

Program No 1412-S 6/16/2017 to 05/31/2018 (5/2022)										
TITLE: Strategic Studies Quarterly & SSQ Special Editions										
			PRODUCTION PRESS		WBC INC dba LITHEXCEL		MCDONALD & EUDY			
			Jacksonville IL		Albuquerque NM		Temple Hills MD		GPO ESTIMATE	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
STRATEGIC STUDIES QUARTERLY:										
I. COMPLETE PRODUCT										
(a)	Text per page									
(1)	Make-Ready and/or Setup	576	14.25	8,208.00	6.50	3,744.00	11.00	6,336.00	10.00	5,760.00
(2)	Running per 1,000 Copies	3104	13.31	41,314.24	25.00	77,600.00	9.60	29,798.40	8.75	27,160.00
(b)	Complete Cover									
(1)	Make-Ready and/or Setup	4	400.00	1,600.00	432.00	1,728.00	700.00	2,800.00	700.00	2,800.00
(2)	Running per 1,000 Copies	22	94.22	2,072.84	170.00	3,740.00	250.00	5,500.00	210.00	4,620.00
II. PACKING AND SEALING FOR DISTRIBUTION										
(a)	Single copies in Kraft envelope each envelope	13097	0.19	2,488.43	0.16	2,095.52	0.25	3,274.25	0.25	3,274.25
(b)	Multiple copies, up to 5lbs., in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 6lbs.) each bag or bundle	27	3.62	97.74	1.20	32.40	2.00	54.00	1.50	40.50
(c)	Quantities over 5 lbs., up to 36lbs., packed in shipping containers (maximum gross weight 40lbs.)each container	377	4.78	1,802.06	2.50	942.50	2.25	848.25	1.75	659.75
SSQ SPECIAL EDITIONS:										
III. COMPLETE PRODUCT										
(a)	Text per page									
(1)	Make-Ready and/or Setup	296	10.05	2,974.80	8.00	2,368.00	12.00	3,552.00	14.00	4,144.00
(2)	Running per 100 Copies	1480	1.39	2,057.20	30.00	44,400.00	0.98	1,450.40	2.00	2,960.00
(b)	Complete Cover									
(1)	Make-Ready and/or Setup	2	480.00	960.00	432.00	864.00	850.00	1,700.00	800.00	1,600.00
(2)	Running per 100 Copies	10	8.78	87.80	180.00	1,800.00	40.00	400.00	42.00	420.00
CONTRACTOR TOTALS				63,663.11		139,314.42		55,713.30		53,438.50
DISCOUNT				5%	3,183.16	1%	1,393.14	1%	557.13	0.00
DISCOUNTED TOTALS				60,479.95		137,921.28		55,156.17		53,438.50
AWARDED										

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

“STRATEGIC STUDIES QUARTERLY & SSQ SPECIAL EDITIONS”

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

DLA Document Services (Pensacola, FL)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending May 31, 2018, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO TRACI COBB, (404) 605-9160, Ext. 32704, OR E-MAIL tcobb@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY, (404) 605-9160, Ext. 32712, OR E-MAIL aharvey@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>)
or you may **FAX request** to (404) 605-9185/9186.

This is a Small Purchase Term Contract. Quotes may be submitted via fax (404-605-9185/9186) or mailed to the Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. GPO Form 910 is NOT required. To submit a quote, contractor must return a completed “Schedule of Prices”, which is included at the end of this specification. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO website, <http://www.contractorconnect.gpo.gov>.

Quotes due by 11:00 a.m., prevailing Atlanta, GA time, on May 31, 2017.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01), available on the GPO website) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO website).

DISPUTES CLAUSE: 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. This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

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>	<u>Alternate Standard*</u>
P-7. Type Quality and Uniformity	Approved Proof	File Setup
P-8. Halftone Match (Single and Double Impression)	Approved Proof	File Setup
P-10. Process Color Match	Approved Proof	File Setup

*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

OPTION TO EXTEND THE CONTRACT TERM: 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 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 periodic pricing revision.

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 May 31, 2018, 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 index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" 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 3 months prior to the beginning of the contract, 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.

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.

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address:
<https://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/finance/index.htm>.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 13 THROUGH 15.

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 to May 31, 2018 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.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of perfect-bound books with a separate cover requiring such operations as electronic prepress, proofing, printing, binding, packing, mailing and/or distribution.

TITLE: "Strategic Studies Quarterly & SSQ Special Editions"

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's requirements.

All ranges/percentages/etc. herein are based on past requirements and/or anticipated requirements and are NOT to be construed as a guarantee.

Specifications apply equally to all items unless otherwise indicated.

FREQUENCY OF ORDERS:

Strategic Studies Quarterly: Approximately 4 orders per year, issued quarterly.

