

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army Reprint Pamphlets and Books

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Army

Multiple Award in each of 3 Categories

The term of this contract is for the period

beginning January 1, 2009 and ending December 31, 2009

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on December 12, 2008.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street NW, Room C-161, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

**BIDDERS, PLEASE NOTE: These specifications have been revised; therefore all bidders are cautioned to familiarize themselves with these specifications before bidding:**

Electronic Prepress; See requirement to make a PDF file of the final digital deliverable has been added to the contract under Contract Schedule of Prices.

New shipping schedule requirements have been added to the contract.

Additional lesser changes are scattered throughout.

For information of a technical nature call Keith Togans (202) 512-0307 (no collect calls). Email address [ktogans@gpo.gov](mailto:ktogans@gpo.gov), fax number (202) 512-1612.

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**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. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

“DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.”

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

Product Quality Levels:

- (a) Printing (page related) Attributes-- Level III or IV (As ordered).
- (b) Finishing (page related) Attributes--Level III or IV (As ordered).

Before contractors can be offered level III work, they must be certified by the contracting officer. Contact Quality Assurance (202) 512-0542. NOTE: Unless otherwise indicated on the Print Order, product quality levels will be level IV.

Inspection Levels (from ANSI/ACQC 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	Electronic Media/Camera Copy/Furnished Film
P-8. Halftone Match (Single & Double Impression)	Electronic Media/Camera Copy/Furnished Film
P-9. Solid and Screen Tint Color Match	Pantone Matching System

NOTE: All distribution requirements under Department of Defense (DOD) Directive, Number 5230.24, dated March 18, 1987 apply to this contract.

**SUBCONTRACTING:** The provisions of GPO Publication 310.2 are modified to permit subcontracting of the printing of fold-ins.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PRIORITIES, ALLOCATIONS, AND ALLOTMENTS:** This contract and any delivery order thereunder is rated and certified for national defense use (Priority Rating DO-C-9). The Contractor shall follow the provisions of DMS Reg. 1 or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this contract.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for all paper less newsprint will apply to all paper required under this contract.
2. The applicable index figures for the month of December, 2008 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \underline{\hspace{2cm}} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items(s) under II. Paper in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from January 1, 2009 through December 31, 2009. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**QUANTITIES:** This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

**SPECIAL HANDLING REQUIREMENTS/DISTRIBUTION RESTRICTIONS:** Publications printed under this contract may contain Distribution Restrictions Statements and warnings on the cover. Special handling requirements apply to these types of publications. During processing, production and transporting, the materials or printing and printed waste must be handled in a manner that will prevent unauthorized access to the information, or copies printed. Extra copies and waste may be disposed of with other unclassified salvage after being torn or shredded to preclude restructuring.

**BILLING:** Contractor will submit a copy of all payment vouchers to the U.S. Army Publishing Agency at the same time payment vouchers are submitted in GPO to:

US ARMY PUBLISHING AGENCY  
ATTN: JDHQSV-PAM-O  
2461 EISENHOWER AVENUE, ROOM 1020  
ALEXANDRIA, VA 22331-0302

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of various self and separate covered saddle stitched, perfect bound, and looseleaf books and pamphlets requiring such operations as film making, electronic prepress, printing, binding, packing and distribution.

**Note:** Production must be achieved by the printing process. Reproduction by copying or direct image masters is not acceptable.

**TITLE:** Army Reprint Pamphlets and Books.

**FREQUENCY OF ORDERS:** Based on past performance, it is anticipated that there will be approximately 5 to 10 orders placed per workday. Workflow is such that there will be days when no orders will be offered, or other days when more than 10 will be offered.

**QUANTITY:**

Category 1:	Quantities up to and including 499 copies.
Category 2:	Quantities over 499 copies up to and including 1,999 copies.
Category 3:	Quantities over 2,000 copies.

**NUMBER OF PAGES:** 4 to approximately 1,800 pages per order.

**FORMAT TRIM SIZES:** It is anticipated that approximately 15% of the total orders will be for Format A, 75% for Format B, and 10% for Format C.

- (1) Format A includes trim sizes up to and including 6-1/2 x 9-1/2" (including album style).
- (2) Format B includes trim sizes over 6-1/2 x 9-1/2" up to the maximum size of 8-1/2 x 11" (including album style).
- (3) Format C includes trim sizes over 8-1/2 x 11" up to the maximum size of 11 x 17" (including album style).

Maximum width of fold-ins (including apron) will be 54".

### GOVERNMENT TO FURNISH:

Film negatives or reprint copy (containing halftone illustrations, line art, and text matter).

