

BID OPENING: Bids shall be opened virtually at **1:00 p.m., Eastern Time (ET), on August 09, 2024** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket **535-360** 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.*

All the requirements of these specifications apply equally to all items unless otherwise indicated.

Any questions before award concerning these specifications call Thomas Ferguson, at 312-353-5783 or email at tferguson@gpo.gov

Product: Retractable Banners with Adjustable Telescopic pull-up Support Stands and protective carrying cases.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list revisions.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing of the retractable banners. This function may NOT be subcontracted. Contractors who subcontract this function will be declared not responsible.

Schedules and other adjustments will be made in accordance with [GPO Contract Terms](#). Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

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 10 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.

TITLE: Navy Imagine 850 Retractable Banners with Adjustable Telescopic pull-up Support Stands.

QUANTITY: 1,066 sets.

GOVERNMENT TO FURNISH: A PDF File will be sent via DOD Safe link after award.

BASIC CHECK OF FURNISHED MEDIA AND FILES: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned quality assurance through attributes program (QATAP) level.

RIGHTS ON DATA: The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

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.

IDENTIFICATION MARKS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product.

REPRODUCIBLES: The contractor must make all reproducibles required. All halftones are to be 175-line

screen or finer. Minimum resolution for line copy and type is 2400 dpi.

At the completion of the project, contractor will be required to provide the Government with a DVD-R or CD-R's that contains the entire project suitable for reproduction. This must be returned with all of the Government furnished material. This is required regardless of the contractor's method of production.

PDF PROOFS:

The Email proofs must be sent on or before 8/14/24 to:

glenda.L.carter4.civ@us.navy.mil ; crystal.g.weekley.civ@us.navy.mil ; mario_hair@icloud.com ; brandon.ellis@dla.mil ; and tferguson@gpo.gov

Contractor must confirm receipt of proofs by calling: (812) 583-9544 / (901) 413-0667.

Proofs will be withheld not more than 2 workdays from receipt in agency until contractor is notified of an "OK to print". Contractor must not print prior to receipt of an "OK to print". Must send proofs of packing cards.

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.

After PDFs are approved:

PRIOR TO PRODUCTION SAMPLES:

Email tracking info to: brandon.ellis@dla.mil Glenda.l.carter4.civ@us.navy.mil mano_hair@icloud.com crystal.g.weekley.civ@us.navy.mil and tferguson@gpo.gov

***** These copies are separate from the main qty *****

The sample requirement for this contract is not less than 17 printed and constructed sets (one for each printed version).

Hardware must be included for each item.

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, quality of reproduction, and satisfactory processing on the machine indicated. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section.

Samples will be tested for conformance of materials and/or 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 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.

The Government will approve, conditionally approve, or disapprove the samples within 3 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 therefore.

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. 6-01)).

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.

DESCRIPTION:

*** NO subcontracting is allowed for the printing of the banners ***

QTYs for 17 different printed versions:

Face and back (head to head) of each item prints 4-color process illustrations, tints/solids with reversing, and type & line matter, bleeds uncommon.

Critical Note: Please ensure the Process CMYK colors for the Face/Front Side (the personnel skin tones and blue color appear natural and not or red-shifted/purple).

33.5" X 83.35" - including the bleeds.

FINISHED SIZE: 33" x 83" (flat).

RETRACTABLE BANNERS - Must be exact brand item - No substitutions allowed.

Imagine 850 Retractable Banner with Stand and carrying case.

With adjustable telescopic pull-up support stands (providing the flexibility to display the banner halfway to full size).

Banner Material: Premium material - matte 13 oz rigid polyester scrim digital media for indoor and outdoor use. The face is smooth and the back is scrim.

Must have Features:

- Banner Material: Premium material
- Prints front and back.
- Imagine 850 Retractable banner stand.
- Includes Carrying case

This Banner design and style has the flexibility to be displayed on the floor to ceiling.

QUANTITY: (17 Custom Banner Styles)**Copies of each: GROUP 1**

Active Duty CWT:	55	
Active Duty Enlisted Nuke:	55	
Active Duty NSW:	55	
Enlisted Aviation Active Duty:	55	
Enlisted General/Surface Opp:	55	
Active Duty SWO:	55	
<u>Navy Chaplain Corps:</u>	<u>55</u>	<u>Total 385</u>

GROUP 2

NUPOC pull banner	55	
NROTC Banner	55	
NROTC MSISR Banner	55	
NROTC Navy Nurse Option (Nurse Corps Scholarship)	55	
<u>NROTC Navy-Pre-Medical (Medical Corps)</u>	<u>55</u>	<u>Total 275</u>

GROUP 3

Navy Reserve Aviation:	91	
Navy Reserve Enlisted:	108	
Navy Reserve Medical:	94	
Navy Reserve Officer:	85	
<u>Navy Reserve NSW:</u>	<u>28</u>	<u>Total 406</u>

Total pull up banners	1066
Protective Carrying Case:	1066 (1 per unit)

Inks used must not show any appreciable change in color after exposure in an atlas fadeometer for 340 standard fading hours or its equivalent.

