

PROGRAM 6455-S ARMOR Magazine		October 1, 2015 through September 30, 2016 (Opts. Thru 09/19)																							
		Page 1 of 1																							
		ALCOM PRINTING Harleysville PA			GRAY GRAPHICS Capitol Heights MD			GATEWAY PRESS, Inc. Louisville KY			LAS VEGAS Color Graphics Las Vegas NV			McDONALD & EUDY Temple Hills MD			NPC, INC Claysburg PA			PEAKE DELANCEY Printers Cheverly MD			UNIVERSAL PRINTING St. Louis MO		
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL					
<b>I. PRINTING AND BINDING</b>																									
(a)	Text printing in 4 color process, including binding																								
(1)	Makeready and/or Setup.....	104	32.00	3,328.00	40.00	4,160.00	82.00	8,528.00	95.00	9,880.00	35.00	3,640.00	41.35	4,300.40	69.00	7,176.00	64.37	6,694.48							
(2)	Running Per 1,000 Copies.....	520	9.34	4,856.80	13.00	6,760.00	11.50	5,980.00	35.00	18,200.00	14.00	7,280.00	21.35	11,102.00	13.50	7,020.00	5.79	3,010.80							
(b)	Text printing black/grayscale, including binding																								
(1)	Makeready and/or Setup.....	156	15.00	2,340.00	10.00	1,560.00	22.00	3,432.00	75.00	11,700.00	20.00	3,120.00	6.10	951.60	38.00	5,928.00	64.37	10,041.72							
(2)	Running Per 1,000 Copies.....	780	7.50	5,850.00	9.00	7,020.00	11.00	8,580.00	25.00	19,500.00	9.00	7,020.00	17.05	13,299.00	12.25	9,555.00	5.79	4,516.20							
(c)	Complete cover, printing in 4-color process																								
(1)	Makeready and/or Setup.....	5	300.00	1,500.00	650.00	3,250.00	811.00	4,055.00	650.00	3,250.00	775.00	3,875.00	280.00	1,400.00	925.00	4,625.00	1,482.42	7,412.10							
(2)	Running Per 1,000 Copies.....	25	93.14	2,328.50	130.00	3,250.00	150.00	3,750.00	180.00	4,500.00	142.00	3,550.00	160.50	4,012.50	160.00	4,000.00	92.44	2,311.00							
<b>TOTAL</b>				<b>20,203.30</b>		<b>26,000.00</b>		<b>34,325.00</b>		<b>67,030.00</b>		<b>28,485.00</b>		<b>35,065.50</b>		<b>38,304.00</b>		<b>33,986.30</b>							
<b>LESS DISCOUNT</b>				<b>5% 21</b>	<b>1,010.17</b>	<b>1% 20</b>	<b>260.00</b>	<b>3% 20</b>	<b>1,029.75</b>	<b>2.5% 20</b>	<b>1,675.75</b>	<b>1% 20</b>	<b>282.45</b>	<b>0.25% 20</b>	<b>87.66</b>	<b>5% 20</b>	<b>1,915.20</b>	<b>1% 20</b>	<b>339.86</b>						
<b>NET</b>				<b>19,193.13</b>		<b>25,740.00</b>		<b>33,295.25</b>		<b>65,354.25</b>		<b>28,202.55</b>		<b>34,977.84</b>		<b>36,388.80</b>		<b>33,646.44</b>							
				<b>AWARDED</b>																					
Abstracted By: Bruce M. Canzanella																									
Reviewed By: Richard W. Gilbert																									

**TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND SUBMIT NO LATER THAN: 11:00 A.M., SEPTEMBER 9, 2015.**

Submit bid to: U.S. Government Publishing Office, 2825 Noisette Boulevard, North Charleston, SC 29405-1819. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO RPPPO Charleston, Fax No. (843) 743-2068. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. **NOTE: FAXED BIDS RECEIVED AFTER 11:00 A.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

U.S. GOVERNMENT PUBLISHING OFFICE  
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**ARMOR** Magazine

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

Defense Logistics Agency  
Charleston, SC for  
Department of the Army, Army Armor Center  
Fort Benning, GA

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning October 1, 2015 and ending September 30, 2016, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

The abstract of prices from the previous contract, 2555-S can be found at the following link:  
<http://www.gpo.gov/gpo/abstracts/getcontentpdf.action?filePath=Columbus%2Fab2555s.pdf>

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

**NOTE:** Direct all questions concerning these specifications to Bruce Canzanella (843) 743-2036, ext. 1, or e-mail [bcanzanella@gpo.gov](mailto:bcanzanella@gpo.gov). No collect calls.

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

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**SUBCONTRACTING:** Subcontracting is not allowed.

**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>
P-7. Type Quality and Uniformity	Approved Proofs/Average Type Dimension/ Electronic Media
P-10. Process Color Match	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 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 adjustments.

**EXTENSION OF THE TERM OF THE CONTRACT:** 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 October 1, 2015 to September 30, 2016, 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 June 30, 2015, 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.