Electronic Media:

Platform: All copy will be supplied in a Windows 95 (IBM) or newer versions.

Storage Media: CD-ROM

Software: Adobe Acrobat. Current or near current versions of programs will be furnished.

**NOTE:** All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are 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.

Files will be furnished in both native application and PostScript formats.

Approximately 30% of orders placed will be furnished with electronic media, 10% orders placed with film negatives and 60% furnished with camera copy or previous printed sample.

Distribution lists to be used as addressing media.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

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

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

**FILMS:** The contractor must make all films required. All halftones are to be 133-line screen or finer. When specified on the Print Order, camera copy (preprinted samples) that contains halftones will require rescreening of all halftones. Films may be opaqued on either the emulsion or non-emulsion side.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum 1/2" working margin on all (4) sides of the image.

Approximately 10% of the orders placed Government furnished negatives may have a sticky residue that will require cleaning. Prices offered must include the cost of cleaning negatives when required.

**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 Robert Ready on 703-428-0565 or Bill Creech on 703-428-0529.

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 each 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 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. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

An occasional order may require the contractor to make a PDF file of the final digital deliverable. The print order will specify the type of PDF file required (screen, print, or press optimize).

**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. 11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s).

All text and fold-in stock used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine.

The paper to be used will be indicated on each print order.

Text and Fold-ins: White Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

Approximately 15 orders may require all text pages to print on White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Covers: White, Blue, Buff, Green, Pink, Salmon and Yellow Index, basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White, Venice Blue, Light Gray, Peach Tan, Dutch Blue and Vermillion Red Vellum Finish Cover, basis weight 50 lbs per 500 sheets, 20 x 26", equal to JCP Code L20.

**PRINTING:** The majority of work ordered under this contract will print in black ink. While no process color printing is required, approximately 10% of all orders placed may require from 1 to 5 Pantone colors in addition to black. Reverse printing on covers may also be ordered. All lengthwise backstrip titles must read down unless otherwise indicated on the print order. Match Pantone number as indicated on the Print Order.

Approximately 1/3 of all orders placed contain fold-ins, and although the fold-ins may print on both sides, the greater portion of ordered fold-ins print one side only. Full aprons are required, but exceptions do occur, and will be noted on the individual print order.

**MARGINS:** Unless otherwise indicated, the following margins will be used:

<u>TRIM SIZE</u>	<u>HEAD</u>	<u>BACK</u>
4-3/8 x 6-3/4"	3/8"	*
5-7/8 x 9-1/8"	1/2"	1"
6-1/2 x 9-1/2"	1/2"	7/8"
7-7/8 x 10-1/4"	1/2"	3/4"
8-1/4 x 10-3/4"	1/2"	7/8"
8-3/8 x 10-7/8"	1/2"	7/8"
8-1/2 x 11"	1/2"	1"
11 x 17"	as indicated on Print Orders	

\*Back margins: (3/8" ) unless drilling is required. When drilling is required, increase the binding margin to (11/16").

When other trim sizes are ordered, the print order (or supplied copy) will specify the margins to be used.

**BINDING:** Bind as indicated on the Print Order. Print Orders will contain complete binding instructions. Various binding styles will be ordered as follows:

Loose-leaf Products - Gather up to 496 text pages approximately (1"), trim four sides, and side stitch with two wire stitches or one stitch in the upper left corner as ordered. Stitches must be located between drilled holes and not further

than (3") from the top and bottom edges, respectively (for satisfactory use with automated mailing equipment). The wire used for stitching must not be thicker than 20 gauge.

An occasional order may require self cover loose-leaf products (single signatures of 32 pages, 16 pages, etc.) be bound together by press perforations on the signature's fold (no stitches). Perforations must be strong enough to hold pages together during shipping/distribution processes, but must allow pages to be separated without tearing.

Four-Page Products - Fold and trim three sides. An occasional order may be perforated on the fold or require trimming four sides with 1 or 2 stitches as ordered.

Saddle Stitched Products - Up to 96 pages saddle-wire stitch in two places, and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

An occasional order may have a self covered 8-page or 12-page product that may paste on fold.

Perfect Bound Books - Perfect-bind text and wrap around cover (maximum thickness is approximately (1-1/2")) and trim three sides.

Fold-ins: Fold-ins may be ordered with any of the above binding styles, and may require up to five folds. Most orders will require parallel folding only, however an occasional order may require parallel and angle folds. When angle folds are required, fold-ins are to be lipped or may be angle cut for easy opening.

Fold-ins are to be tipped into saddle stitched products, and stitched into side-wire stitched books. Fold-ins must be inserted throughout or gathered at end of text, as ordered.

