

<b>PROGRAM:</b> 827-S						
<b>TITLE:</b> Federal Aviation Administration (FAA) Books						
<b>AGENCY:</b> DLA Data Management Services/Aviation						
<b>TERM:</b> Date of Award ending February 28, 2023						
			<b>ACR III LSC Holdings</b>		<b>CURRENT CONTRACTOR</b>	
			Owensville, MO		Owensville, MO	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST
<b>I. PREPRESS:</b>						
(a)	PDF soft proof-----per page	3,076	0.50	1,538.00	N/C	N/C
(b)	System timework-----per hour	4	50.00	200.00	25.00	100.00
<b>II. PRINTING AND BINDING:</b>						
Each Light Cycle:						
(a)	Printing text in one ink color, including binding -----per page					
(1)	-----Makeready and/or Setup-----	1,422	16.00	22,752.00	5.50	7,821.00
(2)	-----Running Per 1,000 Copies-----	8,115	0.10	811.50	0.10	811.50
(b)	Printing text in four-color process, including binding-----per page					
(1)	-----Makeready and/or Setup-----	290	16.00	4,640.00	-----	-----
(2)	-----Running Per 1,000 Copies-----	1,599	0.50	799.50	-----	-----
(c)	Printing cover in one ink color, including binding -----per complete cover					
(1)	-----Makeready and/or Setup-----	6	200.00	1,200.00	200.00	1,200.00
(2)	-----Running Per 1,000 Copies-----	34	20.00	680.00	20.00	680.00
(d)	Printing cover in four-color process, including binding-----per complete cover					
(1)	-----Makeready and/or Setup-----	1	500.00	500.00	-----	-----
(2)	-----Running Per 1,000 Copies-----	6	80.00	480.00	-----	-----
(e)	Each additional color: Printing text and/or cover in an additional ink color not charged for under line item II. (a) and II.(c)-----per color/per page					
(1)	-----Makeready and/or Setup-----	1,422	N/C	N/C	N/C	N/C
(2)	-----Running Per 1,000 Copies-----	8,115	N/C	N/C	N/C	N/C
Each Heavy Cycle:						
(f)	Printing text in one ink color, including binding per page-----					
(1)	-----Makeready and/or Setup-----	5,319	14.00	74,466.00	5.50	29,254.50
(2)	-----Running Per 1,000 Copies-----	256,075	0.10	25,607.50	0.10	25,607.50
(g)	Printing cover in one ink color, including binding per complete cover					
(1)	-----Makeready and/or Setup-----	175	200.00	35,000.00	200.00	35,000.00
(2)	-----Running Per 1,000 Copies-----	337	20.00	6,740.00	20.00	6,740.00
(h)	Each additional color: Printing text and/or cover in an additional ink color not charged for under line items II.(f) and II.(g)-----per color/per page					
(1)	-----Makeready and/or Setup-----	2,999	N/C	N/C	N/C	N/C
(2)	-----Running Per 1,000 Copies-----	142,766	N/C	N/C	N/C	N/C
<b>III. PAPER:</b>						
(a)	White Light-Weight Text (Bible Paper) (30-lb.) -----per 1,000 leaves	132,894	3.70	491,707.80	2.60	345,524.40
(b)	White and Colored Vellum-Finish Cover (50-lb) -----per 1,000 Leaves	754	35.00	26,390.00	20.00	15,080.00
<b>IV. PACKING AND DISTRIBUTION:</b>						
(a)	Packing, labeling, and sealing shipping container -----per container	19,503	0.50	9,751.50	3.00	58,509.00
(b)	Palletizing-----per pallet	495	N/C	N/C	N/C	N/C
(c)	Single or multiple copies in kraft envelope (up to 200 leaves)-----per envelope	152	0.75	114.00	0.50	76.00
(d)	Quantities over 200 leaves, up to 12 pounds, in cushioned shipping bags or wrapped in shipping bundles-----per bag/bundle	1,094	1.00	1,094.00	1.00	1,094.00
(e)	Quantities over 12 pounds, up to 45 pounds, packed in shipping containers-----per container	4,007	1.00	4,007.00	1.00	4,007.00
(f)	Scanning, barcoding, gathering volumes into sets for distribution-----per package	5,253	6.00	31,518.00	4.25	22,325.25

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<b>TERM:</b>	Date of Award ending February 28, 2023					
			<b>ACR III LSC Holdings</b>		<b>CURRENT CONTRACTOR</b>	
			Owensville, MO		ACR III LSC Holdings	
		<b>BASIS OF</b>	Owensville, MO		Owensville, MO	
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>
<b>V.</b>	<b>DISTRIBUTION HELP DESK:</b>					
(a)	Distribution Help Desk set-up including toll-free phone number-----one-time fee	1	N/C	N/C	1,000.00	1,000.00
(b)	Service center operating/maintenance fee -----per heavy cycle/specified order	7	250.00	1,750.00	250.00	1,750.00
<b>VI.</b>	<b>ADDITIONAL OPERATIONS:</b>					
(a)	Processing undeliverable/returned packages -----per package	42	N/C	N/C	N/C	N/C
(b)	Destruction charge (at the end of each cycle -----per container	14	N/C	N/C	N/C	N/C
(c)	Reshipment of replacement orders due to Government error-----per order	5	24.00	120.00	100.00	500.00
(d)	Shelf stock storage, including stocking at the beginning of each cycle----per pallet/per month	13	5.00	65.00	N/C	N/C
	<b>CONTRACTORS TOTALS</b>			<b>\$741,931.80</b>	<b>Due to changes in specifications</b>	
	<b>DISCOUNT</b>		0%	<b>0.00</b>	<b>total price will not be shown.</b>	
	<b>DISCOUNTED TOTALS</b>			<b>\$741,931.80</b>		
			<b>AWARDED</b>			

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Federal Aviation Administration (FAA) Books***

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

DLA Data Management Services (DLA Aviation)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award, and ending February 28, 2023, plus up to four (4) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

*Unless waived by the agency, the period from Date of Award to February 28, 2022, shall be used by the contractor to establish/perform all necessary operations in preparation of live production on March 1, 2022, and to produce two (2) prior to live production orders. The contractor shall plan and implement the actions necessary for the startup of full contract operations.*

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on November 30, 2021 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov). No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

**BIDDERS, PLEASE NOTE:** *This program was formerly Program 394-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Cecilia Dominguez Castro on (202) 512-0307 or at [cdominguezcastro@gpo.gov](mailto:cdominguezcastro@gpo.gov).