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

**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 October 1, 2015 through September 30, 2016, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**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:** Submit all billing to: U.S. Government Publishing Office, Comptroller, Stop FMCE, Financial Management Service, Washington, D.C. 20401.

TO INSURE PAYMENT FROM GPO, PLEASE MAKE SURE TO USE THE GPO BAR CODE COVER SHEET WITH YOUR INVOICE. REFER TO THE FOLLOWING WEB PAGE FOR INSTRUCTIONS:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

NOTE: Before any voucher will be accepted by the GPO for payment, the itemized statement for each print order must be submitted to the ordering agency by e-mail to: [LeighAnn.Wakefield@dla.mil](mailto:LeighAnn.Wakefield@dla.mil), for examination and certification as to correctness of the billing.

**MODIFICATIONS:** If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e. Author's Alterations), contractor is REQUIRED to contact the publishing specialist in writing for approval BEFORE proceeding.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

## **SECTION 2. – SPECIFICATIONS**

**SCOPE:** These specifications cover the production of a saddle-stitched magazine requiring such operations as proofs, printing (in grayscale or four-color process), binding, packing, and distribution.

**TITLE:** *ARMOR* Magazine.

**FREQUENCY OF ORDERS:** 5 issues per year (January-March; April-May; June-July; August-September; and October-December).

**QUANTITY:** Approximately 4,000 to 7,000 copies per order.

**NUMBER OF PAGES:** Approximately 52 to 64 pages, plus separate cover pages, per order.

**TRIM SIZE:** 8-1/2 x 11 inches.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows:

Platform: IBM, Windows 7.

Storage Media: FTP

Software: Print-Ready PDF file (created on PC in InDesign CS 5.5 and up through CS6 Web and Design Premium Suite)

Please Note: Files are formatted to include text, rules, line art, and screens in final layout. Graphic files are linked and in final layout format. All printer and screen fonts will be embedded for the individual print order. These fonts are the property of the Government and must be returned with furnished material. Type and rules generated from electronic files must be produced on a high resolution output device producing quality equal or better than an image resolution of 2400 dpi.

Mailing addresses will be provided in Excel format for domestic and APO addresses.

Delivery/shipping status report form.

Form 905 (R. 6/3) "Labeling and marking specifications".

Print Orders (GPO Form 2511).

Blue Labels and Selection Certificates.

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

**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 Charleston GPO Contracting Officer prior to further performance.

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.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

**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.

**PROOFS:** Anticipate that all orders will require proofs.

**Content Proof:** One set of digital color content proofs for the complete publication. 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.

**Color Proof:** 1 set of inkjet proofs that is G7 profiled and uses pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

**Author’s Alterations:** Author’s alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author’s alterations and revised proofs will only be paid for when errors are caused by the Government, and the Government deems it necessary to require revised proofs or make author’s alterations.

The contractor must not print prior to receipt of an “Okay to Print”.

**PROOF DELIVERY NOTIFICATION:** The contractor must notify the ordering agency and GPO via facsimile or e-mail when the proofs are shipped to the department and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the department within the specified time the contractor must notify the GPO that the proofs have not been returned. Send proof delivery notification via facsimile to the fax numbers and e-mail addresses provided after award, include GPO Jacket Number, Program Number, and Print Order Number with all correspondence.

**CONTRACTOR’S ERRORS:** 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.

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, failure of the Government to terminate the contract for

default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the original production schedule allotted in the specifications.

**STOCK/PAPER:** The specifications of all stock/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.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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

Cover: White Litho (Gloss) Coated Cover, basis size 20 x 26”, 60/65 lbs. per 500 sheets, equal to JCP Code L10.  
Text: White Litho (Gloss) Coated Book, basis size, 25 x 38”, 60 lbs. per 500 sheets, equal to JCP Code A170.

**PRINTING:** Covers print head to head in four-color process. Text pages print head to head in black/grayscale OR four-color process. Print to align across the bind. Screened areas and graduated screened areas throughout. Reverse printing required. Light to heavy ink coverage, including saturated black.

After printing, flood coat Covers 1 and 4 with a clear, non-yellowing, gloss varnish or, at contractor’s option, aqueous clear coat, scuff resistant.

**MARGINS:** Maintain margins as indicated on print order or furnished electronic files. Covers bleed four sides. Text pages bleed throughout, 2 to 4 sides.

**BINDING:** Fold, inset, saddle-wire stitch in two places with separate paper cover, and trim three sides. Covers trim flush.

**PACKING:** Pack copies for bulk deliveries in 45-lb. capacity shipping containers furnished by the contractor. See below for instructions concerning mailed copies.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. NOTE: All cartons must be clearly marked to indicate total number of cartons (i.e.: 1 of 3, 2 of 3, 3 of 3).

Approximately 3,000 to 3,500 single copies (self-mailers) require the contractor to generate and affix labels or, at contractor’s option, print addresses in proper location on cover page 4, mail FLAT in accordance with USPS regulations for both domestic and APO addresses.

