

[illegible]

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

“PS, The Preventive Maintenance Monthly”

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

DLA Document Services for the Army Publishing Directorate (APD)

for USAMC, Logistics Support Activity (LOGSA), Redstone Arsenal, AL

Single Award

**TERM OF CONTRACT:** The term of this contract is for November 1, 2016 through October 31, 2017.

**BID OPENING:** Bids shall be publicly opened at 2:00 p.m. prevailing Columbus, Ohio time on  
October 20, 2016.

**BIDS MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE BIDS WILL NOT BE  
CONSIDERED.**

**SUBMIT SEALED BID TO:** U.S. Government Publishing Office, 1335 Dublin Road Suite 112-B,  
Columbus, Ohio 43215-7034. Bid must be clearly marked on the outermost envelope/package with company  
name and address of the bidder, program number, and bid date opening. **Telegraphic, facsimile, and e-mail  
bids transmitted to GPO offices WILL NOT be considered.**

**BIDDERS PLEASE NOTE:** Extensive changes have been made to “Distribution” and “Schedule of Prices”.  
Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract is available on GPO Web Site at:

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

**For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (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 the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- **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:** 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).
- **Other GPO Forms:** <http://www.gpo.gov/vendors.sfas.htm>

## 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.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (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 Press Sheets/Furnished Files
P-8. Halftone Match (Single and Double Impression)	Approved Press Sheets/Furnished Files
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Approved Press Sheets/Furnished Files

**EXTENSION OF TERM OF 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.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POST AWARD CONFERENCE:** Post award conference between contractor and the Government is required, unless waived by the Contracting Officer. The conference, at the option of the Government, to be held at the contractor’s plant or via telephone.

The purpose of the conference will be to discuss and review all aspects of the contractor’s production plan and to establish coordination of all internal and external operations required to complete the contract including all aspects of preparing for and completing distribution and mailing.

Conference attendees are to include the Government (APD, LOGSA, and/or GPO) contractor, all subcontractors, and contractor’s USPS Business Mail Entry Unit personnel.

**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 **November 1, 2016 through October 31, 2017** 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.

**DELIVERY/SHIPPING STATUS INFORMATION:** Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus Regional Office via e-mail to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax will be unable to respond to questions of a technical nature or transfer any inquiries.

**PAYMENT:** Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

At time of invoicing, the contractor shall submit a copy of the print order, contractor’s invoice, and all delivery and mailing receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov) (identify Program and Print Order numbers in the Subject line) or deliver all to: US GPO; Columbus Regional Office; ATTN: (Program Number, Print Order Number); 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

In addition to the payment voucher submitted to GPO for billing, the contractor is required to e-mail to Juanetta Brent, [Juanetta.l.brent.civ@mail.mil](mailto:Juanetta.l.brent.civ@mail.mil) and to Molotle Browne, [molotle.browne@usmc.mil](mailto:molotle.browne@usmc.mil) a copy of the GPO voucher and mailing statements for each print order within five workdays after mailing has been completed by the contractor.

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of a self-cover, saddle-stitched, comic book style publication requiring such operations as electronic prepress, printing in black plus one Pantone ink and in four-color process, binding, packing and sealing for distribution, and delivery.

**TITLE:** “PS, The Preventive Maintenance Monthly” (PS Magazine)

**FREQUENCY OF ORDERS:** Monthly (12 orders per year).

**QUANTITY:** Approximately 20,000 to 30,000 copies per order. Sample distribution under “Distribution” is anticipated to be approximately 23,000 copies.

**NUMBER OF PAGES:** 64 pages (includes self-cover).

**TRIM SIZE:** 5 x 7-1/8”.

**GOVERNMENT TO FURNISH:** Single page PDF files submitted via contractor maintained FTP site. Center 8 pages in black ink only provided in PDF and distribution lists provided in Excel via e-mail.

**ELECTRONIC PREPRESS:** Immediately upon receipt and 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 Columbus 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.

Print Orders (GPO Form 2511).

Delivery/Shipping Status Report Form.

Form 905 (R. 3/90) “Labeling and Marking Specifications”.

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 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.

**REPRODUCIBLES:** The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

**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.

All stock/paper used in each copy must be of a uniform shade.