DRILLING: Drilling of round holes will be required on most products, and will generally consist of one of the following patterns:

<u>Number of Holes</u>	<u>Size Diameter</u>	<u>Inches Center to Center</u>	<u>Position from Edge to Center of Holes</u>
3	1/4" or 3/8"	4-1/4"	3/8" from left
2	1/4" or 3/8"	6"	3/8" from left
5	(3 holes - 7/16")	3-1/2"	3/8" from left
	(2 holes - 3/8")	8-1/2"	3/8" from left

An occasional order for size 4-1/2 x 8" publications may require drilling seven holes 1/4" in diameter spaced 1" center to center. Center of holes to be 3/8" from bind edge.

PACKING: Shrink film wrap all loose-leaf products which cannot be stitched (over 496 pages 1" thick), and also wrap smaller sized products when requested. Shrink wrap with film of sufficient strength to protect contents during shipment from the contractor's plant to the distribution point, as well as afterwards, when the same contents are shipped or mailed a second time.

Bulk Shipments: Pallets are required. Pack products in shipping container sizes according to specifications below. All smaller sized publications will pack in the first carton size listed in the right column.

<u>IF PUBLICATION SIZE IS</u>	<u>THEN USE CONTAINER SIZE</u>
4-3/4 x 6-3/4"	16-1/2 x 11 x 10-1/8"
5-7/8 x 9-1/8"	16-1/2 x 11 x 10-1/8"
6-1/2 x 9-1/2"	16-1/2 x 11-1/2 x 10-1/8"
7-7/8 x 10-1/4"	16-1/2 x 11 x 10-1/8"
7-3/4 x 10-1/4"	16-1/2 x 11 x 10-1/8"
8-1/4 x 10-3/4"	17-1/2 x 11-1/2 x 7-7/8"

8-1/2 x 11"  
11 x 17"

17-1/2 x 11-1/2 x 7-7/8"  
17-1/2 x 11-1/2 x 7-7/8"

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

All shipments which fill less than a shipping container must be packed with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

Packing List: Each shipment (except envelopes/packages that are mailed) shall contain a packing list showing the following data:

- (1) name and address of consignor;
- (2) name and address of consignee;
- (3) requisition, program, print order, and GPO jacket number;
- (4) bill of lading number, if any; and
- (5) description of the material shipped, including:
  - (a) publication number and title (if applicable) and date;
  - (b) quantity per container and total quantity;
  - (c) total number of containers;
  - (d) total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet and in the case of truckload shipments be placed near the tailgate of the trailer.

Mailed Shipments:

Insert single or multiple copies (up to 200 leaves) into a kraft envelope.

Quantities over 200 leaves, up to 12 lbs., must be inserted into a cushioned shipping bag (maximum gross weight 14 lbs.).

Quantities over 12 lbs., up to 24 lbs., must be packed in small shipping container (maximum gross weight 27 lbs.).

Quantities over 24 lbs., up to 36 lbs., must be packed in shipping containers (maximum gross weight 40 lbs.).

**LABELING AND MARKING: Bulk Shipments:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach them to shipping containers.

**Mailed Shipments:** The contractor will be required to create address labels from furnished distribution list and affix an address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, and containers.

**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 subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books - Pamphlets

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

35,001 and over 200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Army publications center responsible for the order, or some other Army consignee which is listed to receive the order's largest shipment.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the voucher sent to U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order 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 subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. 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.

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 copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Complete addresses and quantities will be furnished with each print order.

**F.O.B. Destination:** The contractor will be required to ship f.o.b. destination, all shipments over 120 lbs., unless instructed that Government bills of lading will be furnished.

Shipments to the U.S. Army Publications and Distribution Center in St. Louis, Missouri **MUST BE A SINGLE COMPLETE SHIPMENT** delivered on work days between the hours of 8:00 a.m. and 2:00 p.m. (local time). Split shipments are reported as "SHORT" shipments.

Bulk shipments to the U.S. Army Publications and Distribution Center in St. Louis, MO must be palletized with the voids to the outside dimensions of the pallets. A minimum of a (3/4") void must be on the outside dimensions of the pallets. A majority of books procured on this contract require a carton size of 17-1/2 x 11-1/2 x 7-7/8". See attached exhibit (Attachment C) illustrating how these cartons are to be palletized.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

**F.O.B. Contractor's City:** All mailing shall be made at the Special Standard Mail Rate. Mailing must be made at the lowest rate for which the mailing qualifies.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor is cautioned that "Postage and Fees Paid" imprint mail may be used only for the purpose of mailing material produced under this contract.

