Jacket: 518-700
Title: FY24 SY24 4HSS Self-Mailer
Agency: USMC Recruiting Command
Bid opening: March 20, 2024 at 11:00 a.m., prevailing Eastern Standard Time

Jacket	Contractor Name	Quantity	Bid	Terms	Discount
*518-700	Monarch Litho	670,000	$103,301.00	2 % 20 days	$101,234.98
518-700	Advantage Mailing LLC	670,000	$135,904.52	0.5 % 20 days	$135,225.00
518-700	Phoenix Lithographing	670,000	$143,428.62	5 % 20 days	$136,257.19

TN/WL

* AWARD

U.S. Government Publishing Office (GPO)
Midatlantic Region
General Terms, Conditions, and Specifications
For the procurement of
FY24 SY24 4HSS Self-Mailer
As requested from U.S. Government Publishing Office (GPO) by the
Marine Corps Recruiting Command

BID OPENING: Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **March 20, 2024** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov prior to the bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of the bid opening.

For information regarding the solicitation requirements prior to award, please contact Theresa Nagel 757-490-7940 Ext. 3 or tnagel@gpo.gov.

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 program number and bid opening date must be specified in the subject line of the emailed bid submission. **Bids received after the bid opening date/time specified above will not be considered for award. This will not be a public bid opening.**

Bidders are to fill out, sign/initial, as applicable, Page 9.

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.

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)).

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.

SUBCONTRACTING: The predominant production function is printing. Must be printed on a press capable of printing six colors (six printing units) in a single pass. Bidders who must subcontract this operation will be declared non-responsible.

GOVERNMENT IN-PLANT INSPECTIONS: The Government reserves the right to have 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.

PRODUCT: Saddle-stitched self-mailers.

TITLE: FY 24 SY 24 4HSS Self-Mailer

QUANTITY: 670,000 Saddle-stitched self-mailers FIRM + 50 QARC samples

TRIM: Constructed Size: 5-1/2 x 8"
Outside Cover Spread: 16-3/8 x 8"
(3 panels: 5-1/2"; 5-1/2" & 5-3/8" BRC Fold in).

1 Inside Spread: 11 x 8"

PAGES: 4 pages plus cover

DESCRIPTION: Request is for 670,000 self-mailers **FIRM-NO OVERS OR UNDERS. This is a Level I procurement for dated material; delivery schedule is critical and non-negotiable.

***This is a reprint and all components MUST match the previously printed pieces.

PDF proof, stock samples, Content proofs, and High-resolution proofs are required. Second round of proofs required and should be considered and included when bidding on the project schedule.

***All PMS colors must be shown in proofs as close as possible to the actual color.

4 page plus cover with extended panel prints head to head in 4-color process + Pantone 187 + Pantone 296 + clear, non-yellowing matte varnish aqueous coating. Contractor must block out address area. All colors must print in one pass.

Printer to provide two (2) labeled final digital downloads along with a directory of what was printed.

Inside delivery must be made by **May 23, 2024** by 2pm local time. Delivery date is non-negotiable.

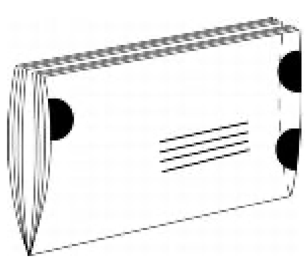
Contractor MUST provide the following during Review and Confirm with GPO:
(1) Press schedule, along with how many shifts this will be printed over.
(2) Printing type: sheet fed or web.

PRINTING: Prints head to head in 4-color process + Pantone 187 + Pantone 296 + clear, non-yellowing matte varnish or aqueous coating. Contractor must block out address area. All colors must print in one pass.

INK: Four color process plus Pantone 296 plus Pantone 187 plus matte aqueous or varnish coating.
**Pantone colors cannot be built out of 4/C process, must be run as spot 5th and 6th colors.

All colors must print in one pass.

BINDING: SCORE all folds and trim 3 sides.
Tuck FOLD extended cover. Bind with two saddle wire stitches.
Two (2) blind T-perforations are required. The vertical perforation will measure 8" on the final fold of the cover.
The horizontal perforation between the two (2) reply cards to separate measuring 5-3/8". Affix (3) 1-1/2" non-perforated clear wafer seals as position (see image), must meet postal standards. Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge ½" from the bottom.



GOVERNMENT TO FURNISH: Electronic Media:
Platform: MAC Ventura
Storage Media: Digital upload to vendor site
Software: InDesign v19.01 Files will be furnished in native application format
Fonts: Furnished
A visual of the furnished electronic files will be provided.

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.

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

Upon completion of the 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.

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.

*** FINAL FILES - Upon completion of the printing, printer needs to provide two (2) labeled final digital downloads along with a directory of what was printed to jackie.mcgowan@wundermanthompson.com.

GOVERNMENT TO FURNISH: A final hi-resolution electronic file will be posted to the selected suppliers FTP site. All images and type will be in position. Final composed color proofs and backed up digital asset proofs should be generated as outlined below. Digital Asset should be folded and area for wafer seal indicated.