SSQ Special Editions: Approximately 2 orders per year.

QUANTITY:

Strategic Studies Quarterly: Anticipate approximately 5,600 (+/- 1,000) copies per order.

SSQ Special Editions: Anticipate approximately 500 copies per order.

NUMBER OF PAGES:

Strategic Studies Quarterly: Approximately 120 to 152 text pages per order plus a separate cover.

SSQ Special Editions: Approximately 96 to 200 text pages per order plus a separate cover.

TRIM SIZE: 6-7/8" x 10"

GOVERNMENT TO FURNISH:

- Print orders (GPO Form 2511).

- Print files (see "ELECTRONIC MEDIA") will be furnished with each print order.

- Carton label: Form 905 (R. 3/90) with labeling and marking specifications.

- Performance Records: A "delivery information report" will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

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

- A supply of Business Reply Mail labels and selection certificates for shipping Quality Assurance Random Copies.

Strategic Studies Quarterly only:

- One House "acceptance letter" and one Senate "acceptance letter" will be furnished with each print order. One copy of the applicable "acceptance letter" must accompany the deliveries to the House and Senate. The "acceptance letters" will be provided as PDF or MS Word files. Contractor to print one copy of each letter, black ink, face only, 8-1/2 x 11" on suitable white stock.

- Distribution list and list instructions will be furnished via MS Excel or MS Word files with multiple tabs/pages indicating each mailing address and quantity for each print order.

- With the issuance of the first print order, the Government will furnish the return address to be utilized on all future mailings.

ELECTRONIC MEDIA:

- PLATFORM: Windows 7/Windows 10

- STORAGE MEDIA: CD-R or DVD

- SOFTWARE: InDesign CS6/CC files will be provided for the majority of the orders; occasional orders may be provided as PDF files, Adobe Acrobat Version 10. NOTES: 1) Files may not contain bleed margins (covers/spine). If necessary, contractor to create all bleed margins. 2) Covers may be setup as spreads. For Covers 1, 4, & Spine, contractor to determine spine width and adjust backstrip, if necessary. For Covers 2 & 3, contractor to determine spine width and adjust for backstrip, if necessary.

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

- COLOR(s): May be identified as one or more of the following: RGB, CMYK, Black, and/or Pantone/Spot colors. Contractor to convert all colors to spot color Black for the text pages and to CMYK for the covers/spine.

- FONTS: All fonts will be furnished for the InDesign files. All fonts will be Embedded and/or Embedded Subset for the occasional PDF files. NOTE: In the event all fonts have not been embedded/embedded subset OR font and/or fonts are missing, the contractor is to notify GPO immediately (404-605-9160, Ext. 32704).

- OUTPUT: 175 line screen

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).

- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

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

- 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 your contract administrator.

- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final 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.

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.

Strategic Studies Quarterly only:

The contractor must process the furnished distribution file through NCOA. Contractor is to mail all addresses with zip+4 return codes 21, 22, 31, 32, 36, 37, 38, 39, 98. Upon completion of each Print Order, the contractor is to provide (via email to the agency) an Excel file of these addresses with corresponding return code.

Addresses with zip+4 return codes 10, 11, 12, 13, 17, 23, 26, 27, 28, 33 do not mail. The agency will provide an alternate bulk shipping address for these copies. Upon completion of each Print Order, the contractor is to provide (via email to the agency) an Excel file of these addresses with corresponding return code.

PROOFS: Contractor must deliver the following proofs(*) to the department. Contractor must return all Government furnished materials with the proofs. The proofs must be identified with the jacket number, program number, print order number, and proof date at least 1/2" from the type area. The contractor's firm name must not appear on any proofs.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All proofs will be withheld not longer than 5 workday(s) from date of receipt by the Government** to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

(*) CONTENT PROOF: Two complete digital color CONTENT proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product.

(*) CONTRACT PROOF (COVERS/SPINE): One digital one-piece composite color CONTRACT proof on the actual production stock (i.e. Kodak Approval, Screen TrueRite, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi are required created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs must have all elements in proper position (indicate margins). Proofs will be used for color match on the press and must show dot structure. Sublimation, inkjet, photographic, and overlay proofs are not acceptable.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" 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.

IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE FINAL OUTPUT.

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. 12" dated March 2011.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated March 2011, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Publishing Office, Washington, D.C. 20402 or available in PDF format on the GPO website.

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

Cover: White No. 1 Coated Cover, Gloss Finish, Basis Size 20 x 26, Basis Weight 100#, equal to JCP Code L11
All cover stock must have the grain parallel to the spine. Product must not crack on fold.

Text: White Smooth-Finish Text, Basis Size 25 x 38, Basis Weight 80#, equal to JCP Code A91 in all aspects
except brightness. Brightness of 98% is required for this procurement.