**DELAYED OR LOST SHIPMENTS:** Delivery receipts of shipments are the responsibility of the contractor unless the Government ordered the shipment made by the Government Bill(s) of Lading. The contractor must trace or replace the pamphlet/books at no additional cost to the Government. When the Government orders are shipped by parcel post and/or Government Bill(s) of Lading, the contractor will be relieved of any additional shipping responsibility after surrender of the shipment to the carrier. The contractor must be able to produce a separate signed receipt for these materials.

**RETURN OF GOVERNMENT FURNISHED MATERIAL:** Packages of furnished material returned to the Government must be marked with the GPO jacket, program, and print order numbers, and the department requisition number. Films and sample delivered to the GPO must also be marked: Attn: Reproducible Storage Section – Films and sample, PDPN.

The contractor must return all camera copy and/or negatives furnished by the Government along with any negatives made by the contractor unless instructed to destroy the negatives. These materials must be packed and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials. Contractor will ship a complete set of films with one sample copy and a photocopy of the print order (GPO Form 2511) within 10 workdays of the ship date to the following address:

U.S. GOVERNMENT PRINTING OFFICE  
REPRODUCIBLE STORAGE SECTION  
MAIL STOP: PDPN  
WASHINGTON, D.C. 20401

Marked "Films and Sample, Program, Jacket Number, Print Order".

Failure to comply with the above requested information will result in rejection and material returned to contractor at contractors expense. All expenses incidental to returning materials and supplying sample copies to GPO must be borne by the contractor.

**NOTE:** The contractor must not return back to the ordering agency any Government furnished samples, contractor printed samples, negatives or CDS unless specified on each individual print order.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

The contractor shall ship on or before the date specified by any reasonable method to insure prompt delivery at destination.

An occasional order may require a "must at destination" delivery date.

Furnished material must be picked up from:

U.S. GOVERNMENT PRINTING OFFICE  
Pickup room, 27 G St., NW, Washington, D.C. 20401

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Orders up to and including 250,000 printed pages (not including covers) shall be completed within 10 workdays.

Orders over 250,000 printed pages and including 500,000 printed pages (not including covers) shall be completed within 15 workdays.

Orders 500,000 printed pages and including 1,000,000 printed pages (not including covers) shall be completed within 20 workdays.

Orders over 1,000,000 printed pages (not including covers) shall be completed within 25 workdays.

NOTE: Computation of product (pages x copies ordered) to be used for delivery schedules listed above.

One additional workday will be allowed on each order for the following;

Separate covers each 25,000 copies, or portion thereof;

Each 10,000 printed fold-ins or portion thereof (up to a maximum of 5 workdays).

The ship/deliver date indicated on the print order is the date products ordered for f.o.b. destination must be picked up by carrier or delivered to the destination(s) specified (when required) and all f.o.b. contractor's city shipments must be picked up by carrier or delivered to the U.S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

### SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

Procurement under this solicitation will be divided into 3 categories as follows:

- Category 1: Quantities up to and including 499 copies.
- Category 2: Quantities of 500 up to and including 1,999 copies.
- Category 3: Quantities of 2,000 or more copies.

The Government will make multiple awards in each category since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only with those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

Bidders shall state the location of the plant from which this product(s) will be shipped.

Transportation charges are a factor in determining award.

**PREMIUM PAYMENTS:** A Premium Payment of 5% will be applied to the Schedule of Prices, with the exception of Item VII. Shipping Charges and reimbursable parcel post, on orders placed for Level III work.

All other orders will be offered and paid for at the basic prices offered.

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments sent under Government bills of lading and/or Postage and Fees paid labels and f.o.b. destination for all other shipments.

Bidders must make an entry in each of the spaces provided in the category or categories for which bids are submitted. Bids submitted with any obliteration, revisions, or alterations of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if the bidder intends to furnish individual items at no charge to the government.

An entry of NB (No Bid) must be entered if the bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

Note: Certain sequential numbers and/or letters have been intentionally omitted from the "Schedule of Prices". All such omissions are to be disregarded.

**I. PRINTING AND BINDING:** The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications, and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered, and its respective "Format" trim size group, as defined in Section 2.- Specifications. The cost of all required paper must be charged under Item II.

**Text and Cover Pages (printing in a single ink color):** A charge will be allowed for "each page", whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

**Four-Page Products:** Prices offered for item 1(b) must be all-inclusive for the production of a complete 4-page product printed in a single ink color, including folding/binding.

Charges for a Paste-on-fold product must be charged under Item 1(a) as a saddle stitched product.

