

5388-S Date of Award plus 1 Option Year

TITLE: ARMY ECHOES

ITEM NO.	DESCRIPTION	BASIS OF AWARD	DG3 North America 290-25473		Gray Graphics 190-38435		Las Vegas Color Graphics 270-50580	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND BINDING							
(a)	Pamphlet							
(1)	Makeready and/or Setup ... Per product	3	2,670.00	8,010.00	1,400.00	4,200.00	3,555.00	10,665.00
(2)	RunningPer 1,000 Copies	1,350	80.00	108,000.00	90.00	121,500.00	75.00	101,250.00
II.	PAPER (Text - Each page-size leaf):							
(1)	White Matte Coated Offset Book (70-lb)..... Per 1,000 Leaves	10,800	10.50	113,400.00	18.00	194,400.00	27.55	297,540.00
III.	PACKING AND DISTRIBUTION:							
1.	Bulk shipments (other than by mail):							
(a)	Packing & sealing shipping containers per container	3	18.00	54.00	10.00	30.00	75.00	225.00
2.	Mailed Shipments -							
(a)	Addressing single copies (self-mailers)...per 1,000 copies	1,508	19.72	29,737.76	32.00	48,256.00	55.00	82,940.00
(b)	Single or multiple copies in kraft envelopes (up to 200 leaves)... per 100 envelopes	23	300.00	6,900.00	250.00	5,750.00	205.00	4,715.00
(c)	Quantities over 200 leaves, up to 12 lbs, inserted into cushioned shipping bags or wrapped in shipping bundles (max. 14lbs).... per bag or bundle	162	25.00	4,050.00	6.00	972.00	5.00	810.00
(d)	Quantities over 12lbs, up to 24lbs, wrapped in shipping bundles or packed in small shipping containers (max.27lbs),,per bundle or container...	1	40.25	40.25	10.00	10.00	25.00	25.00
CONTRACTOR TOTAL				\$270,192.01		\$375,118.00		\$498,170.00
DISCOUNT			2.00%	\$5,403.84	2.00%	\$7,502.36	5.00%	\$24,908.50
DISCOUNTED TOTALS				\$264,788.17		\$367,615.64		\$473,261.50

ITEM NO.	DESCRIPTION	BASIS OF AWARD	McDonald & Eudy Printers 190-56520		Monarch Litho Inc. 040-60078		Omaha Print dba Aradius Group 260-65612	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING AND BINDING							
(a)	Pamphlet							
(1)	Makeready and/or Setup ... Per product	3	800.00	2,400.00	3,635.00	10,905.00	1,250.00	3,750.00
(2)	RunningPer 1,000 Copies	1,350	105.00	141,750.00	56.00	75,600.00	68.31	92,218.50
II.	PAPER (Text - Each page-size leaf):							
(1)	White Matte Coated Offset Book (70-lb)..... Per 1,000 Leaves	10,800	16.00	172,800.00	11.20	120,960.00	12.21	131,868.00
III.	PACKING AND DISTRIBUTION:							
1.	Bulk shipments (other than by mail):							
(a)	Packing & sealing shipping containers per container	3	15.00	45.00	5.00	15.00	15.00	45.00
2.	Mailed Shipments -							
(a)	Addressing single copies (self-mailers)...per 1,000 copies	1,508	30.00	45,240.00	56.75	85,579.00	25.00	37,700.00
(b)	Single or multiple copies in kraft envelopes (up to 200 leaves)... per 100 envelopes	23	35.00	805.00	4.00	92.00	50.00	1,150.00
(c)	Quantities over 200 leaves, up to 12 lbs, inserted into cushioned shipping bags or wrapped in shipping bundles (max. 14lbs).... per bag or bundle	162	2.50	405.00	4.50	729.00	2.50	405.00
(d)	Quantities over 12lbs, up to 24lbs, wrapped in shipping bundles or packed in small shipping containers (max.27lbs),,per bundle or container...	1	5.00	5.00	6.00	6.00	4.00	4.00
CONTRACTOR TOTAL				\$363,450.00		\$293,886.00		\$267,140.50
DISCOUNT			1.00%	\$3,634.50	2.00%	\$5,877.72	1.00%	\$2,671.41
DISCOUNTED TOTALS				\$359,815.50		\$288,008.28		\$264,469.10

ABSTRACTED BY: Russ Ward

REVIEWED BY: Richard Gilbert

U.S. GOVERNMENT PUBLISHING OFFICE

Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army Echoes

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

Department of the Army

Single Award

Specifications revised 11-1-2021: Option year periods changed from ‘up to 4 option years’ to 1 option year. Quality Level changed from Quality Level II to Quality Level III.