## 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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.p>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

*In addition to GPO QATAP, Attachment 3, “NGA Contractor Quality Program for Printing and Finishing of DoD Flight Information Publications Books and Charts” shall apply. In the event of a conflict between GPO QATAP and Attachment 3, the document with the tighter tolerances shall be considered the superseding requirement.*

**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.

**SUBCONTRACTING:** The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

**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.
- (b) Finishing (item related) Attributes - Level III.

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	O.K. Proofs/Average Type Dimension/ Electronic Media
P-8. Halftone Match	O.K. Proofs/Electronic Media
P-9. Solid and Screen Tint Match	Pantone Matching System
P-10. Process Color Match	Electronic Media

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments(s).

**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.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 28, 2023, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

***The term of the first contract year (base year) is expected to be approximately 15 months. However, the Economic Price Adjustment will be based on the date of live production. Live production begins March 1, 2022.***

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2021, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with “Table 9 - 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:

***For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual production begins March 2022.***

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of February 2022 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:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ \_\_\_\_\_\_ } \%$$

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 Item III., "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.

**SECURITY OF DATA:** The contractor shall not release or sell to any person any technical or other data received from the Government under this contract; nor shall the contractor use the data for any purpose other than that for which it was provided to the contractor under the terms of the contract.

**DATA RIGHTS:** All data and materials furnished and/or produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/materials in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

All furnished data is designated as "Controlled Unclassified Information (CUI)/UNCLASSIFIED."

**WARNING:** Products produced under this contract must be produced at a facility physically located in the United States, for both the prime contractor and subcontractor(s). All contractor/subcontractor employees performing on this contract are required to be U.S. citizens.

Items are not classified and do not have any distribution limitations, however, the contractor/subcontractor is prohibited from producing or distributing the products produced under this contract outside of the official orders (i.e., cannot produce for their own use, sale, or other uses, including marketing, promotion, or other uses).

The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work, or which are generated as a result of this contract. Proper precautions shall be taken to ensure that all Government supplied materials are protected from damage. The Government furnished materials shall be returned in the same condition as originally furnished, if applicable.

Proper control and handling must be maintained at all times to prevent any information, data, or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

All erroneous copies produced by the contractor are to be destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access (see "PREAWARD PRODUCTION PLANS, *Disposal of Waste Materials*").

Any extra copies shall be kept on hand for any shipping discrepancies or additional shelf stock until the end of the product's Effective Date cycle. (See Attachment 5, "FAA File Download and Distribution Schedule" for the definition of "Effective Date" for the purpose of the contract schedule.)

**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.

Additionally, as part of the technical determination, examples of areas that may be investigated are listed below –

- 1) Technical equipment/capability
- 2) Quality assurance
- 3) Electronic data interface/capability
- 4) Financial and accounting systems/capability
- 5) Other – as appropriate

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.

**PREAWARD PRODUCTION PLANS:** In conjunction with the preaward survey, the contractor must submit preaward production plans as specified below –

Within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, the contractor must present, in writing, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

*Option Years* – For each option year that may be exercised, the contractor will be required to review their production plans and re-submit, in writing, each plan detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.

NOTE: If there are no changes/revisions, the contractor will be required to submit to the contracting officer or his/her representative a statement confirming that the current plans are still in effect.

THE FOLLOWING PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

**Backup Facility Plan:** The Government has a need to ensure that DLA is able to continue operations of Geospatial products in the event the contractor is unable to perform due to a broad range of circumstances, including but not limited to, all-hazard emergencies, natural emergencies, man-made emergencies, national emergencies, and pandemics.

Failure to deliver the products required under this specification in a timely manner would have an impact on the daily operations of DLA. Therefore, if for any reason(s), the contractor is unable to perform at said locations for one (1) workday, the contractor must notify the ordering agency. If it is for a period longer than two (2) workdays, the contractor must have a backup facility with the capability of producing the products required under this specification to meet required timelines.

Plans for contingency production must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at the facility.

Part of the plan must also include the transportation of Government material from one facility to another.

All terms and conditions of this contract will apply to the backup facility. Due to the time-sensitive nature of the products produced under this contract, the contractor must maintain the original schedule set forth in this contract.

**Security Control Plan:** The contractor shall maintain, in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

The contractor is cautioned that no Government-provided information shall be used for non-Government business. Specifically, no Government information shall be used for the benefit of a third party.

The security control plans shall provide in detail, at a minimum, the following –

- How Government files (data) will be secured to prevent disclosure to a third party – prior to and after termination of the contract.
- How all accountable materials will be handled throughout all phases of production.
- How the disposal of waste materials will be handled.
- How the contractor will meet the Defense Security Service (DSS) guidelines for the protection/handling/storage of Government data. (DSS Guidelines can be accessed at: <https://www.dss.mil/>.)
- List of subcontractor(s) and their specific function(s).
- How all applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor and/or subcontractor(s).

**Quality Control Plan:** The contractor is cautioned that the accuracy of the information in these products is of paramount importance. Errors such as missing or incorrect pages could jeopardize not only the safety of aircraft, but could be the primary factor in loss of life or property and could also jeopardize the nation's military readiness and safety. To achieve maximum accuracy in these products, contractor's quality assurance program must be organized toward the objective of reaching a goal of zero defects in each and every product.



The contractor may adopt the provided “NGA Contractor Quality Program for Printing and Finishing of DoD Flight Information Publications Books and Charts” (Attachment 3) and “NGA Contractor Quality Program for Distribution of DoD Flight Information Publications Books and Charts” (Attachment 4), or may develop programs at the contractor’s own expense.

If the contractor develops one or more of their own quality programs, it shall be equal to or better than the programs outlined in the attachments, and the contractor shall submit a written copy of the programs to the Contracting Officer and the Program Manager for evaluation. At a minimum, the quality control plan shall include examples of the documentation and a detailed description of the random samples that document all of the contractor’s activities. Furthermore, the plan shall include the names of all quality assurance officials and describe their duties. For critical phases that directly affect aeronautical safety of navigation, the contractor must perform 100% inspection vice random sampling. The phases that require 100% inspection are marked with an asterisk (\*).

<u>PRODUCTION PHASE</u>	<u>IMPORTANT QUALITY CHARACTERISTICS</u>
Raw materials.....	Equal to or exceeds specifications
Layout/Stripping .....	Pagination
*Platemaking.....	Resolution, completeness, image size
Printing.....	Litho quality, legible
*Signature Collation .....	Correct sequence; no missing, duplicate, or inverted signatures
Trimming.....	Size and appearance
Binding.....	Staple/glue placement and bind adequacy
*Order Filling.....	Correct products and quantity; correct packing slip included in package
*Packaging.....	Material, label positioning, and sealing
*Distribution.....	Packages released to proper shipper by the distribution deadline

The quality control plan will include a list of all subcontractors involved, along with their specific functions.

The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations of the contractor’s assurance records and the contractor’s file of quality assurance random samples.

