.

NOTE: GPO Imprint information does not print on this product.

ELECTRONIC MEDIA:

- PLATFORM: Macintosh Version 20.3.
- COLOR: CMYK
- FONTS: Provided
- OUTPUT: 175 minimum line screen.

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government) or native files.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- 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 your contract administrator.
- The contractor shall create/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 PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. 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.

CONTRACTOR TO FURNISH: All other materials and operation necessary to fulfill the contract requirements, including secure file transfer protocol (FTP) capability, and any necessary conversion program to utilize Government furnished files.

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" Basis Weight 80 lb.

BACKER: JCP Code* R20, Newsboard, Basis Size 26 X 38" Basis Weight 100 lb.

INK: Four Color Process

MARGINS:

All pages have full bleeds, all edges. Bleeds are included in the native/PDF files provided.

PROOFS:

Adobe Acrobat PDF, digital content and high-resolution color proofs required:

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.

Email proofs on or before **December 15, 2025**.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within TWO (2) workdays after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email proofs to adam.fey@us.af.mil, contractor must also copy contract administrator at tbacon@gpo.gov. GPO jacket number 648-112 must appear on all correspondence.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

After the PDF proof is approved, contractor will furnish:

Two (2) sets of digital color content proofs. 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.

TWO (2) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400.

At contractor's option, TWO (2) sets 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/gporestarget.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.

PAPER SAMPLES: At the same time as submission of the proofs, submit a minimum of two (2) 8-1/2 x 11" blank sheets of the actual paper to be used in the production of the contract requirements. This does not include the backer material. Each sample must be of the kind and quality required by the specifications. The Government will rely on the samples only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper. The contractor must not print prior to receipt of approval of paper samples from customer and/or GPO.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. The following proofs will be withheld not longer than FIVE (5) workdays from date of receipt by the Government** to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

****NOTE:** The date of receipt by the Government is NOT considered the first workday.

All proofs and paper samples must be delivered, inside delivery required, within 10 days of the customer approval of the PDF proofs, to:

HQ AETC Marketing
555 East Street West, Building 663 - Basement
JBSA Randolph, TX 78150-4527
Attn: Adam Fey (210-565-0524)
-----2 sets of both proof types and paper samples.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"

BINDING: Planner pages are to be collated in proper month order with the cover on top, then placed on 100# chipboard and padded with fiber reinforced clear or white padded compound along the top 22" dimension. The padding must be of sufficient strength to withstand 12 months of storage and normal handling. The pads must be trimmed square, even on all edges and jogged flush to the top before padding.

PACKING: Shrink-wrap in units of 25 and pack into a box. Each container must not exceed 40 pounds when fully packed unless otherwise directed.

Contractor must follow ALL packing/labeling/palletizing requirements. Any deviation in packing, labeling and/or shipping requirements may be cause for rejection of order and the contractor will have 48 hours to correct any deficiency. If not corrected in that time frame, the Government will correct at contractor's expense.

NOTE: EACH CARTON MUST BE LABELED WITH PROVIDED PDF FILE CONTAINING UPC BARCODE. THIS LABEL SHOULD BE PLACED ON THE TOP OR SIDE OF THE CARTON FOR MAX VISIBILITY. LABEL SIZE SHOULD BE 6 X 4" STANDARD OR OPTION TO 5 X 3" LANDSCAPED. EACH SKID MUST BE LABELED WITH PROVIDED PDF FILE CONTAINING UPC BARCODE. THIS LABEL SHOULD BE PLACED ON ALL 4 SIDES OF PALLET FOR MAX VISIBILITY. LABEL SIZE SHOULD BE 8-1/2 X 11" STANDARD.

