

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:412-625

Quotations are Due By:
(Eastern Time)10:00 AM on 04/15/2020

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: MCRP 3-30.7 Commanders Tactical Handbook

QUANTITY: 2581 Perfect Bound Books.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0307.

BIDDERS, PLEASE NOTE: GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards 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 of major revisions.

TRIM SIZE: 5-1/2 x 8"

PAGES: 330 pages plus a separate wrap around cover.

SCHEDULE:

Furnished Material will be available for pickup by 04/17/2020

Deliver complete (to arrive at destination) by 05/15/2020

F.O.B. destination

Furnished stock for covers will be available on 4/22/2020

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

DIGITAL PRINTING NOT ACCEPTABLE

Covers 1, 2, and Spine print with type/rule matter and fine detailed agency seal in black ink. Covers 3, and 4 are blank.

Text pages (circle folio 1 thru 330) print face and back (head to foot) with type/rule matter, illustrations and images in black ink; no bleed except for two pages. Approx. 40 blank pages scattered throughout.

MATERIAL FURNISHED: Contractor to receive. Via email after award

Three (3) PDF files (one for cover, one for C2, and one for text pages). Contractor to adjust Spine thickness as necessary.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Publication Running Sheet. "Contractor to follow for pagination"

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.

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 contract administrator.

The contractor shall create or change 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.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
**Text pages: JCP Code* A60, Offset Book, Basis Size 25 X 38" Basis Weight 50 lbs.
**At contractor's option to use 50 or 60 lbs.

FURNISHED STOCK for covers: Property 9318.GP, COVER, VERMILLION RED VELLUM FINISH COVER 25-1/4 X 38", BASIS: 20 X 26" - 500 - 50 LBS.

Note: The bidder must indicate (on the bid submission) the total number of sheets (leaves) required for the total quantity as per specifications. If bidder fails to state the total number of sheets required, GPO will furnish 435 sheets.

CONTRACTOR IS RESPONSIBLE FOR MAKEREADY STOCK.

The cost of this stock will be a factor in determining award. Contractor will be responsible for picking up the furnished stock at the Government Publishing Office Warehouse, G Street, NW, Washington, DC 20401. Stock will be available for pick up by 4/22/2020.

COLOR OF INK:

Black.

PRINT PAGE: Head to Foot

MARGINS:

Gutter Margin 3/8" Outside Margin 1/2" Bottom Margin 3/8"

See description herein

PROOFS:

E-MAIL PROOFS (indicate margins): **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**. One set of E-Mailed Electronic Page 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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at rebecca.kinney@usmc.mil. Contractor must call GPO Contract Compliance Section at (202)

512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

BINDING:

Perfect Bind on 5-1/2" top side.

Paper Covers: Wrap around. Glued on score covers at spine and also at 1/4" from spine on front and back covers to first and last pages respectively.

Fold should be straight, clean with no cracks or wrinkles. Grain must run parallel to spine

PACKING:

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to rebecca.kinney@usmc.mil. The subject line of this message shall be Distribution Notice for Jacket 412-625, Requisition 0-70302. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 2,580 Books (Includes 50 Blue Label copies) via traceable means to: Commanding Officer, The Basic School, Attn: Academics, 24164 Belleau Ave., Quantico VA 22134 (MOMCDC 0815-19 and PCN 14400004200)

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Deliver 1 book via traceable means to: HQMC, 3000 Marine Corps Pentagon, Rm 2B253 Attn: Rebecca Kinney (703-614-4816), Washington DC 20350-3000.

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

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

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	Ok'd proof/Furnished electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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.

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>.

Attachment(s): NONE