The contractor’s quality control plan shall be revised whenever the system’s procedures do not accomplish their objective. These revisions shall be submitted in writing for approval.

The key personnel assigned as Operations Quality Control (OQC) on the production line shall have a minimum of one (1) year of experience performing the job they are inspecting.

The key personnel assigned as Independent Quality Control (IQC) station inspector(s) on the production line shall have a minimum of two (2) years of experience with one (1) year being in production and one (1) year as a quality control inspector.

Supervisory quality control key personnel shall have a minimum of two (2) years of experience in the area where they are performing inspections.

The Government reserves the right to enter the contractor’s premises without notice for the purpose of testing products using the contractor’s test equipment. The contractor shall perform these tests routinely based on the quality attachments or the contractor’s approved quality program.

**Disposal of Waste Materials:** The contractor is required to demonstrate how all waste materials used in the production of this contract will be definitely destroyed (e.g., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the records means the materials cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

The contractor, at a minimum, must cross-cut shred all documents into squares not to exceed 1/4 inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at the contractor's printing site. The contractor must specify the method planned to dispose of the materials.

All disposal/destruction must be performed on site at the contractor's facility. A subcontractor may be used for the disposal/destruction of waste material. When a subcontractor is used, the same information is required. The plan must include the names of all contract officials responsible for the plan and describe their duties in relationship to the waste material plan.

**GOVERNMENT SURVEILLANCE:** The Government may conduct quality assurance surveillance to assure the effectiveness of the contractor's control of quality. The Government may conduct on-site inspection visits at the contractor's plant during the printing, binding, and distribution phases. These visits may extend throughout the duration of the contract. Nothing contained in this paragraph, or in subsequent paragraphs, shall be construed to limit any inspection rights of the Government specified under this contract.

The Government also reserves the right to conduct random unannounced visits at the contractor's site(s) for the purpose of production surveillance. At no time, however, does the Government inspection replace the contractor's inspection requirements at the contractor's installation(s).

The contractor shall provide necessary workspace and assistance at the site of contract performance for the Government Representative(s) who is designated by the Government to inspect and evaluate the contractor's work performance and products. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

Customer comments/complaints will provide the Government with a final form of contract surveillance. The Government will also verify and log customer comments/complaints. The Government will maintain a discrepancy log and provide a copy of this log to the Program Manager.

*In the event that the Government has suspended or limited travel, the Government may choose to conduct virtual visit inspections at the contractor's plant during the printing, binding, and distribution phases. The contractor must have the capabilities to use Cisco WebEx NGA or Microsoft Teams for the virtual inspection.*

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At Government's option, this may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

*Option Years:* For each option year that may be exercised, the Government's representatives may request a meeting with the contractor's representatives to be held at the contractor's facility to discuss the requirements of that contract year's jobs. At Government's option, this may be held via teleconference.

**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.

**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 Date of Award through February 28, 2023 plus for such additional period(s) as the contract is extended. 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 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, requirements above 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 within the time specified in the order, and the rights and obligations of the contractor 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 because of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

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

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued under the "ORDERING" clause of this contract.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid before 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.

**PAYMENT:** Prior to submitting a billing invoice to GPO for payment, the contractor must submit an itemized statement of billing for all work performed on an order to the ordering agency for examination and certification as to the correctness of the billing. Contractor must submit invoice to the agency representative specified on the print order.

After agency verification, contractor must submit the signed, verified billing invoice and supporting documents via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. 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>.

*Contractor is expected to submit billing invoices within 30 calendar days of completion of distribution for each order.*

All contractor billing invoices must be itemized under the line items in the "SCHEDULE OF PRICES."

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of books requiring such operations as electronic prepress, printing in multiple inks, binding, packing, and distribution.

**TITLE:** Federal Aviation Administration (FAA) Books.

**BACKGROUND:** DoD and non-DoD customers require hard copy FAA products for worldwide aeronautical safety of navigation. Products include FAA books (hereinafter referred to simply as books). The majority of the products are time sensitive in accordance with the international Aeronautical Information Regulation and Control (AIRAC) cycle and critical to flying safety. Therefore, the timely printing and distribution of the books are critical to the safety of DoD air operations and the Nation's defense readiness. The contractor's failure to adhere strictly to product specifications and to meet rigid schedules could not only jeopardize the safety of aircraft but could be the primary factor in loss of life, loss of Government equipment, and mission failure.

The required services encompass the receipt of digital files, printing, binding, quality assurance, sorting, packing, and distribution of the books, including unscheduled products such as replacement books and crisis support items. Distribution shall occur from the contractor's location or that of a specified subcontractor.

IT IS CRITICAL TO THE SAFETY OF AIRCRAFT THAT THE CONTRACTOR STRICTLY ADHERES TO THE SCHEDULE, AS SPECIFIED IN THIS CONTRACT. (See "SCHEDULE" and "Attachment 5.")

**TRIM SIZE:** 5-3/8 x 8-1/4".

**FREQUENCY OF ORDERS/QUANTITY/NUMBER OF PAGES:** Precise quantities for any product cannot be accurately predicted prior to the issuance of the print order. The Government does not guarantee any minimum or maximum quantities for any individual product or print cycle under this contract.

A print order will be issued to the contractor for work to be performed prior to the printing cycle. The print order will identify the required products, quantities, and delivery.

The required services are based upon 13 printing/distribution cycles annually. The AIRAC cycle updates specific products every 28 calendar days. Because most products are updated every 56 calendar days, each alternating 28-day cycle may be considered either a "Heavy" or a "Light" cycle.

For planning purposes, the total number of Heavy and Light Cycles for the entire term of this contract (including extension periods and test cycles) with estimated average quantity ranges for each type of cycle is as follows:

Each Light Cycle (every 56 days):

- (1) Approximately 1 total Title
- (2) Approximately 4,000 to 8,000 total Books
- (3) Approximately 300,000 to 2,500,000 total Pages

Each Heavy Cycle (every 56 days):

- (1) Approximately 20 to 30 total Titles
- (2) Approximately 40,000 to 80,000 total Books
- (3) Approximately 25,000,000 to 55,000,000 total Pages

NOTE: If necessary, and at the discretion of the Government, a book could be subdivided into two or more separate volumes. In the event of such a decision, the Government will notify the contractor with as much advance notice as possible. At a minimum, it will be identified on the print order for the cycle which is received prior to the printing cycle.

**UNSCHEDULED ITEMS:** Unscheduled items may be ordered outside of the normal 28-day cycle. Replacement Books and Crisis Support items shall be produced/labeled/packed/shipped, as required. The digital files will be made available on the FAA site, and DLA will provide the quantities and delivery addresses. A separate print order will be issued for the unscheduled items.

**GOVERNMENT TO FURNISH:** The Government will assume full responsibility for the content of the products at the time it is made available to the contractor.