PRINTING: Covers 1 through 4 and Spine print full color matter via 4-color process. Flood coat Covers 1
through 4 and Spine with a clear, non-yellowing gloss aqueous coating. Text prints in Black ink. Prints head to
head.

NOTE: Covers 1 through 4 and Spine must be run on a minimum 4-color press with one single pass. Covers and
text must be printed via conventional offset printing. Digital printing, direct imaging (toner), and inkjet printing
are not acceptable.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the
following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c)
heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow
drying time significantly increases production costs.

MARGINS: Follow file setup*. Covers 1 through 4 and Spine may bleed. Adequate gripper on text. *If
necessary, contractor to create all bleed margins.

BINDING: Perfect Bind on the 10" left dimension. Trim 3 sides. Paper Covers: wrap-around, trim flush, glued
on, grain must run parallel to spine, score at bind to prevent cracking with an additional score 1/4" from bind on
front and back covers.

PACKING: All shipments 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 when
processed through the U.S. mail system or a small package carrier/freight delivery system.

Bulk shipments – Shrink-wrap in units of 2 copies. Pack in shipping containers with the total weight of each
shipping container not to exceed 40 lbs. when fully packed nor contain more than 40 copies. Each container in a
shipment must contain uniform quantities. NOTE: In some cases, there may be one carton with an odd quantity
due to the quantity packed per carton not dividing equally in the quantity ordered.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge
crush test (ECT) of 44 pounds per inch width. A double strip of nylon tape 3" wide (each strip) securing the top
and bottom flaps is required to keep the flaps from springing open in transit.

Strategic Studies Quarterly only:

Mailed Shipments - Insert single copy into kraft envelopes. Multiple copies, up to 5 pounds, must be shrink-
wrapped in units of 2 copies and inserted into cushioned shipping bags or wrapped in shipping bundles (maximum
gross weight 6 pounds). Quantities over 5 pounds, up to 36 pounds, must be shrink-wrapped in units of 2 copies
and packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk shipments - Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to
shipping containers.

Packing List: Contractor shall provide a packing list or other suitable document to accompany each shipment.
The packing list shall:

- (a) be sealed in a waterproof envelope, secured to the outside of the number one container;
- (b) show as a minimum, the following data for each order included in the shipment:
 - (1) Name and address of consignor and consignee

- (2) Department requisition/print order number
- (3) Number covering the shipment, if any.
- (4) Description of the material shipped, including
 - (a) publication number and title, if applicable, and date
 - (b) quantity per container and total quantity
 - (c) number of containers
 - (d) number of pallets if applicable

Strategic Studies Quarterly only:

Mailed Shipments: Affix a label to each unit of mail. Contractor will be required to furnish and address all mailing labels in accordance with the distribution list and list instructions.

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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to Editor, Strategic Studies Quarterly, 600 Chennault Circle, Bldg 1405 - Room 143, Maxwell AFB, AL 36112-6026.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor is required to submit quality assurance random copies to test for compliance against specifications. 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on 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 Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

Quantity <u>Ordered</u>	Number of <u>Sublots</u>
500 - 3,200	13
3,201 - 10,000	20

DISTRIBUTION:

Strategic Studies Quarterly: Mail/Ship f.o.b. contractor's city for the majority of the copies. Deliver f.o.b. destination for partial. See below for approximate breakdowns:

F.O.B. Contractor's City:

- Mail/Ship approximately 3,615 copies to various addresses. Complete addresses and quantities will be furnished per the distribution list and list instructions provided with the print orders.

NOTES:

- Individual copies will be mailed at the pre-sort rate. All other mailings will be made at the most economical rate. Contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the billing for payment.

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

- A single shipment or several shipments totaling 120 pounds or more scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post, small package carrier, or freight delivery system (whichever method is most economical to the Government) unless otherwise instructed.

- Inside delivery required for bulk shipments greater than 5 pounds.

F.O.B. Destination:

- Prior to mailing/completing distribution, deliver* 135 "advance" copies for agency approval to: Editor, Strategic Studies Quarterly, 600 Chennault Circle, Bldg 1405 - Room 143, Maxwell AFB, AL 36112-6026. NOTE: Once received, the agency will review copies and provide authorization for contractor to ship/deliver balance of copies within 3 workdays of receipt.

- Deliver* up to 100 copies to: Air Command and Staff College/CCK, Bldg 1402, 225 Chennault Circle, Maxwell AFB, AL 36112-6428.

- Deliver* up to 100 copies to: Air War College/MS, Bldg 1401, 325 Chennault Circle, Maxwell AFB, AL 36112-6428.