Charges for side-wire stitch text in 2 places, with glue-on, wrap around cover must be charged for under Item 4 (a) as a looseleaf product.

**Fold-ins (printing in a single ink color):** A charge will be allowed for each "fold-in unit", based on the maximum square inch size for each "Format" group, as defined in Section 2.- Specifications. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square inch size of its respective "Format" group, with any fractional remainder being counted as a whole.

Prices offered for item 6 (a) must be all-inclusive for printing fold-ins on one side only and binding, and must include the cost of film imposition, platemaking, press makeready and running, ink, cutting, folding, tipping-in or inserting throughout text, as indicated.

Prices offered for item 6 (b) must be all-inclusive for printing fold-ins on one side only and binding, and must include the cost of film imposition, platemaking, press makeready and running, ink, cutting, folding, and gathering in sets at the end of the text.

Prices offered for item 6 (c) must be all-inclusive for printing fold-ins on the second side, in the same single ink color as used on first side, and must include only the cost of film imposition, platemaking, press makeready and running, and ink.

The cost of all required paper must be charged under Item II, with each fold-in unit counted as a single leaf in the applicable "Format" group. The cost of lipping or angle cutting, if required, must be charged under item V (n).

Additional Color(s): Prices offered for item 7 (a) shall include only those costs necessary for printing a single text or cover page in a color in addition to the first single ink color press run charged for under items 1, 3 and 4.

Prices offered for item 7 (b) shall include only those costs necessary for printing each side of a fold-in unit in a color in addition to the color charged for under item 6.

(THIS PAGE IS INTENTIONALLY BLANK)

SCHEDULE OF PRICES

I. CATEGORY 1: Prices offered on this page are applicable only for orders of up to and including 499 copies.

	<u>Makeready and/or Setup Charges (Formats)</u>			<u>Running Charges, Per 100 Copies (Formats)</u>		
	A	B	C	A	B	C
	(1)	(2)	(3)	(4)	(5)	(6)
1. Saddle stitched:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) 4-page product printing in a single ink color, including folding/binding ..... per product.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. Perfect bound:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. Looseleaf Products:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6. Fold-ins:						
(a) Printing in a single ink color on one side only, including binding (tipping-in or inserting throughout text) .....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in a single ink color on one side only, including binding (gathering in sets at the end of text) .....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing on second side (same ink color as first side).....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7. Additional Color(s): Printing text, covers, and/or fold-ins in an additional color or colors:						
(a) Printing text or cover in a color in addition to the first single ink color press run charged for under items 1, 3 & 4..... each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing fold-ins in a color in addition to the color charged for under item 6 ..... per side per fold-in unit ...	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9. Covers:						
Covers 1 and 4 or 2 and 3.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

I. CATEGORY 2: Prices offered on this page are applicable only for orders of 500 up to and including 1,999 copies.

	<u>Makeready and/or Setup Charges (Formats)</u>			<u>Running Charges, Per 100 Copies (Formats)</u>		
	A	B	C	A	B	C
	(1)	(2)	(3)	(4)	(5)	(6)
1. Saddle stitched:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) 4-page product printing in a single ink color, including folding/binding ..... per product.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. Perfect bound:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. Looseleaf Products:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6. Fold-ins:						
(a) Printing in a single ink color on one side only, including binding (tipping-in or inserting throughout text) .....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in a single ink color on one side only, including binding (gathering in sets at the end of text) .....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing on second side (same ink color as first side).....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7. Additional Color(s): Printing text, covers, and/or fold-ins in an additional color or colors:						
(a) Printing text or cover in a color in addition to the first single ink color press run charged for under items 1, 3 & 4..... each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing fold-ins in a color in addition to the color charged for under item 6 ..... per side per fold-in unit ...	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9. Covers:						
Covers 1 and 4 or 2 and 3.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

I. CATEGORY 3: Prices offered on this page are applicable only for orders of 2,000 or more copies.

	<u>Makeready and/or Setup Charges (Formats)</u>			<u>Running Charges, Per 100 Copies (Formats)</u>		
	A	B	C	A	B	C
	(1)	(2)	(3)	(4)	(5)	(6)
1. Saddle stitched:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) 4-page product printing in a single ink color, including folding/binding ..... per product.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. Perfect bound:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. Looseleaf Products:						
(a) Printing in a single ink color, including binding .....each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6. Fold-ins:						
(a) Printing in a single ink color on one side only, including binding (tipping-in or inserting throughout text) .....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing in a single ink color on one side only, including binding (gathering in sets at the end of text) .....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(c) Printing on second side (same ink color as first side).....per fold-in unit .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7. Additional Color(s): Printing text, covers, and/or fold-ins in an additional color or colors:						
(a) Printing text or cover in a color in addition to the first single ink color press run charged for under items 1, 3 & 4..... each page .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Printing fold-ins in a color in addition to the color charged for under item 6 ..... per side per fold-in unit ...	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9. Covers:						
Covers 1 and 4 or 2 and 3.....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Fold-ins - One page-size leaf will be allowed for each "fold-in unit" (based on the maximum square inch size of the "Format" group ordered). The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square inch size of its respective "Format" group, with any fractional remainder being counted as a whole.