The contractor must download digital print files from the FAA site for each print cycle over a 4 or 5-workday period including revised/re-sent files. The FAA will make data files available to the contractor via File Transfer Protocol (FTP) site not later than noon Eastern Time (ET) Thursday, 21 calendar days prior to the effective date, see Attachment 5 "FAA File Download and Distribution Schedule." Federal Holidays may cause the schedule to be accelerated 1 or 2 workdays. As the digital files are posted, they must be tracked by the contractor to ensure all files are received and accepted by the contractor. Any discrepancies must immediately be brought to the attention of the Government. Discrepancies may include: missing digital data files or digital file quality unsuitable for reproduction. Immediately following award, the Government shall provide the contractor with the FTP site and password.

The Government will provide a blank NGA Form 4501-1 to be used by the contractor as specified under "LABELING AND MARKING."

NOTE: In the event of new output digital formats, the Government will notify the contractor as soon as possible, preferably no less than 90 calendar days in advance of the effective date of the products to be produced with the new format. Additionally, changes, upgrades, or enhancements to the digital maintenance software that produce the output digital files are required and anticipated. When this occurs, technical exchange and implementation meetings will be scheduled, and contractor participation is required.

*DLA will provide identifying distribution requirements for each product Effective Date (cycle) via electronic method and will identify distribution requirements and shipping addresses. The contractor shall check the database upon receipt and notify the Government immediately of any apparent discrepancy in the database. There will be occasions when the contractor will be required to merge databases for distribution requirements and shipping addresses into one file (e.g., out of cycle products, replacement products, system failures, and/or missing data).*

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on the finished product.

**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.

The contractor must be able to download and accept files electronically via Government-hosted FTP server.

Immediately following award, the contractor shall identify contractor employees requiring access to the FAA FTP site. Contractor personnel requiring access to the FAA FTP site shall complete an online, web-based training module. The contractor shall forward the signed training certificate and a completed DD Form 2875 for each contractor employee requiring access to the FAA FTP site to DLA, as instructed. The contractor shall maintain at least two (2), but no more than four (4), trained/certified individuals for accessing the FAA FTP site. Access to the FAA FTP site is limited to the files required to fulfill the requirements directly associated with this contract.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the individual listed on the print order.

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.

All halftones are to be 175-line screen or finer.

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.

**PROOFS:** When ordered, contractor to submit one (1), "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.

If any contractor's errors are serious enough in the opinion of the Government to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The Government reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an "O.K. to Print."

Contractor must not print prior to the receipt of an "O.K. to Print."

**PRIOR TO LIVE PRODUCTION ORDERS:** The contractor may be required to demonstrate their ability to produce and perform the functions required in these specifications by completing "PRIOR TO LIVE PRODUCTION ORDERS."

The Government reserves the right to waive the "PRIOR TO LIVE PRODUCTION ORDERS" if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor has the capability to successfully produce and distribute the items required in accordance with these specifications.

Depending on date of award, during the months of December 2021, January 2022, and possibly February 2022, the Effective Date cycles will be considered "PRIOR TO LIVE PRODUCTION ORDERS," during which the contractor's ability to effectively print and deliver FAA products will be evaluated by the Government.

The Government will begin issuing "PRIOR TO LIVE PRODUCTION ORDERS" immediately after award. Two (2) consecutive prior to live production orders must be accomplished and certified by the Government (date of orders and effective dates to be provided after award).

Separate print orders will be issued for the "PRIOR TO LIVE PRODUCTION ORDERS." For each successful order, the contractor shall be allowed to charge for production in accordance with the applicable line items in the "SCHEDULE OF PRICES."

Upon successful completion (production and distribution) and evaluation of two (2) consecutive "PRIOR TO LIVE PRODUCTION ORDERS," the contractor will be approved to perform on this contract. (NOTE: If the contractor is approved, full-time "live" operations will commence on March 1, 2022, with a March 17, 2022 Effective Date. Files (for addresses and quantities) for live production will be furnished in February 2022.)

Failure to complete the "PRIOR TO LIVE PRODUCTION ORDERS" properly (as specified herein) may result in default of contract.

NOTE: Unless otherwise specified, the above dates are unique to the contract base year only. Option years, if exercised, will adhere to the full contract schedule.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 13” dated September 2019.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

It is the responsibility of the contractor to stock the required paper 56 calendar days prior to the scheduled distribution date for each issue of FAA products. In the event the contractor is unable to procure a supply of paper 56 calendar days prior to the scheduled distribution date, the contractor shall immediately notify, in writing, the DLA Program Manager and GPO Contracting Officer.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or 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 paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

***Text:***

White Light-Weight Text (Bible Paper), basis weight: 30 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A75.

The following are amended requirements to the referenced stock above:

*Stock:* Blend of bleached chemical and mechanical fiber (groundwood pulp 30 to 45%).  
*Postconsumer fiber in any percentage is encouraged (up to 30%) – provided the requirements of this standard are met.*

*Opacity:* Average (percent) ..... 89% (Target)

*Thickness:* 0.00226 mm; average (mils) ..... 2.3  
A tolerance of plus or minus 5% shall be allowed.

*Smoothness:* Average each side  
(Sheffield units) ..... 50 to 100

*Brightness:* Minimum, not less than (percent) ..... 80%

Testing and Samples: Shall be conducted in accordance with standards in the Government Paper Specification Standards No. 13, Parts 2 and 4, except when otherwise noted.

***Cover:***

White and Colored Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L20.

**PRINTING:** Contractor to match Pantone number(s) as specified on the print order.

***Text:*** Print head-to-head/back-to-back; face-to-back/head-to-head; head-to-head; or, back-to-back/head-to-foot in up to four ink colors, including four-color process. Printing consists of text matter, line illustrations (including maps/charts), agency seal, barcodes, and background screens. Text pages may contain bleed tabs on one side.

***Cover:*** Print covers head-to-bound edge; foot-to-bound edge; or, back-to-back/head-to-head in up to four ink colors, including four-color process. Printing consists of text matter, line illustrations (including maps/books), agency seal, barcodes, and background screens. Covers may contain bleed tabs on one side.



**MARGINS:** Margins will be as indicated on the print order or furnished electronic files.

**BINDING:** Perfect-bind text and wraparound cover; trim three sides. **NOTE:** Products bind on the top of the product.

**PACKING:** (See Attachment 2 and Attachment 4 for additional packing information.)

All shipments which fill less than a shipping container must be packaged 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 shipping or delivery process.

Reinforced tape shall be used to seal containers.

The contractor shall fill orders based on book groupings to ensure timely delivery. The contractor shall fill orders so as to minimize the number of packages shipped to a customer and not exceed the maximum package weights established in the contract, as well as being consistent with other packaging specifications.