- Deliver* 1,250 copies to: House of Representatives, Capital Heights, MD 20743. NOTE: The point of contact, phone number, and complete address will be provided with the print order. The House of Representatives acceptance letter must accompany these copies.

- Deliver* 200 copies to: Senate, Landover, MD 20758. NOTE: The point of contact, phone number, and complete address will be provided with the print order. The Senate acceptance letter must accompany these copies.

- After completing all mailing/distribution, deliver* the balance (approximately 200 copies) to: Editor, Strategic Studies Quarterly, 600 Chennault Circle, Bldg 1405 - Room 143, Maxwell AFB, AL 36112-6026.

* **INSIDE DELIVERY REQUIRED.** The destinations listed above will be included on the distribution instructions provided with the print order.

- Deliver 1 Depository copy to: BAC (C&I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401, Marked: Item Number 0424-I-02.

- Deliver 15 Depository File copies to: BAC (By-Law) 1525-01, Library of Congress, US Anglo Division, US Government Documents Section, 101 Independence Avenue SE, Washington, DC 20540-4274, Marked: Depository File Copies. NOTE: All shipments to this destination **MUST** be shipped via Fed Ex, UPS, or United States Postal Service (USPS).

SSQ Special Editions: Ship all copies f.o.b. contractor's city.

F.O.B. Contractor's City:

- Ship ordered quantity to multiple addresses (no more than 10 addresses in the continental U.S.) as indicated on the print order. All copies must be shipped by reimbursable small package carrier (UPS/FedEx) or freight carrier, whichever method is most economical to the Government that will guarantee delivery within two workdays after shipping, unless otherwise instructed. **INSIDE DELIVERY REQUIRED.**

Strategic Studies Quarterly & SSQ Special Editions: Upon completion of each order, within 15 days, all Government furnished material and one copy must be returned to: AU Press, 600 Chennault Circle, Bldg 1405 - Room 143, Maxwell AFB, AL 36112-6026.

All expenses incidental to the pickup and return of Government furnished materials, proofs, and furnishing samples, must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, print order number, total quantity delivered, number of cartons, quantity per carton, individual carton weights for each bulk shipment greater than 5 pounds, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

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).

Furnished material and proofs must be picked up from and delivered to: AU Press, 600 Chennault Circle, Bldg 1405 - Room 143, Maxwell AFB, AL 36112-6026.

No definite schedule can be established at this time. The schedule (as indicated below) begins upon notification of the availability of print order and furnished material.

Strategic Studies Quarterly:

Complete production and distribution must be made within 20 workdays. NOTE: Contractor must not complete distribution until the ordering agency has reviewed and approved the advance copies (see "DISTRIBUTION").

SSQ Special Editions:

Complete production and distribution must be made within 16 workdays.

The ship/deliver date indicated on the print order is the latest date copies ordered f.o.b. contractor's city must be delivered to the US Postal Service for mailing (Strategic Studies Quarterly only) or shipped as applicable and the latest date the copies ordered f.o.b. destination must be delivered to the destination(s) specified. Contractor is to ship/deliver earlier if copies are completed and approved prior to the turnaround time in the schedule.

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.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest quote 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 work 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.	(1)	(2)
(a)	576	3,104
(b)	4	22
II.	(a) 13,097	
	(b) 27	
	(c) 377	
III.	(1)	(2)
(a)	296	1,480
(b)	2	10

SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (404) 605-9185/9186

Quotes due by: 11:00 a.m. / Date: May 31, 2017

CONTRACTOR’S NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Contractor _____

(Address) (City) (State) (Zip)

(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor’s Code)

(E-mail address)

***You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.**

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

Discounts are offered for payment as follows: _____percent, _____calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. contractor’s city and f.o.b. destination (see “DISTRIBUTION”).

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

Contractor must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

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

Quotes submitted with NQ (No Quote) 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 billing submitted to the GPO shall be based on the most economical method of production.

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.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

STRATEGIC STUDIES QUARTERLY:

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Item II.

	Make-ready and/or Setup (1)	Running Per 1,000 Copies (2)
(a) Text per page	\$ _____	\$ _____
(b) Complete cover	\$ _____	\$ _____

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

- (a) Single copies in Kraft envelope each envelope\$ _____
- (b) Multiple copies, up to
5 lbs., in cushioned shipping bags, or wrapped
in shipping bundles (maximum gross weight 6 lbs.) each bag or bundle\$ _____
- (c) Quantities over 5 lbs., up to 36 lbs., packed in
shipping containers (maximum gross weight 40 lbs.) each container\$ _____

(Initials)

SSQ SPECIAL EDITIONS:

III. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Make-ready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Text per page	\$ _____	\$ _____
(b) Complete cover	\$ _____	\$ _____

Strategic Studies Quarterly:

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

(Initials)