

# Quotation Request //

## US Government Publishing Office

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

**JACKET:420-903 S R-2**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 01/03/2023**

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

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.				
Jacket	Requisition #	BAC	Copies	Title
420-903	2-71941	3810-YB	1,611	MCRP 3-10A.3, Marine Infantry Platoon
420-904	2-71942	3810-YB	1,600	MCRP 3-10A.4, Marine Rifle Squad
420-911	2-72283	3810-YB	1,200	MCRP 3-30.7 Commander's Tactical Handbook

**TITLE:** MCRP 3-10A.3, Marine Infantry Platoon

**QUANTITY:** 1611 Perfect Bound Books of Jacket 420-903 and 1600 Perfect Bound Books of Jacket 420-904 and 1200 Perfect Bound Books of Jacket 420-911.

R-1: Cover 2 prints on 420-911

R-2: Quantity change on 420-903 and 420-904

**\*\*Contractors are required to enter a true 'Additional Rate'. This is the running rate (with makeready/setup removed), not a per item price of total cost.\*\***

**\*\*IMMEDIATELY AFTER AWARD - contractor must 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 for the COVER for AGENCY APPROVAL prior to the purchase of all paper utilized for production requirements on the cover. 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. Send paper samples of the cover via traceable means to: Becky Kinney, Locust Grove, VA 22508 (address is residential and will be provided upon award). Paper samples will be withheld not more than 2 workdays from receipt at the Department to receipt in the contractors plant. Paper samples will not be returned to the contractor. Contractor must notify the ordering agency/GPO with tracking information on the same day that the paper samples ship via e-mail sent to [rebecca.kinney@usmc.mil](mailto:rebecca.kinney@usmc.mil) and cc: [tsankey@gpo.gov](mailto:tsankey@gpo.gov). The subject line of this message shall be "PAPER SAMPLE Notice for Jacket 420-903S, Req#2-71941/2-71942/2-72283".**

**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 Team on 202-512-0488.

**TRIM SIZE:** 420-903 and 420-904: 8-1/2 x 11"  
420-911: 5-1/2 x 8"

**PAGES:** Jacket #420-903: 352 plus a separate wrap around cover.

Jacket #420-904: 282 plus a separate wrap around cover.

Jacket #420-911: 330 plus a separate wrap around cover.

**SCHEDULE:**

Furnished Material will be available for pickup by 01/05/2023

Deliver complete (to arrive at destination) by 02/16/2023

F.O.B. destination

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

**DESCRIPTION:**

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

DIGITAL PRINTING IS ACCEPTABLE.

At contractors option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

Cover 1 and Spine print with type/rule matter and a fine detailed agency seal in black ink only. Cover 2 prints with type/rule matter in black ink only on 420-911, Covers 3 and 4 blank on 420-911. Covers 2, 3 and 4 are blank on 420-903 and 420-904.

Text pages print face and back (head to head) with type/rule matter, halftones, illustrations and images in black ink. Blank pages scattered throughout to maintain proper pagination.

**MATERIAL FURNISHED:** Contractor to receive. Via email/Contractors FTP site/GPO Filesharing site.  
One (1) Purchase Order

For each Jacket:

One (1) PDF file for production of the cover, Windows based, Adobe Illustrator 24.1

One (1) PDF file for production of the text.

One (1) Publications Running Sheet (PDF)

One (1) GPO Form 952 Desktop Publishing - Disk Information (PDF)

NOTE: Contractor must make adjustment to thickness of Spine as necessary.

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

GPO Form 917 (Certificate of Selection).

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 is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
Cover: JCP Code\* L20, Vellum-Finish Cover; Red, Basis Size 20 X 26", 65-80 lbs.

\*Red Color of the paper should be close to Pantone 703C. Flood coating white paper with red ink is not acceptable.

Text: JCP Code\* A60, Uncoated Text, White, Basis Size 25 X 38", 50 lbs.

**COLOR OF INK:**

All jackets: Cover 1, Spine and Text: Black.

420-911: Cover 2 prints in Black.

**PRINT PAGE:** Head to Head

**MARGINS:**

Covers: Adequate gripper

Text: Adequate gripper. Follow electronic files. Suggested margins for text on 420-903 and 420-904; gutter: 3/4", outside: 3/4", bottom 1/2". Suggested margins for text on 420-911; gutter: 3/8", outside: 1/2", bottom 3/8".

**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 (Rebecca Kinney, 703-614-4816) and karl.braaten@usmc.mil and cc: tsankey@gpo.gov.

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.

NOTE: Emailed Proofs MUST notate the quantity for each book and specify cover paper (weight and color) also for agency approval.

**BINDING:**

Perfect Bind on 11 inch side on 420-903 and 420-904. Perfect Bind on 8 inch side on 420-911. Trim 3 sides. Paper Covers: Wrap around. Trim flush, Glued on, Grain must run parallel to spine. Cover: Fold should be clean with no cracks.

**PACKING:**

Pack each jacket separately and pack suitably in cartons and shipping containers to ensure books are not damaged during shipment.

Based on each jacket, mark all cartons with the following information:

TITLE: MCRP 3-10A.3, Marine Infantry Platoon

REQUISITION No.: 2-71941

JACKET #: 420-903

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

or

TITLE: MCRP 3-10A.4, Marine Rifle Squad

REQUISITION No.: 2-71942

JACKET #: 420-904

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

or

TITLE: MCRP 3-30.7 Commander's Tactical Handbook

REQUISITION No.: 2-72283

JACKET #: 420-911

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

**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 420-903/420-904/420-911, Requisition 2-71941/2-71942/2-72283". 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.

For Jacket 420-903:

Deliver 1,600 books (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: The Basic School, 24164 Belleau Ave, Quantico, VA 22134, Attn: Academics, POC: Mr. Zynan Hill, 703-784-5286 (MOMCDC 0819-22 and PCN 14400028400). Must call to make arrangements for delivery!

For Jacket 420-904:

Deliver 1,600 books (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: The Basic School, 24164 Belleau Ave, Quantico, VA 22134, Attn: Academics, POC: Mr. Zynan Hill, 703-784-5286 (MOMCDC 0820-22 and PCN 14400029000). Must call to make arrangements for delivery!

For Jacket 420-911:

Deliver 1,200 books (includes 50 Departmental Random "Blue Label" Copies) via traceable means to: The

Basic School, 24164 Belleau Ave, Quantico, VA 22134, Attn: Academics, POC: Mr. Zynan Hill, 703-784-5286 (MOMCDC 0810-22 and PCN 14400004200). Must call to make arrangements for delivery!

\*The above shipments may travel together as one shipment but must be clearly marked and on separate skids and easily distinguishable from one another. Easily distinguishable is defined as the use of a color coded label to easily separate one book from another.

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>

For Jacket 420-903:

Deliver 1 book via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401. Marked Item No: 0384A13

For Jacket 420-903:

Deliver 10 books via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S./Anglo Division, U.S. Government Documents Section, 101 Independence Avenue, SE, Stop 4276, Washington, DC 20540-4276, Marked: Depository File Copies. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS).

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 proofs/Furnished electronic file
P-9. Solid and Screen Tint Color Match	Pantone Match System

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

**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 low contractor 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 a timely manner 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