Plastic strapping shall be used on all containers, where appropriate.

The contractor shall use packing and filler of sufficient strength so as to ensure that the consignee's order arrives intact and undamaged. In addition, plastic strapping shall be used on all containers where appropriate.

Contractor shall determine the method of delivery/shipping which ensures all FAA products are delivered in undamaged condition to all customers not later than three (3) workdays prior to the product effective date.

**Order Packing Slip:** The contractor shall format and print packing slips for each order. The Government will specify the format for the order packing slips. The contractor shall insert a packing slip in the first package of each order.

**Prior to Live Production Orders Only:** During the prior to live production orders, the contractor shall print and include a paper insert into each package. The format/wording for the insert will be provided by the Government.

***APO/FPO and Bulk Shipments:***

Each APO and FPO address label shall be packaged individually and then consolidated according to APO/FPO destination as described under "DISTRIBUTION".

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

Consolidated groupings shall be either palletized or placed into containers if the volume does not warrant palletization.

When palletizing, contractor must ensure containers are stacked, wrapped, and strapped suitable to prevent damage to the containers.

Single containers that will be palletized must not exceed 45 pounds.

***Non-Palletized Mailed Shipments:***

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

Quantities over 200 total leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 total pounds, up to 45 pounds, must be packed in shipping containers.

**LABELING AND MARKING:** The contractor shall be required to neatly label and mark packages and shipments and create and affix labels, stickers, and/or forms for all packages and shipments. Labels shall be taped with clean tape that covers the entire label. Pressure sensitive, self-adhering labels shall be utilized where available.

The contractor shall format and print shipping labels for all customer orders. The contractor may use their own format for the shipping labels, but the format must be approved by the Government. *(The contractor's label format shall be submitted to the Government for approval prior to performance of the contract).*

The Government will specify print formats for all contractor-printed materials other than shipping labels from carriers.

Shipping labels shall be firmly affixed to the widest surface of all packages. No part of the shipping label shall be placed over a seam or on top of sealing tape and no part may obstruct or be obstructed by other labels, stickers, markings, or banding.

When there are multiple packages in an order, the packing slip shall be placed in the first package and it shall have the words "Packing Slip Enclosed" on either the label or stamped on the label-side of the package.

Shipments shall be limited to one package per address label. In shipments that contain more than one package, each container shall be marked "1 of \_\_\_, 2 of \_\_\_, etc.", to indicate the total number of packages in the shipment.

The contractor shall be responsible for obtaining carrier approval for the use of shipping labels and barcodes.

United States Postal Service (USPS) stickers (i.e., Priority Mail, Par Avion, etc.) shall be applied to all USPS shipments. Stickers shall be placed directly above and to the center of the shipping label to designate USPS delivery service and to ensure proper handling by the USPS. In lieu of the stickers, priority packages shall be identified by incorporating the word "Priority" on the label or on the package.

Due to the criticality of Government receipt of FAA books, special label/marketing is required to be affixed/preprinted on each package (i.e., kraft envelopes, shipping bags, shipping containers). The contractor shall use yellow tape (3" wide) with "Critical to Flying Safety" message preprinted in red ink with yellow flood (Pantone number to be specified on the print order) on all packages which are large enough that the address label is not obscured. For packages that are too small to use the yellow preprinted tape, the contractor shall use NGA Form 4501-1 (to be furnished by the Government). The label will be either gummed or pressure-sensitive or preprinted on containers.

**Tracking Barcode Labels:** The contractor shall create and affix a shipper's barcode label with a tracking number (which shall be traceable to the order number) on each package. At contractor's option, the barcode with tracking number may be imaged directly onto the container.

**QUALITY ASSURANCE RANDOM COPIES:** 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [GPO.gov](http://GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

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

**DISTRIBUTION:** (See Attachment 2 and Attachment 4 for additional distribution information.)

Ship/mail f.o.b. contractor's city (reimbursable) to domestic (nationwide, including Alaska, Hawaii, and U.S. territories) and foreign addresses.

Complete addresses and quantities will be furnished with the print orders.

Contractor to ship/mail (reimbursable) by traceable means, and economical means to the Government. The contractor will be reimbursed for all shipping/ mailing costs by submitting the shipping/ mailing receipts with the billing invoice for payment.

The method of shipping/ mailing selected by the contractor must be able to deliver to the Government-specified addresses. The Government reserves the right to specify the shipping/ mailing method of distribution. Distribution shall be considered "complete" when delivered to the post office or picked up by the carrier.

The contractor shall ensure that shipments are released to the carrier by the required hour and date and that all carriers' vehicles have left the premises to support on-time delivery to the end-user.

All mailing/ shipping shall be completed by the contractor and be in the possession of the appropriate carriers no later than 3:00 p.m., local time, on Wednesdays (eight (8) calendar days prior to the Effective Date) to deliver on or before Mondays (three (3) calendar days prior to the Effective Date).

NOTE: Mailing/ shipping of APO/FPO shipments, advance copies, and shelf stock shall be completed significantly earlier as outlined below.

The contractor shall have a minimum of four (4) reputable carriers (e.g., FedEx, FedEx Ground, USPS, UPS, International and Freight) to establish best value for product delivery. Best value includes lowest cost, ability to deliver products on time, and in an undamaged condition. Best value comparisons shall be made among like carriers. Best value shall be used for all shipments with the exceptions of APO/FPO, specified Foreign Military Sales (FMS) and Foreign Exchange (FX) cases, and Post Office Boxes. The contractor shall perform best value reviews of the contractor's chosen carriers and provide the Government access to the review data. Reviews shall be performed at the beginning of each contract year exercised, at a minimum, or more frequently as requested by the Government. The contractor's best value selections and selection process shall be provided to the Government for review and approval prior to implementation.

The contractor shall establish and maintain a customer database for accounts that need to be shipped by special means (e.g., International Mail, Freight pickup at dock, etc.) This database shall be made available to the Government upon request.

The contractor is responsible for complying with each carrier's specific shipping requirements. The contractor shall not knowingly ship products that do not conform to a carrier's shipping requirements.

If the method of shipment selected by the contractor was unable to deliver to the Government specified customers/ addresses, it shall be the contractor's responsibility to reshipe the package(s) at the contractor's expense.

Specified customers/ addresses with a Post Office Box shall be shipped via the USPS, unless otherwise directed by the Government.

When different products are to be distributed from the same location to the same address(es), they shall be consolidated into one shipment.

There are specific customers/ addresses where the method of shipment is provided by the Government.

The contractor shall notify the Government when it becomes apparent the distribution requirement, as identified above, will not be met (i.e., late distribution). When the contractor is advised that the ship/mail date was not met for a customer/address due to something within the contractor's control, the contractor shall take the appropriate corrective actions to resolve current discrepancies and to prevent reoccurrence in the future.