Stock used must withstand extreme temperature and humidity changes without discoloring, cracking, becoming brittle or any other deterioration for a minimum of 12 months.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 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.

MARGINS: Follow files, bleeds uncommon.

PACKAGING, LABELING AND MARKING:

Shipping boxes: Each individual banner needs to be in its own shipping box. Navy will mail them out to multiple addresses.

Label the cartons with: Example "Active Duty CWT Banner".

All cartons/boxes must be uniform (same qty per carton) and label outside of boxes with quantities and title.

Mark each carton with Title and quantity within each carton.

Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

Pack suitable in shipping containers not to exceed 45 lbs. when fully packed.

Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 p.s.i.

PALLETIZING: Contractor will be required to furnish pallets, for bulk shipments, in shipping containers, when the containers fill two or more layers on the pallet. Palletize in accordance with GPO Pub. 310.2.

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

Product Quality Level:

- (a) Printing (page related) Attributes-Level 3.
- (b) Finishing (item related) 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 PRIORS
P-10. Process Color Match	Approved PRIORS

DISTRIBUTION: Deliver F.o.b. Destination (at contractors expense) via traceable means.

Deliver PRE-PRODUCTION PROOF one of each banner version to:

NAVY RECRUITING COMMAND
 ATTN: Glenda Carter or Anthony Bellomo
 5722 Integrity Drive, Bldg. 784
 Millington TN, 38054-5057
 Phone (901) 413-0667

Preproduction sample must include:

17-Assembled pull-banners/support hardware with 17-storage cases (1 each according to its kind)
 Please provide one complete preproduction sample before committing to the entire production run.
 Shipping boxes: Each individual banner needs to be in its own shipping box. We will mail them out to multiple addresses.

Outside of Box: Name of item should be on outside of box. Example “Active-Duty CWT Banner”.

Deliver 1,066 total banners to:

NAVY RECRUITER STORE, NSA MID-SOUTH
 5464 ESSEX St. Bldg. 242
 MILLINGTON TN 38054-5057
 ATTN: Thomas Ciapponi (901) 874-9205
thomas.r.ciapponi.civ@us.navy.mil

SECURITY CLEARANCE: Companies must contact the Navy Recruiting Warehouse 5-10 days prior to delivery to ensure that drivers meet security clearance stipulations. Please contact Thomas Ciapponi at 901-874-9205 with any questions regarding security clearance information or access to the warehouse building 242.
thomas.r.ciapponi.civ@us.navy.mil

NOTE 1: Freight deliveries to the NSA Mid-South installation in Millington, TN must be completed by an authorized delivery agent. An NSA Mid-South authorized freight delivery agent is an individual with one of the following credentials:

CAC - Common Access Card

NCACS - Navy Commercial Access Control System Credential

TWIC - Transportation Workers Identification Credential

Naval Reactors PIV Credential

NSA Mid-South Activity Identification Card

Local Visitors Pass*

NOTE 2: Local Visitors Passes must be obtained prior to date of entry.

It is anticipated that the delivery vehicle will be subjected to inspection; therefore all deliveries must be made at the Common Vehicle Inspection area located at the Singleton gate no earlier than 8:15 am M-F. No deliveries after one P.M.

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries.

Email brandon.ellis@dla.mil Glenda.l.carter4.civ@us.navy.mil tfreguson@gpo.gov

SCHEDULE: See Notice of Compliance with Schedules in GPO Publ. 310.2.

Award will be made and Government furnished material and purchase order will be emailed to the contractor by **August 13, 2024.**

Email **PDF proofs** by **August 15, 2024.**, with an up to 2 workdays customer hold from receipt.

Deliver **PRIORS** for review on or before **August 22, 2024.** PRIORS will be withheld not more than **3 workdays** from receipt.

Contractor must make complete production and delivery (at all destinations) by September 26, 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.

Contractor MUST email delivery verification information to compliance@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

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 copies.** The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified.

PAYMENT:

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete

quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment. Additionally, please send a copy of the POD to: compliance@gpo.gov.

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>.

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

BID PRICE: \$ _____ **ADDITIONAL RATE** \$ _____ **PER EACH SET.**

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 fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated. Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO State & 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)

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

THIS SECTION FOR GPO USE ONLY

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