White Heat-Set Web Offset Book, basis size 25 x 38”, basis weight 50 lbs. per 500 sheets, equal to JCP A55 or, at contractor’s option, White Offset Book, basis size 25 x 38”, basis weight 50 lbs. per 500 sheets, equal to JCP A60.

**PRESS SHEET INSPECTION:** Unless waived by the Government, an on-site press sheet inspection for the first order will be conducted. The Government reserves the right to request press sheet inspections as the Government deems necessary. If a press sheet inspection is required after the first order, it will be indicated on the individual print order.

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.

Upon approval of the press sheets, the contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated August 2002 (available on GPO web site at: <http://www.gpo.gov/printforms/index.html>).

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the presses ink rollers. The control bars must show areas consisting of solid color patches, tint patches, dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT) and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

The notification schedule (below) should be followed for press sheet inspections. The contractor shall make all efforts necessary to schedule the printing inspection on the same, or subsequent, days.

**Notification:** Call the Columbus Regional Office at (614) 488-4616 and Juanetta Brent at (256) 955-0798 with a minimum notice of 2 work days prior to availability of press sheets. This notification must provide the starting date and time of the first press form, as well as the tentative schedule for all subsequent press forms required for complete production.

On site press inspections must be scheduled Monday to Friday, exclusive of Federal holidays, and scheduled to begin between the hours of 7:00 a.m. and 7:00 p.m. local time. It is the contractor’s responsibility to maintain and adjust inspection schedules, as required, to ensure all subsequent inspections are performed on following workdays. Inspection schedules must allow Government representatives to complete approval of all press forms within the day/time requirements. Inspections must not be scheduled on weekends, or to “carry over to the following week” without prior approval by the GPO Contracting Officer.

The GPO reserves the right to deny requests for press inspections/color approvals that conflict with these scheduling requirements. Failure to comply with these scheduling requirements may result in additional Government per diem, overtime, and/or travel related charges which may be chargeable to the contractor (See GPO Contract Terms, Pub. 310.2, (Rev. 6-01), Article 14. Inspection and Tests, (e)(1) & (2)).

**PRINTING:** Eleven issues per year will print self-cover pages 1 and 4 and center 8 pages in four-color process with balance of pages printing in black ink plus one additional Pantone color with gradation of screen values.

One issue per year will print self-cover pages 1 and 4 in four-color process and center 8 pages in black ink only with balance of pages printing in black ink plus one additional Pantone color with gradation of screen values.

Anticipate Pantone color will change for each issue and will be specified on individual print order.

**GPO IMPRINT LINE AND SALES INFORMATION:** The following must appear after the GPO imprint on the inside back cover:

---

For sale by the Superintendent of Documents, U.S. Government Publishing Office  
Internet: bookstore.gpo.gov Phone: toll free (866) 512-1800; DC area (202) 512-1800  
Fax (202) 512-2104 Mail: Stop IDCC, Washington DC 20402-0001

**MARGINS:** Margins will vary from page to page and from issue to issue. Maintain margins as indicated on the Government furnished files. Self-cover pages 1 and 4 will bleed all four sides on each issue. Self-cover pages 2 and 3 and majority of text pages will bleed one or more sides throughout each issue. Gutter jump images **MUST** align.

**BINDING:** Saddle-wire stitch in two places and trim three sides.

**PACKING:** Pack in contractor furnished containers as described below. Pack in accordance with GPO Contract Terms. Containers are to be a minimum of 275 PSI and 44 ECT. It is anticipated that each copy will weigh approximately 2 ounces before packing.

Insert single or multiple copies up to 200 leaves (1 copy and 2 to 6 copies per envelope or bag) into kraft envelopes or poly bags.

Quantities over 200 leaves up to 12 pounds (7 to 96 copies per bundle), must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds). When 2 or more stacks of publications are in a single shipping container, secure publications using a rubber band of medium thickness around each stack to prevent shift.

Quantities over 12 pounds, up to 24 pounds (97 to 192 copies per bundle or container), must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds). When 2 or more stacks of publications are in a single shipping container, secure publications using a rubber band of medium thickness around each stack to prevent shift.

Quantities over 24 pounds (193 to 288 copies per container), must be packed in shipping containers (maximum gross weight 40 pounds). Rubber band in bundles of 20 books using a rubber band of medium thickness around each stack to prevent shift.