***APO/FPO Shipments:*** APO/FPO shipments shall be handled as "drop mail."

APO/FPO consolidations shall be delivered to the following Gateway mail facilities:

- *APO/FPO (AE and AP) Chicago, IL Consolidations:* Unless otherwise instructed, packages for mixed APO/FPO AE and AP locations shall be delivered to JT Weeker International Service Center (ISC), 11600 West Irving Park Road, Chicago, IL 60688-9998.

All shipments going into Chicago shall be separated into at least three (3) groups based on the first three digits of the zip code. These three (3) groups are:

- 1) Zip codes starting with 090 through 092; Zip codes starting with 094 through 099.
- 2) Zip codes starting with 093.
- 3) Zip codes starting with 962 through 966.

- *APO/FPO (AA) Miami, FL Consolidations:* Unless otherwise instructed, packages for mixed APO AA and FPO AA locations shall be delivered to: Miami International Service Center (ISC), 11698 NW 25th Street, Miami, FL 33112-9997.

Each shipping container or pallet sent to the Miami ISC shall be marked as follows:

<u>APO Designator</u>	<u>Destination Code</u>	<u>Placard Identifier</u>
APO AA (Miami)	Y	MIA/Mixed APO
FPO AA (Miami)	Y	MIA/Mixed FPO

For shipments through the Miami ISC, the destination code shall be visible in the upper right-hand corner of the packing list side of the mailing label.

Consolidated APO/FPO shipments must arrive at their respective ISCs no later than Tuesday – nine (9) calendar days prior to the Effective Dates.

NOTE: The addresses for the Gateway mail facilities for APO/FPO shipments may change temporarily (e.g., Federal Holidays).

The contractor shall submit to the Government a written response, via email or by fax, showing the actual skid count and weight for each Gateway "drop mail" shipment prior to time of carrier pickup. The contractor shall schedule a delivery appointment with each APO/FPO drop point seven (7) calendar days prior to the anticipated delivery date. All APO/FPO shipments shall be delivered to the designated airport facility/Gateway by the deadline in accordance with "National Geospatial-Intelligence Agency General and Technical Provisions for Distribution of DoD Flight Information Publications Books and Charts" (Attachment 2) and the "FAA File Download and Distribution Schedule" (Attachment 5).

The contractor shall provide to the appropriate ISC, either Chicago or Miami, piece count, number of skids, and weight for all of the different shipments to that location seven (7) days prior to delivery. The contractor shall obtain a "Proof of Delivery (POD)" receipt from the carrier certifying the date, legible signature, and time delivery was received at each Gateway. The contractor shall provide this information, electronically or by fax, to the Government no later than 11:00 a.m., local time, on the following morning (Wednesday) after delivery. The contractor shall retain the written POD receipt and shall furnish a copy of said receipt to the Contracting Officer or Program Manager, when requested.

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

All shipping must be in accordance with the Service Manuals of those carriers used in the performance of this contract.

Upon completion of the contract, the contractor shall return or destroy or delete/scrub all data from their systems (if applicable), as directed by the Government.

***DLA Shelf Stock Copies:***

Shelf Stock (bulk quantity) shall be shipped f.o.b. destination to DLA, Distribution Center, Richmond, VA, to arrive no later than Thursday, 12:00 noon, EST, seven (7) calendar days prior to the Effective Date.

If a change in the Government distribution contractor results in added transportation costs to the contractor, the contractor may request an equitable adjustment in the contract price.

Shelf stock shipments shall be placed in containers and secured to skids or pallets. No more than one (1) title shall be put in a container. Each container shall be marked as to title, effective date, and number of copies. The contractor shall mark each container to indicate the total number of containers in the shipment (e.g., 1 of 3, 2 of 3, 3 of 3). The small quantity of each title that does not completely fill a container shall be packed separately in its own container.

The contractor shall generate a delivery document for the shelf stock shipments, identifying the number of containers for each volume without identifying the quantity of publications in the containers, and shall deliver the document with the bulk shipment of shelf stock.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order ships/mailed/delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 827-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/mailed/delivery method, and title of the product. Contractor must be able to provide copies of all shipping/mailed/delivery receipts upon agency request.

All expenses incidental to picking up and returning furnished materials (if applicable) and furnishing sample copies must be borne by the contractor.

**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 Government will send the print order via email.

Detailed production schedules for each individual cycle will be provided by the Government with each print order.

The required schedules for each production cycle are defined as follows:

- *Effective Date:* The date and time when one edition of FAA products becomes obsolete and the next edition must be in use. It is critical to flight safety that customers receive their new publications before the Effective Date. Effective Dates are always on Thursdays.
- *Digital Files to Contractor:* The digital data files are made available to the contractor, usually on Thursday, 21 calendar days prior to the Effective Date.
- *Digital Production Support Files:* The digital address, consolidated quantities, and quantities per account will be provided to the contractor, usually on Tuesday, 44 calendar days prior to the Effective Date.
- *DLA Shelf Stock Delivery (bulk quantity):* Shelf stock shall be shipped to DLA, Distribution Center, Richmond, VA, to arrive no later than Thursday, 12:00 noon, EST, seven (7) calendar days prior to the Effective Date.
- *Contractor's Shelf Stock:* Contractor will be required to store any additional product per cycle to be used for reshipments of returned, lost, or damaged orders. Shelf stock shall be kept until the Effective Date. The contractor must notify DLA of the count of the additional books (per title, per cycle). At DLA's option, these materials may be shipped to DLA Distribution Center or destroyed.

NOTE: These products supply the United States Military Services with mission-critical aeronautical safety of navigation information in accordance with Title 10 United States Code (USC) 451, Chairman of the Joint Chiefs of Staff (CJCS) Instruction 3901.01B, Department of Defense (DoD) Directive 5105.60, and the International Civil Aviation Authority (ICAO) Aeronautical Information Regulation and Control (AIRAC) cycle. Without exception, these products must be produced and shipped in accordance with the specified timelines identified herein and/or on the GPO Form 2511. In the event of unforeseen circumstances, such as shipping delays due to weather events, the contractor shall make every possible effort to deliver the product on time or as close to the required time as possible. The contractor shall immediately communicate any potential schedule delay or intrusion to the Government and immediately coordinate any possible workaround. Failure to do so may incur a significant risk of a safety of flight incident, potentially resulting in injury or loss of life and equipment among U.S., foreign militaries, and civil entities.

***Surge/Crisis Support Orders:*** Printing and distribution of the books shall also be provided during surge and crisis conditions. Surge or crisis jobs shall be defined as jobs which require a completion time shorter than the timeframes specified herein and/or in quantities over the estimated quantities specified herein. Surge/Crisis jobs will be identified by the Government on the GPO Form 2511 for that specific job along with the completion timeframe requirements and quantities. During a surge or crisis state, if there is a timing conflict with other jobs, the surge/crisis work shall take precedence over all other print jobs on this contract.