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. Include REMINDER that agency can keep proof **THREE (3) workdays.** Date of receipt is NOT considered first workday. Contractor must call below to confirm receipt.
Deliver proofs to:

Jackie McGowan	jackie.mcgowan@wundermanthompson.com	
Timothy Kao	timothy.kao@marines.usmc.mil	(571) 559-4645
Theresa Nagel	tnagel@gpo.gov	

At the same time the electronic proof is sent, prior to the commencement of production of the contract production quantity, the contractor shall submit one set of Content and High-resolution proofs for all elements and stock samples:

1 to Ms. Jackie McGowan at
2 Maple Street
Hartsdale, NY 10530
All PMS colors must be shown in proof as close as possible to the actual color.

Contractor should make additional set of proofs for reference. **PROOFS WILL NOT BE RETURNED.**

One (1) set of 8-1/2 x 11 **blank stock samples** of the actual paper to be used in the production of the contract requirements. 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. Stock samples must be approved by agency prior to printing.

***** **AND**

One (1) set of digital color **Content proofs** for all pages. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

***** **AND** *****

1 set(s) 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 dpi for all pages.

At contractor's option, one set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain *both* of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: 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.

The container and accompanying documentation shall be marked **PROOFS** and shall include the GPO jacket and purchase order. 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.

Government will approve, conditionally approve, or disapprove the proofs within **THREE (3) workdays** of the receipt thereof. Date of receipt is NOT considered first workday. 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.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress and is subject to the termination for default clause. However, 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 original production schedule allotted in the specifications.

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 the Contract Clause 12, "Notice of Compliance With Schedules, of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18))

All samples shall be manufactured at facilities in which the contract production quantities are to be manufactured.

Second round of proofs may be required and should be considered and included when bidding on project schedule.

Contractor must not print prior to receipt of an **"OK to Print".**

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

JCP Code* L50, Matte-Coated Cover, White, Basis Size 20 x 26", Basis Weight, 80#
JCP Code* A240, Matte-Coated Text, White, Basis Size 25 x 38", Basis Weight, 80#

PACKING: 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 45 Lbs when fully packed. Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i.

Pack to ensure no damage occurs to product during transit prior to receipt by agency. Pack to ensure no shifting of product in transit, using spacers if necessary. Product should arrive with no abrasions, dog-ears, ect.

Packing to be in accordance with GPO Contract Terms (GPO Pub. 310.2). Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2.

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

LABELING AND MARKING Each package or carton must be labeled. Each pallet must be labeled. The label MUST indicate full title, quantity, Jacket number, and total number of boxes shipped, i.e. 6 of 10. White labels with black image of bold, 1/4" height entries.

Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2).

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 Proof
P-8. Halftone Match	Approved Proof
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proof

Prior to award, contractor may be required to provide information related to specific equipment that will be used prior to production.

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 sublot. Do not choose copies from the same general area in each sublot. 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.

Quantity Ordered	Number of Sublots
670,000	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.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor is required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each sublot. 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). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Quantity Ordered	Number of Sublots
670,000	50

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers must be furnished with billing as evidence of mailing.

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

Purchase Order and furnished material will be emailed no later than **March 22, 2024.**
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.

Submit proofs as soon as possible in order to comply with the shipping schedule. Email PDF proofs and deliver one (1) set of content and high-resolution proofs with stock samples will be withheld three (3) workdays from receipt until approval of proofs. Date of receipt is not considered first day.

The contractor must not print prior to receipt of an "OK to print."

Inside delivery to three (3) locations must be made by **May 24, 2024,** by 2pm local time. Delivery Date is nonnegotiable.

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to timothy.kao@marines.usmc.mil, jackie.mcgowan@wundermanthompson.com, compliance@gpo.gov, & tnagel@gpo.gov on same day the product ships. Ensure all boxes contain title & box# of total shipment.

The subject line of this message shall be "Distribution Notice for **Jacket 518-700, Req. 4-18700**". 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.

DISTRIBUTION: All shipments to be sent by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

F.O.B. DESTINATION – CONTRACTOR PAYS THE FREIGHT TO DELIVER. INSIDE DELIVERY MUST BE MADE BY 2PM LOCAL TIME TO THE BELOW DESTINATIONS.

Shipping costs need to be included in the bid price.
Prior to shipping full run to Data Mail, INSIDE DELIVERY of 25 samples unsealed TO: Ms. Jackie McGowan 2 Maple Street, Hartsdale, NY 10530

Balance Saddle-stitched self-mailers (including Blue Label Copies) are to be packed in cartons by outside carrier code and delivered TO:
Data Mail ATTN: Scott Stickles/Kerry Hannify, call 24 hours 860-666-0399 to SCHEDULE your delivery
240 Hartford Avenue, Receiving Hours: M-F: 9:00AM to 5:00PM
Newington, CT 06111

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.

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)