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending October 31, 2022, plus up to one (1) optional 12-month extension period that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m. prevailing Virginia Beach, VA time, on November 10, 2021. 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 will NOT be open. Based on this, bidders MUST submit email bids to bidsvirginiabeach@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Program 5388-S 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.

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:

- Illegibility of bid.
- Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
- When the email bid is received by GPO, it will remain unopened until the specified bid opening time.

Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s server as the official time stamp for bid receipt at the specified location.

Abstracts of contract prices are available: Note that specifications have been revised. Bidders are urged to read complete specification.

<https://www.gpo.gov/gpo/abstracts/abstract.action?region=VirginiaBeach>

For information of a technical nature contact Richard Gilbert at rgilbert@gpo.gov or (757) 273-4968.

SECTION 1. -- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to 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 Publication 310.1, effective May 1979 (revised 09-19)).

GPO PUBLICATION. 310.2 IS AVAILABLE ON THE GPO WEB SITE AT
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO PUBLICATION. 310.1 IS AVAILABLE ON THE GPO WEB SITE AT
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

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 – Quality Level III
- (b) Finishing (item related) Attributes – Quality 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. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Approved Proofs
- P-8. Approved proofs
- P-10. Approved proofs

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(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(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 October 31, 2022, 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.

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 three (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 July 31, 2022, 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.

SECURITY/WARNING: PRODUCT IS DESIGNATED AS – Personally Identifiable Information (PII): The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducible at any time prior to delivery by him to a transportation agent or delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

NOTE: PRIOR TO AWARD, THE CONTRACTOR WILL BE REQUIRED TO SUBMIT A WRITTEN EXPLANATION AS TO HOW THE CONTRACTOR WILL SAFEGUARD THE DATA PROVIDED BY THE AGENCY AND HOW THE CONTRACTOR WILL DELETE ALL PII AFTER EACH EDITION OF “ARMYECHOES” IS MAILED. EXPLANATION MUST BE SUBMITTED VIA EMAIL to rgilbert@gpo.gov.

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:

1. BLS code for 0913-01 will apply to all paper required under this contract.
2. The applicable index figures for the month of September 2021 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:

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items Part III a,b,c 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.

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.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives from the U.S. Government Publishing Office, Virginia Beach, VA, immediately after award.

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 October 31, 2022, 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 for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor 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 in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor 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 by reason 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 shipment/delivery, the Government may procure this requirement from another source.

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

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

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment, email invoice-inquiry@gpo.gov.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2. -- SPECIFICATIONS

SCOPE: These specifications cover the production of self-covered pamphlets requiring such operations as printing, binding, packing, mailing, and distribution.

TITLE: Army Echoes.

FREQUENCY OF ORDERS: Approximately three (3) orders per year.

QUANTITY: Approximately 200,000 to 500,000 copies per order.

NUMBER OF PAGES: Sixteen (16) pages per order.

TRIM SIZE: 8-1/2 x 10-7/8".

GOVERNMENT TO FURNISH: One PDF containing InDesign print files and all supporting files. One previously produced sample will be supplied. Use this sample as a layout and color guide.

Platform: PC

Storage Media: Files are sent electronically

Software: Adobe InDesign

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All fonts supplied for native application InDesign processing.
Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be deleted immediately after completion of the contract.

Additional information: Files will be furnished in PDF format or native InDesign.

Electronic media will include all illustrations and graphics furnished in place.

Low resolution visuals of electronic files will be furnished.

CMYK will be used for color identification.

Addresses for distribution will be furnished electronically (SFTP) in Excel (TXT or COMMA) file.

Addresses are in zip code order.

Address lists will be supplied via contractor FTP site.