The ordering agency will notify the contractor via email or telephone when a surge/crisis order is being issued.

It is difficult to estimate how many orders may be identified as surge/crisis orders. Because of varying degrees of size and complexity of each of these orders, the schedule requirements for each individual surge/crisis order, when needed, will be determined jointly by the Government and the contractor based on the amount of work involved and the time that can be allowed for that order. The Government will contact the contractor when a surge/crisis order needs to be issued. The schedule must be agreed upon within 24 hours prior to the ordering agency providing the Government furnished material and must be indicated on the print order for payment.

Orders must be completed and delivered within the time specified as mutually agreed upon between the Government and the contractor.

NOTE: There may be contract years when no surge/crisis orders are needed.

The ship/delivery date indicated on the print order is the date products ordered for shipping/delivery f.o.b. destination must be delivered to the destinations specified, and the date products ordered for shipping/ mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service and/or picked up by small package carrier.

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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Offices of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

**SHORTAGES:** If a quantity shortage is apparent to the contractor at the time of distribution because the shipping quantities called for on the pack list exceeds the print order quantities, the contractor shall notify the DLA Program Manager with the following information and obtain a determination on how to proceed –

- Type and quantity of chart in short supply and/or
- Name and addresses of consignee(s) not being filled.

For replacement books ordered to correct Government errors or to fill emergency needs, the Government will reimburse the contractor at the regular makeready and running rates in accordance with the contractor's submitted bid prices. All associated mailing/shipping costs shall be charged to the Government.

For replacement books ordered to correct contractor errors, the contractor shall replace shortages from their overrun stock and shall bear the cost of replacement volumes, packing, and mailing/shipping.

**LATE DISTRIBUTION:** The contractor shall immediately notify the DLA Program Manager when the contractor anticipates difficulty in complying with the contract delivery schedule or date or when the contractor has knowledge that any actual or potential situation may delay or threaten to delay the timely performance of the contract.

The contractor shall then send a written follow-up to the Contracting Officer and the DLA Program Manager stating what products and quantities are or will be late, the number and location of the consignees involved, and when the material will be ready for shipment.

Nothing contained herein shall be construed as a waiver by the Government of any delivery schedule or date or of any rights or remedies provided by law or under this contract.

**RETURNED SHIPMENTS AND CORRESPONDENCE:** The contractor's name and address shall appear as the return address on the return section of the labels. The contractor is required to accept undelivered, returned packages. The contractor shall handle returned shipments and correspondence or other material intended for the DLA as follows:

**Returned Shipments:** All returned packages must be reported to the DLA within 24 hours of receipt, either by phone or email.

The contractor shall provide DLA with the customer account number and reason for the return. DLA will attempt to contact the customer to verify the address and to see if the package can be re-shipped. At the DLA discretion, all returned packages may be destroyed, or the products may be added to shelf stock.

At the beginning of the contract, the contractor must track/report to DLA all receipts until DLA is satisfied with the contractor's processes to handle returned packages. After DLA's approval of contractor's processes, the contractor is not required to track or report to DLA the returned receipt unless there are an unusually large number of returned packages (40% or greater return during a cycle). The contractor does not automatically re-ship products to an FAA customer solely based on receipt of a returned package(s).

DLA will fax or email a re-shipment request to the contractor by 3:30 p.m., for shipments due out that day. All re-shipments shall be sent out traceable via overnight carrier.

*Procedures for determining which party is responsible for the cost of the re-ship are as follows –*

- If the order has been misplaced, lost, contains the wrong product, or is an incomplete order, the contractor is responsible for the reshipment cost, and the contractor shall correct the order from printing overruns and shall use the contractor's overnight delivery account to re-ship the package.
- If the address provided by the DLA is incorrect or incomplete, DLA is responsible for the reshipment cost. The contractor will send out a replacement order and email the packing slip (if any), the shipping label, and the carrier's explanation for return to the DLA, Public Sales and Services Group. From time to time, the contractor may be required to deliver returned shipments to DLA, Logistics Group intact.
- If the package was shipped by the distribution date but was not received by the Effective Date, DLA is responsible for the reshipment cost. The contractor will send out a replacement order via overnight delivery service.

Re-shipments are made to customers who have not received their order by three (3) calendar days before the Effective Date. All re-shipments shall be expedited.

Correspondence or other material erroneously mailed to the contractor's facility but intended for the DLA/FAA, such as items returned by sales agents for credit, shall be delivered to the DLA, Customer Operations Team within five (5) calendar days of receipt by the contractor.

A complete report of returned and reshipped packages shall be emailed to DLA at the end of each cycle not later than 15 calendar days after completion. The report shall include at a minimum the tracking number, customer information (name, address), book title, and the date of shipping, return, and reshipment.

**DISTRIBUTION HELP DESK (DHD):** The contractor will establish, maintain, and staff a Distribution Help Desk (DHD). The DHD shall maintain tracking data on all shipments distributed by the contractor as well as received and resolved customer inquiries. The contractor will analyze industry and processes, compare, and implement the higher standards. The contractor will periodically check industry best practices for changes and upgrades. Changes and upgrades shall be approved by DLA/NGA prior to being implemented.

Contractor must provide the following:

- The contractor will provide commercial and toll-free telephone numbers.
- The contractor will staff the DHD from 8:00 a.m. to 4:30 p.m., local time, Monday through Friday.
- The contractor's telephones will have voice mail capability.
- The DHD shall be the DLA's initial point of contact for all issues relating to the distribution of FAA products by the contractor.
- The DHD shall be a customer point of contact for all issues relating to the printing and distribution of FAA products by the contractor.



- The contractor will direct customers to the appropriate organization for problems other than printing and distribution.
- The contractor will research all calls to determine the reason for any given problem and take the necessary actions to prevent the same issue(s) from reoccurring.

The contractor's contact information will also be shown in the product that ships to customers. The contractor shall have a website email contact so DLA or customers can leave information, and the contractor can either ship the products and/or contact the customer to address their issue. The contractor's recorded voice message and advance email shall instruct customers to provide the following information: 6-digit Department of Defense Address & Activity Code (DoDAAC), product title (with NGA Reference Number), product quantity, and customer's contact information (name of customer, address, commercial telephone number, and email address).

The contractor shall establish and maintain a printing and distribution database on the contractor's website. The contractor shall provide the Government with access to the database for review and approval prior to the contractor's implementation. Data to be collected shall include, but is not limited to: Effective Dates; DoDAAC; customers' name(s), addresses, commercial and military phone numbers; customers' product titles with the NRN; corresponding quantities and costs; method of delivery (e.g., FedEx, USPS, UPS, freight carrier, etc.) including tracking number(s) when available; confirmation that delivery (date, time, and name) was made (proof of delivery); and data from all calls relating to FAA products.