The contractor shall furnish all packing materials and shipping containers and pack in such a manner as to provide protection against all the normal hazards of cross-country transportation and warehouse storage. Shipping containers must have a minimum bursting strength of 200 lbs. per square inch and must not exceed 34 lbs. after being filled. 40" x 48", 4 stringer pallets with opening on the 40" side. Cartons must be stacked to form a stable pallet and follow the list below:

- When possible, carton should only be stacked overlapping each other (bricklayer method) when individual boxes and their contents form a tight unit
- Pyramid shaped pallet loads are a problem because the lack of a level surface weakens the overall packaging and may expose the contents to damage from other shipments. Do not stack pallets in a pyramid fashion.
- Overhang - product must not overhang the pallet. Over- hanging product increases the risk of damage during shipping and receiving.
- It is not acceptable to chimney stack pallets, stack around the edge of the pallet with the middle left with empty space.

Shipping containers must be packed tightly (add stuffing when necessary and contents to be in firm contact top and bottom of container to prevent shifting and crushing in shipping and storage operations. New paperboard or corrugated pads will be inserted at top and bottom of each container to protect content. Containers will be sealed with a water-resistant adhesive applied to the full area of contact between flaps. The preferred method of sealing carton. However, a combination of securely stitching the bottom set of flaps and sealing the top set with a water-resistant adhesive is permissible. When this method is used, stitching will be done with steel staples or stitching wires not less than 0.017 inches thick and 0.098 inches wide. The staple wire must be treated with coating or plating such as enamel or copper wash which is not readily removable in the stapling or stitching or in shipping and storage operations. Containers are to be reinforced with 3-inch-wide direction-gummed tape. Use two strips, one each over the top and bottom center seams of the carton with ends extending over the carton end, not less than 2-1/2 inches in length.

LABELING AND MARKING: Label each box with "25-002 PLANNERS 26-27" and quantity. Contractor to use agency provided labels.

SCHEDULE:

- Purchase Order and Government furnished material will be available for pick up from the U.S. Government Publishing Office, Southcentral Regional Office, on or before **December 10, 2025.**
- Deliver soft proofs (PDF) on or before **December 15, 2025.**
- Deliver hard proofs and paper samples on or before **January 6, 2026.**
- Deliver all planners on or before **March 31, 2026.**

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Adam Fey (adam.fey@us.af.mil) and Tom Bacon (tbacon@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 648-112, Req 5-23064". 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.

DISRIBUTION: F.O.B. Destination via traceable means on pallets to:

Industries for the Blind and Visually Impaired (IBVI)

Attn: Theo Williams (414-559-5949) and warehouse@ibvi.org

N94W14444 Garwin Mace Dr.

Dock #4

Menomonee Falls, WI 53051

M/F: 25-002 Planner 26-27

-----All planners

NOTE: Contractor must contact POC and provide tracking at least 24 hours prior to delivery. For deliveries, please call 414-778-3048 or 414-335-3088. This warehouse is not always manned all eight hours as they may have other priorities. If no one answers, please leave a voicemail and your call should be returned within the workday. Receiving is there daily to accept any deliveries that might be arriving, provided it arrives between 8am - 3pm M-F, prevailing WI time. Another option is to email: warehouse@ibvi.org or Theodore.Williams@ibvi.org.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II
- (b) Finishing (item related) Attributes – Level II

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
P10. Process Color Match	Approved Proofs

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. In addition to a quantity for the price called for in these specifications, a price must also be submitted for each 1,000 printed copies at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

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 648-112 and bid opening date (December 3, 2025) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return page 8.

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.

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 preaward 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.

NOTE: Contractors are expected to submit invoices within 30 days of job shipping/delivery.

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/agency/billing-and-payment>.

COMPLIANCE REPORTING: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Adam Fey (adam.fey@us.af.mil) and (compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 648-112, Req. 5-23064". 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.

CONTRACTOR NAME: _____

SHIPMENT(S): Shipments will be made from: City _____, State _____

Bid Amount: \$263,850.00

Contractor's Bid Quantity:_____

Additional Rate: \$ _____ **Per 1,000 planners**

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).

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.

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

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)
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THIS SECTION FOR GPO USE ONLY

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)