**INSPECTION SAMPLES:** For each print order, 2 inspection samples must be sent to the U.S. Government Publishing Office, 2825 Noisette Boulevard, North Charleston, SC 29405. These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

**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.



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

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 the Fort Benning, GA address listed under "Distribution".

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

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

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

**DISTRIBUTION:** Mail f.o.b. contractor's city and deliver f.o.b. destination as follows:

**MAIL F.O.B. Contractor's City:** (reimbursable)

Mail approximately 3,000 to 3,500 self-mailers to addresses nationwide, including APO addresses. Contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the required mailing receipts along with the public voucher invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6. Shipping Instructions.

All mailing shall be made at the Presorted Standard rate. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Contractor will be required to run distribution list through USPS authorized change of address software like NCOA.

Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

A copy of the completed post office mailing statement(s) showing mail quantity/cost breakdown for each order must be sent to: **ARMOR**; Building 4, Room W-142H; 1 Karker Street; Fort Benning, GA 31905, within 5 calendar days after copies are mailed.

**Deliver F.O.B. Destination:** Deliver f.o.b. destination as follows:

244 COPIES TO: U.S. Government Publishing Office  
Federal Depository Library Program (FDLP)  
Document Warehouse  
8660 Cherry Lane  
Laurel, MD 20707-4986  
Marked: Item 0322-M

15 COPIES TO: BAC (By-Law) 1525-01  
Library of Congress  
U.S./Anglo Division  
U.S. Government Documents Section  
101 Independence Avenue, SE  
Washington DC 20540-4274  
Marked: Depository File Copies

ADVANCE COPIES: 295 copies MUST BE DELIVERED F.O.B. DESTINATION, PRIOR TO MAILING to: **ARMOR**; Building 4, Room W-142H; 1 Karker Street; Fort Benning, GA 31905. Ship these by small package carrier (UPS, FedEx) only. Do NOT ship these via the U.S. Postal Service.

Balance of copies, including Blue Label Copies are to be delivered f.o.b. destination to the above Fort Benning, GA address. Ship these by small package carrier (UPS, FedEx) only. Do NOT ship these via the U.S. Postal Service.

On the same day that the product mails/ships/delivers, the contractor must notify the ordering agency, [LeighAnn.Wakefield@dla.mil](mailto:LeighAnn.Wakefield@dla.mil) and GPO [infocharleston@gpo.gov](mailto:infocharleston@gpo.gov) via e-mail of the distribution. The subject line of the message shall be "Distribution Notice for (enter program and print order numbers)". The notice must provide all applicable tracking numbers, shipping method, and program title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts (as applicable) upon agency request.

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

The deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the Fort Benning, GA, Laurel, MD, and Washington, DC destinations, and the date products ordered for mailing f.o.b. contractor's city be delivered to the Post Office.

Unscheduled material such as shipping 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.

All expenses incidental to 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 material and the individual print order, to be uploaded to contractor maintained FTP site.

Furnished material will usually be uploaded during the first week of the month preceding the month of the issue. EXAMPLE: Copy for the April-May issue will be mailed approximately the first week in March; the August-September issue approximately the first week in July, etc.

**PROOF SUBMISSION:** Submit proofs and a prepaid airbill, and pick up from **ARMOR**; Building 4, Room W-142H; 1 Karker Street; Fort Benning, GA 31905. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the publication title and GPO Jacket Number, Requisition Number, Program Number, and Print Order Number.

Note: In the event that late breaking copy beyond the terms of this schedule is required, it shall be inserted into the schedule as mutually agreeable to both the Department and the contractor, with the approval of the Contracting Officer.

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

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor to submit proofs.....	4
Department to return proofs with "Okay to Print" .....	2
Contractor to deliver 295 advance copies to Fort Benning, GA.....	7
Contractor to complete mailing/delivery.....	4

**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 for 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".

	(1)	(2)
I. (a)	104	520
(b)	156	780
(c)	5	25

**PAGE 12 IS BLANK**

**SECTION 4. - SCHEDULE OF PRICES**

Prices offered are f.o.b. destination to Fort Benning, GA, Laurel, MD, and Washington, DC, and f.o.b. contractor's city for all mailed destinations.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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 vouchers 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. A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than three (3) blank pages may be permitted at the end of the text.

**I. PRINTING, BINDING, PACKING, and DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary for the complete printing, binding, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Text: Printing in four-color process, including binding.....per page.....	\$ _____	\$ _____
(b) Text: Printing in black/grayscale, including binding.....per page.....	\$ _____	\$ _____
(c) Complete Cover: Printing in four-color process.....per complete cover....	\$ _____	\$ _____

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

**BIDDERS NAME AND SIGNATURE:** Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

**BIDDER:** \_\_\_\_\_

\_\_\_\_\_  
(Street Address – City – State – Zip Code)

**BY:** \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

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

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

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

**CONTRACTOR CODE (if known):** \_\_\_\_\_

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_