	<u>Per 100 leaves</u>		
	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
	(1)	(2)	(3)
(b) White Offset Book 50-lb. ....	\$ _____	\$ _____	\$ _____
(h) White Vellum-Finish 50-lb.....	\$ _____	\$ _____	\$ _____
(i) Colored Vellum-Finish 50-lb.....	\$ _____	\$ _____	\$ _____
(n) White Index 110-lb.....	\$ _____	\$ _____	\$ _____
(o) Colored Index 110-lb.....	\$ _____	\$ _____	\$ _____

III. ELECTRONIC PREPRESS:

A-1 (c) Trim/Page-size unit produced from electronic media.....per page.....\$ \_\_\_\_\_

A-2 (b) System Timework.....per hour... ..\$ \_\_\_\_\_

A-2 (c.1) Creation of PDF file.....per file.....\$ \_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item A-2(b).

\_\_\_\_\_  
(Initials)

IV. **NEGATIVES:** The prices offered shall be all-inclusive for producing negatives in accordance with the terms of these specifications and shall include the cost of all required materials and operations, as applicable. No charges will be allowed for films furnished by the Government.

**Base Negatives:** A base film will be defined as, and a charge will be allowed for, each page-size film requiring one film exposure, produced from one basic piece of camera copy or art. Any additional components required, other than strip-ins, as defined in item (f), will be allowed under "Illustration Negatives", below. One base film charge will be allowed for each single ink color required on each page-size unit, as applicable to its respective "Format" group. A backstrip, if required, shall be considered part of cover page 1: therefore, separate charges for a backstrip shall not be accepted.

Fold-in base negatives (consisting of either type matter and/or line illustration matter on one basic piece of camera copy or art) will be charged for in total page-size units: determined by dividing its trim size expressed in square inches, by the maximum square inch size of its respective "Format" group, with any fractional remainder being counted as a whole. The value thus established represents the total number of page-size units required, and will be added to the total page count chargeable under item (a).

	<u>Per Negative</u>		
	<u>Format A</u> (1)	<u>Format B</u> (2)	<u>Format C</u> (3)
(a) Page-size unit.....	\$_____	\$_____	\$_____

**Illustration Negatives:** An illustration will be defined as, and a charge will be allowed for, any element not furnished in position on the basic camera copy, or one that requires a separate exposure. The prices offered for each of the following illustration films shall include the cost of combining them with the applicable base film listed above. Charges for flattones (each negative) will be allowed under item (b) and duotone halftones (each negative) will be allowed under item (c).

Fold-in illustrations will be based on the printed image size, and when larger than page-size, will be computed in page-size units, as stated above. The value thus established will be computed as one illustration charge, "per negative", for each "fold-in illustration unit."

	<u>Per Negative</u>		
	<u>Format A</u> (1)	<u>Format B</u> (2)	<u>Format C</u> (3)
(b) Line. ....	\$_____	\$_____	\$_____
(c) Square-finish halftone .....	\$_____	\$_____	\$_____

Charges for usual opaquing which is necessary for the production of a suitable film must be included in the prices submitted for Items (a), (b), and (c).

(f) Strip-ins (including film) .....each strip-in .....\$\_\_\_\_\_

Charge under line (f) provides for making a film (other than illustration) of folio line, signature line, or minor correction and stripping into position. Only one charge will be allowed for each strip-in regardless of the number of sides stripped together.

(i) Timework.....per hour .....\$\_\_\_\_\_

Charges under line (i) will be allowed only for the required operations for which specific charges have not been requested. Charges for timework will be allowed for such operations as outlining, vignetting, etc.

\_\_\_\_\_  
(Initials)

Any charge made under "Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (i).

V. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

- (a) Wrapping or Shrink-film packaging ..... each package.....\$\_\_\_\_\_
- (n) Lipping or angle cutting (at contractor's option) fold-ins over page depth ..... per 100 fold-in .....\$\_\_\_\_\_
- (q) Drilling (each run).....per 100 leaves .....\$\_\_\_\_\_

Four holes will be the maximum for any one run. When drilling or punching pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves: each ply of a fold-in that drills will be counted as a single leaf.