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

A supply of blue labels and selection certificates for shipping departmental random copies.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

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 Deputy Director, Army Publishing Services (703)571-7230. (Contractor must notify the Government as soon as necessary in order to comply with the delivery/shipping schedule.)

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 150-line screen or finer.

Prior to outputting proofs, contractor must verify correct page breaks, etc. (re-flow of text will not be acceptable).

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, contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. NOTE: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

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

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

TEXT: White Matte Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 X 38", equal to JCP Code A240

PRINTING: Print head-to-head, 4/4 CMYK, full bleed. Facing pages print to and must align across the bind. Orders must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

MARGINS: Margins will be as indicated on the print order or furnished copy. Adequate gripper margins throughout.

BINDING: Saddle-wire stitch in two places on left, 10-7/8" edge. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. Fold in half to approximately 8.5 x 5.5", and apply 3 wafer seals; 2 on right 5.5" side, and 1 on left 5.5" side.

PROOFS:

****RETURN ALL GFM WITH PROOFS****

Contractor must supply a proof sign-off sheet and return airbill. Also please include a reminder that the agency can only keep proofs 2 days.

Two sets of digital color content proofs as indicated on form 2511. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

If any contractor's errors are serious enough in the opinion of the GPO 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.

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

In lieu of a corrected hard copy proof, the contractor will email PDF proof to Maria Bentinck at: maria.g.bentinck.civ@mail.mil

The PDF proof will be used as a final review. PDF Proof will not be used for color match.

PRESS SHEET INSPECTION: The contractor should assume that a PSI will be required for each order. In the event that a PSI is requested, the following will apply: Final make-ready press sheets of will be inspected and approved at the contractor's plant (first print order) for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guideline for Contractors Holding Press Sheet Inspections) issued June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Call Richard Sowell 703-693-1442 with 48 HRS Notice for PSI.

PACKING:

Approximately 500,000 pieces will mail as single copies. These single copies will be packed for delivery to Bulk Mail Centers. Contractor is responsible for sorting and packing for delivery to the Bulk Mail Centers in order to obtain the maximum discount available at the class to be mailed. See 'Distribution'.

Approximately 2,800 pieces will mail as single copies, First Class postage.
Approximately 750 pieces will mail as Priority Mail Foreign.

Mailed Shipments –

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Single copies (to foreign destinations) and multiple copies (up to 200 leaves) must be inserted into kraft envelopes.

Quantities over 200 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 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

LABELING AND MARKING:

Bulk Shipments –

Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Each package must be clearly labeled with the GPO jacket number, purchase order number, print order number, and the number or title of the product.

Mailed Shipments –

Utilizing furnished media, contractor will be required to either create recipient address labels and affix to each copy mailed singly as a self-mailer and to each unit of mail packaged in a kraft envelope, cushioned shipping bag, shipping bundle, and/or container; or, at contractor's option, directly print/image addresses onto the self-mailers, kraft envelopes, shipping bags, shipping bundles, and shipping containers.

In addition, each self-mailer and each unit of mail must carry the agency return address and permit imprint. Contractor may either create and affix a separate label to each self-mailer and each unit of mail or directly print/image the information onto each self-mailer and each unit of mail.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Army Retirement Services
251st 18th Street South, Suite 210
Arlington, VA 22202
Attn: Maria Bentinck

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

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

DISTRIBUTION:

Mailed Shipments –

The majority of each order mails using the GPO mail imprint, as follows -

- Approximately 500,000 single copies (self-mailers). (NOTE: These copies are to be mailed via a Bulk Mail Center. See “PACKING.”)
- Approximately 2,800 single copies (self-mailers) at the First Class rate.
- Approximately 750 copies at the Priority Mail Foreign rate.
- Where it will be more economical, the contractor will ship bulk quantities via UPS instead of USPS.

All postage will use the GPO mail imprint, G-796. GPO will set up the permit at the contractor’s specified Post Office. The contractor will mail using this permit..

The contractor must utilize the USPS Bulk Mail Centers. No alternatives to this method will be accepted.