Proof of delivery confirmations for carriers who have an automated tracking system ( e.g., FedEx, UPS, etc.) shall be available in the database as real time via carriers' links. Proof of delivery confirmations for carriers who do not have an automated tracking system shall be available in the database the next day, no later than 12:00 noon, CST, after deliveries are completed. The contractor shall provide a single point (one server/IP address) and establish data summary reports that are available for access by the Government. The data summary reports shall consist of the following data: date and time call received, customer DoDAAC account, customer point of contact, customer telephone number, and description of problem, corrective action, and date/time of completion. The Government shall have real-time 24/7 access to the contractor's website, data, and reports.

Customers will contact the contractor directly to receive information and resolve shipping discrepancies. Shipping discrepancies include but are not limited to: mispacks, quantity shortages, incorrect products (wrong product or wrong issue), late shipments, missing shipments, damaged shipments, and delivery to location other than customer(s) specified address.

The contractor shall respond to DHD inquiries within four (4) hours of receiving a request for information (e.g., method of shipment, tracking number, proof of delivery, and delivery date).

The contractor shall be responsible for maintaining a DLA Point of Contact (POC), listing of FAA products, list of military POCs for each service, and a list of special shipment addresses.

**TECHNICAL EXCHANGE MEETINGS (TEMS):** For each print order, the contractor shall make the relevant personnel available for after-action technical exchange meetings with Government personnel to discuss data exchange, digital file issues, shipping, and any other relevant topics. At a minimum, the TEMs should be conducted after each Effective Date production cycle, or as deemed necessary by the Government or the contractor. In addition, the contractor shall make relevant personnel available for any necessary informal or ad hoc communications with the Government prior to each printing cycle. The Contracting Officer and Government Program Manager shall be included and/or informed of all communications.

NOTE: The majority of TEMs will take place via teleconference.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I.	(a)	3,076	
	(b)	4	
		(1)	(2)
II.	(a)	1,422	8,115
	(b)	290	1,599
	(c)	6	34
	(d)	1	6
	(e)	1,422	8,115
	(f)	5,319	256,075
	(g)	175	337
	(h)	2,999	142,766
III.	(a)	132,894	
	(b)	754	
IV.	(a)	19,503	
	(b)	495	
	(c)	152	
	(d)	1,094	
	(e)	4,007	
	(f)	5,253	
V.	(a)	1	
	(b)	7	
VI.	(a)	42	
	(b)	14	
	(c)	5	
	(d)	13	

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city for all shipping/ mailing and f.o.b. destination for all other consignments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

Cost of all required paper must be charged under Item III., “PAPER.”

A charge will be allowed for each page, whether printed or blank.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

**I. PREPRESS:** The prices offered shall include the cost of all required materials and operations, in accordance with these specifications.

(a) PDF soft proof..... per page .....\$ \_\_\_\_\_

(b) System timework.....per hour .....\$ \_\_\_\_\_

Electronic prepress operations that 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 I.(b).

**II. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials (excluding the paper) and operations necessary for the printing and binding of the product listed in accordance with these specifications.

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
<i>Each Light Cycle:</i>		
(a) Printing text in one ink color, including binding ..... per page .....	\$ _____	\$ _____
(b) Printing text in four-color process, including binding... .. per page .....	\$ _____	\$ _____
(c) Printing cover in one ink color, including binding ..... per complete cover .....	\$ _____	\$ _____
(d) Printing cover in four-color process, including binding ..... per complete cover .....	\$ _____	\$ _____
(e) Each additional color: Printing text and/or cover in an additional ink color not charged for under line items II.(a) and II.(c)..... per color/per page .....	\$ _____	\$ _____

*Each Heavy Cycle:*

(f) Printing text in one ink color, including binding ..... per page .....	\$ _____	\$ _____
(g) Printing cover in one ink color, including binding ..... per complete cover .....	\$ _____	\$ _____
(h) Each additional color: Printing text and/or cover in an additional ink color not charged for under line items II.(f) and II.(g)..... per color/per page .....	\$ _____	\$ _____

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of leaves furnished for the product(s) ordered. 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.

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

	<u>Per 1,000 Leaves</u>
(a) White Light-Weight Text (Bible Paper) (30-lb.).....	\$ _____
(b) White and Colored Vellum-Finish Cover (50-lb.).....	\$ _____

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

**IV. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of all packing; kraft envelopes, shipping bags, and shipping containers; all necessary wrapping and packing materials; packing slip; all labeling and marking; and complete distribution, in accordance with these specifications.

- (a) Packing, labeling, and sealing shipping container..... per container.... \$ \_\_\_\_\_
- (b) Palletizing..... per pallet.... \$ \_\_\_\_\_
- (c) Single or multiple copies in kraft envelope  
(up to 200 leaves) .....per envelope.... \$ \_\_\_\_\_
- (d) Quantities over 200 leaves, up to 12 pounds,  
in cushioned shipping bags or wrapped in shipping bundles ..... per bag/bundle.... \$ \_\_\_\_\_
- (e) Quantities over 12 pounds, up to 45 pounds,  
packed in shipping containers ..... per container.... \$ \_\_\_\_\_
- (f) Scanning, barcoding, gathering volumes into sets for distribution ..... per package.... \$ \_\_\_\_\_

**V. DISTRIBUTION HELP DESK:** Line item V.(a) must include the cost of all operators and computer/telephone equipment necessary. Line item V.(b) must be charged against the print order specified by the Government for that month.

- (a) Distribution Help Desk set-up,  
including toll-free phone number ..... one-time fee.... \$ \_\_\_\_\_
- (b) Service center operating/maintenance fee ..... per heavy cycle/specified order.... \$ \_\_\_\_\_

**VI. ADDITIONAL OPERATIONS:** The prices for line item VI. (d) is for reshipment due to Government error. Contractor is not allowed to charge for contractor's error.

- (a) Processing undeliverable/returned packages ..... per package.... \$ \_\_\_\_\_
- (b) Destruction charge (at the end of each cycle)..... per container.... \$ \_\_\_\_\_
- (c) Reshipment of replacement orders due to Government error.....per order.... \$ \_\_\_\_\_
- (d) Shelf stock storage, including stocking  
at the beginning of each cycle .....per pallet/per month.... \$ \_\_\_\_\_

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent \_\_\_\_\_ Calendar Days. See Article 12 "Discounts" of Solicitations 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 agrees, 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 point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

**BIDDER'S NAME AND SIGNATURE:** Unless a specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted per the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the Bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State - Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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