VI. PACKING AND SEALING FOR DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of kraft envelopes, cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

1. Bulk shipments (other than by mail):

- (b) Packing and sealing shipping containers (up to approximately 45 lbs. capacity).....each container.....\$\_\_\_\_\_
- (c) Palletizing.....each pallet .....\$\_\_\_\_\_

2. Mailing, includes affixing labels and delivery to a post office:

- (c) Single copy in kraft envelope ..... each envelope.....\$\_\_\_\_\_
- (d) Multiple copies in kraft envelope (up to 200 leaves) ..... each envelope .....\$\_\_\_\_\_
- (e) Single or multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags (maximum gross weight 14 lbs.)... each bag...\$\_\_\_\_\_
- (f) Quantities over 12 lbs., up to 24 lbs. packed in shipping containers (maximum gross weight 27 lbs). ..... each container...\$\_\_\_\_\_
- (g) Quantities over 24 lbs., up to 36 lbs., packed in shipping containers (maximum gross weight 40 lbs.) ..... each container....\$\_\_\_\_\_
- (i) Addressing additional labels for more than one parcel per destination.....each label....\$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

VII. SHIPPING CHARGES: The following charges cover the cost of shipping to destinations within each of the twelve zones. Charges must be submitted in the order and manner requested; minimum charges will not be accepted.

Shipments of 120 pounds or less are to be made by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government, unless otherwise instructed. Bidder must offer "a per cwt" (per hundred weight) charge for each Regional Area listed below for Columns A, B, and C. Fractional parts of 100 lb. shipment will be prorated at the "per cwt" rate.

All prices submitted with more than 2 decimal places in this section will be rounded off to 2 decimal places for award purposes only.

	Shipments over 120 LBS. But not Exceeding <u>(1,000 LBS.)</u> (A)	Shipments over 1,000 LBS. But not Exceeding <u>(10,000 LBS.)</u> (B)	Shipments Exceeding <u>(10,000 LBS.)</u> (C)	Shipped To Regional Area
(a) Cost per cwt.....	\$ _____	\$ _____	\$ _____	1
(b) Cost per cwt.....	\$ _____	\$ _____	\$ _____	2
(c) Cost per cwt.....	\$ _____	\$ _____	\$ _____	3
(d) Cost per cwt.....	\$ _____	\$ _____	\$ _____	4
(e) Cost per cwt.....	\$ _____	\$ _____	\$ _____	5
(f) Cost per cwt.....	\$ _____	\$ _____	\$ _____	6
(g) Cost per cwt.....	\$ _____	\$ _____	\$ _____	7
(h) Cost per cwt.....	\$ _____	\$ _____	\$ _____	8
(i) Cost per cwt.....	\$ _____	\$ _____	\$ _____	9
(j) Cost per cwt.....	\$ _____	\$ _____	\$ _____	10
(l) Cost per cwt.....	\$ _____	\$ _____	\$ _____	12

\*\*Region 12: St. Louis, MO (only) – Transportation Officer, U.S. Army Publication Center, 1655 Woodson Rd., St. Louis, MO 63114.

Note: Failure to offer a shipping charge to any zone will eliminate a bidder from consideration for award of any order requiring delivery to a zone (or zones) for which shipping charges were not offered.

\_\_\_\_\_  
(Initials)

Based on past performance under the previous contract, the majority of orders required shipments to St. Louis, MO. Other orders required shipments to Albany, GA, Fort Benning, GA, Fort Gordon, GA, Fort Eustis, VA, Fort Bliss, TX, and Fort Sill, OK. (NOTE: These shipping destinations may, or may not, reflect shipping destinations for future program orders).

Bidder shall check one of the following:

- I request to receive offers for production of Quality Levels III and IV.
- I request to receive offers for production of Quality Level IV only.