The contractor shall ensure automation compatibility to qualify for automation Postage discounts. Contractor is required to demonstrate that they use US Postal Service Presort Accuracy Validation and Evaluation (PAVE) Certified software that has a current Coding Accuracy Support System (CASS) and Delivery Point Validation (DPV) certification from the US Postal Service. The contractor shall sort the mailing to the USPS National Distribution Center (NDC) or Sectional Center Facility (SCF) to ensure the lowest possible postage rate. Contractor will provide a Mail Pickup and Delivery schedule plan (Mail Plan) itemizing the Mail Entry locations, Postage Savings, and Freight Cost compared to Local Entry. Contractor to be reimbursed for postage and freight to BMC/SCF facilities. Contractor must process a portion of the mailing with an International Surface Air Lift permit. Contractor must be familiar with ISAL processing procedures.

All foreign mailing shall utilize the International Surface Air Lift service. NOTE: APOs are to be considered and treated as domestic mail.

A separate mailing statement (e.g. domestic Postal Forms 3602, 3602-PC, or 3605-LP and international Postal Forms 3650 or 3651-LP) must be prepared for each category of identical pieces.

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

When using permit imprint mail, contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO, and the appropriate mailing statement or statements, supplied by USPS.

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

Bulk Shipments –

After mailing, deliver balance f.o.b. destination to:
Army Retirement Services
251st 18th Street South, Suite 210
Arlington, VA 22202
Attn: Maria Bentinck

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

Upon completion of each order, all furnished material must be delivered to: Director of Military Personnel Management Office/ Deputy Chief of Staff, G, 251 18th Street South, Ste. 210, Arlington, VA 22202-3531, Attn: Maria Bentinck

All expenses incidental to picking up and returning materials, submitting proofs, 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).

When not provided via email, furnished material must be picked up from: Director of Military Personnel Management Office/ Deputy Chief of Staff, G, 251 18th Street South, Ste. 210, Arlington, VA 22202-3531, Attn: Maria Bentinck

For the first year of production under this contract, it is anticipated that orders will be placed approximately every four months.

Three (3) to five (5) workdays prior to issuance of each print order, the ordering agency will furnish contractor electronic address files for review and analysis. Contractor must review files and report any errors or problems within two (2) workdays of receipt of files to: Maria Bentinck at (703) 325-7230, maria.g.bentinck.civ@mail.mil, or Mark Overberg at (703) 325-7231, mark.overberg.civ@mail.mil.

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

Contractor must complete production and distribution within twelve (12) workdays after notification of availability of ‘Okay to print’. PDF proofs will not be held by agency more than two (2) days.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the products ordered for mailing f.o.b. contractor’s city must be delivered to the Post Office Bulk Mail Centers.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Publishing Office of the date of shipment (or delivery, if applicable). Call Richard Gilbert at 757-273-4968.

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 year's production under the contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under the contract for a like period of time.

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

	(1)	(2)
I.	3	1,350
II.		10,800
III. 1.		3
2.(a)		1,508
(b)		23
(c)		162
(d)		1

SECTION 4. -- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor city for shipments to the BMC/SCF facilities.

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 nonresponsive.

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) or blank spaces for an item may be declared nonresponsive.

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 100 or 1,000 will be prorated at the per-100 or per-1,000 rate.

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.

Cost of all required paper must be charged under Item II. PAPER

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (including proofs) necessary for the complete printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Pamphlet per product.....	\$ _____	\$ _____

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

Per 1,000 Leaves

White Matte Coated Offset Book (70-lb.)\$ _____

(Initials)

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

1. *Bulk Shipments* –

Packing and sealing shipping containers per container\$ _____

2. *Mailed Shipments* –

(a) Addressing single copies (self-mailers)per 1,000 copies\$ _____

(b) Single or multiple copies in kraft envelopes
(up to 200 leaves) per 100 envelopes\$ _____

(c) Quantities over 200 leaves, up to 12 pounds,
inserted into cushioned shipping bags or
wrapped in shipping bundles (maximum 14 pounds) per bag or bundle\$ _____

(d) Quantities over 12 pounds, up to 24 pounds,
wrapped in shipping bundles or packed in
small shipping containers (maximum 27 pounds) per bundle or container\$ _____

(Initials)

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 agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by 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 in accordance with 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 Name)

(GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By _____

(Signature and Title of Person Authorized to Sign this Bid) (Date)

(Printed Name)

(Telephone Number)

(Email)

(Fax Number)

THIS SECTION FOR GPO USE ONLY

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