LOCATION OF POST OFFICE: All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out all pages in "Section 4.- Schedule of Prices" relating to the category or categories for which bids are submitted, initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

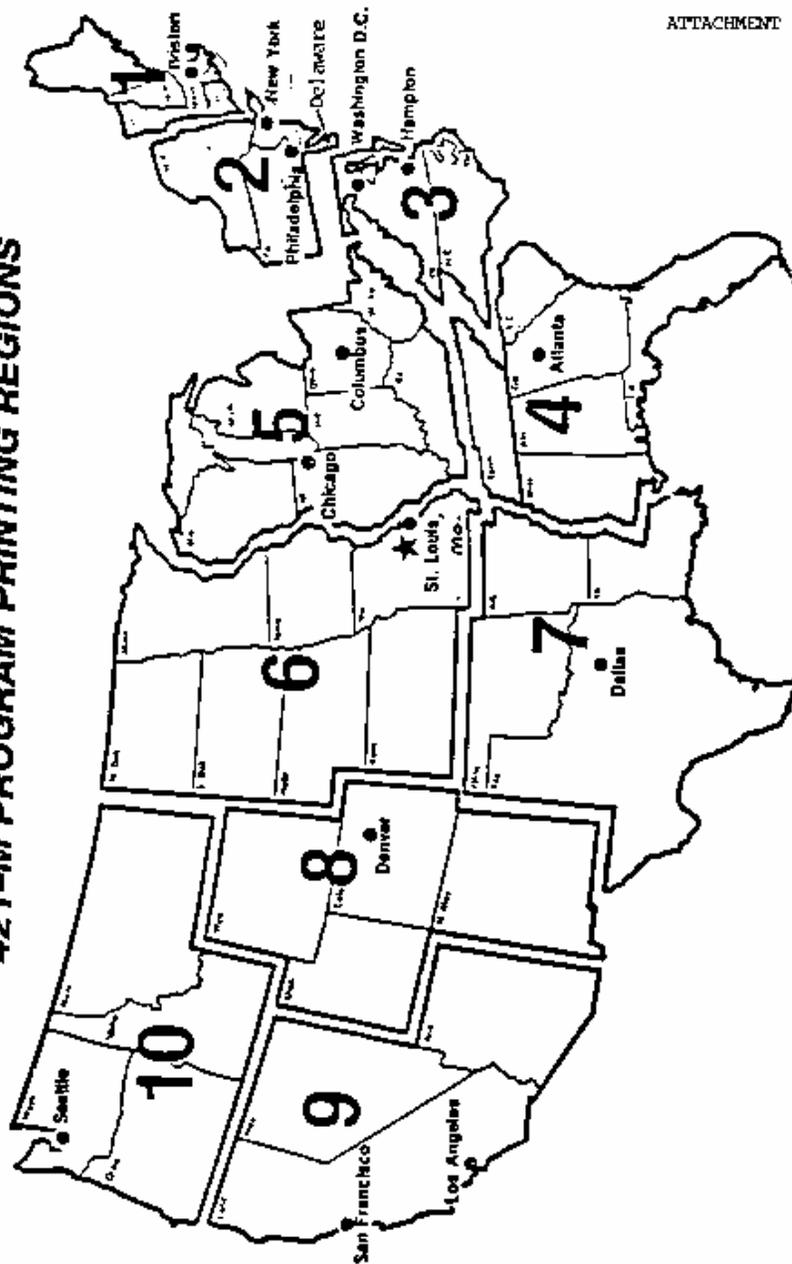
By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

**421-M PROGRAM PRINTING REGIONS**



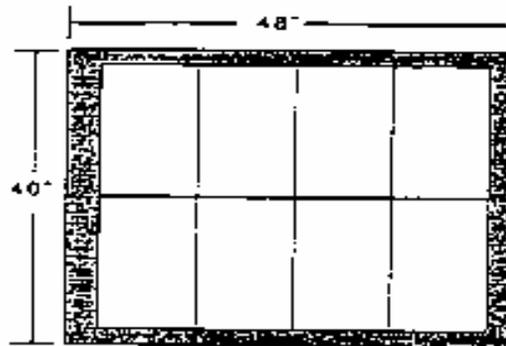
ATTACHMENT "B"

★ REGION 12 -- ST. LOUIS, MISSOURI (only)

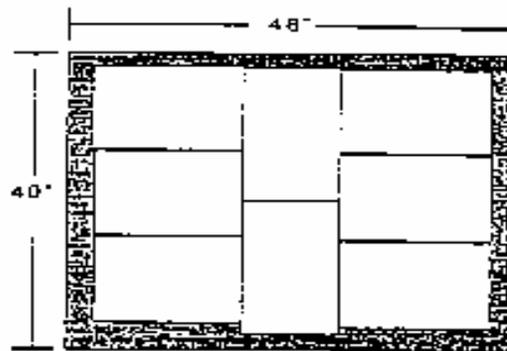
Attachment "C"

# PALLET REQUIREMENTS

For Army Deliveries to St. Louis, Missouri



8-CARTON LAYER



8-CARTON LAYER  
( ALTERNATING TIERS )

(NOTE: Pallet diagram gray areas designate "free-space".)