**LABELING AND MARKING:** Refer to Contract Terms and furnished Form 905.

**INSPECTION SAMPLES:** When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Inspection Samples (mark with program and print order numbers).

These samples cannot be deducted from the total quantity ordered. The package or envelope containing these samples must 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):**

- (a) All orders must be divided into 125 equal sublots. A random copy must be selected from each subplot. Copies must not be chosen 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.
- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

**DISTRIBUTION:** Contractor to deliver f.o.b. destination or mail f.o.b. contractor's city as directed herein. For each order the Government will provide USAPA Form 314-R, April 2002, Initial Distribution Sheet and Shipping Instructions which will indicate the distribution of the total quantity ordered on the individual print order. This information will vary with each order and will include bulk delivery quantities and mailing quantities. Mailing will be made to Domestic addresses (including AK, HI, DC, and PR) and Military and Diplomatic addresses (including AA, APO (AE and/or AP), FPO, and DPO).

The total quantity distribution will be comprised of US Army Distribution (Army and Army Reserve), US Navy (Marine Corps) Distribution, and GPO Distribution as described below. Contractor must provide separate proofs of delivery and separate mailing statements for each distribution group. Mailing statements to include appropriate PS Forms for periodical mail, media mail, pre-sort standard mail, first class mail, military/diplomatic mail, and other similar PS (Postal Service) Forms as applicable.

“PS, The Preventive Maintenance Monthly” (PS Magazine) has been established as a periodical and is to be mailed at the periodical rate for US Army Distribution and US Navy (Marine Corps) Distribution. GPO Distribution mailing will NOT be made at the periodical rate, see “GPO Distribution” below.

A periodical account has been established and the Original Entry Post Office of record is in Huntsville, Alabama. Additional Entry Post Office(s) are permitted under the USPS regulations for periodical mail. At the time of award, the contractor to provide address of record for the post office(s) to be used for mailing. The Government will establish the necessary Additional Entry Post Office(s) of record.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” and “International Mail” as applicable. Contractor will be required to keep up-to-date on U.S. Postal Service classifications and regulations to ensure that all mailing is made in accordance with any USPS changes.

**US Army Distribution:** Deliver f.o.b. destination and mail f.o.b. contractor’s city at the periodical rate.

F.O.B. DESTINATION: USAPA Form 314-R will have 500 to 2,000 copies delivering to Redstone Arsenal address listed below. Usually 800 or 900 copies plus 125 “Blue Label” copies.

USAMC LOGSA  
ATTN: PS Magazine, AMXLS-GP, 1<sup>st</sup> Floor  
Building 3303  
Redstone Arsenal, AL 35898-5000

In addition, USAPA Form 314-R will have up to 20 destinations that will require up to 100 copies. Usually 4 destinations with 15 to 25 copies each.

Reimbursement for delivery charges will be made to the contractor in accordance with the GPO Schedule of Prices for f.o.b. destination copies.

F.O.B. CONTRACTOR CITY: USAPA Form 314-R will have 1 or 2 mailing lists as part of the US Army Distribution. Mailing lists will be provided in Excel for US Army (“Army/DoD/Other Government”) and for US Army Reserve. Some orders will provide an Excel spreadsheet for each mailing list and some orders will provide one Excel spreadsheet with a worksheet for each mailing list.

US Army Distribution (“Army/DoD/Other Government”): These copies to be mailed at the periodical rate. The postage statement(s) for US Army copies must be separated from other mailings (US Army Reserve, US Navy (Marine Corps), and GPO “Subscription”), the postage must be separately accounted for, have separate postal receipt(s) submitted with contractor’s invoice. Postage charged to appropriate Government account.

US Army Reserve Distribution: These copies to be mailed at the periodical rate. The postage statement(s) for US Army Reserve copies must be separated from other mailings (US Army, US Navy (Marine Corps), and GPO “Subscription”), the postage must be separately accounted for, have separate postal receipt(s) submitted with contractor’s invoice. Postage charged to appropriate Government account.

**US Navy (Marine Corps) Distribution:** Mail f.o.b. contractor’s city at the periodical rate. USAPA Form 314-R will have 1 mailing list as part of the US Navy (Marine Corps) Distribution. Mailing lists will be provided in Excel.

These copies to be mailed at the periodical rate. The postage statement(s) for US Navy (Marine Corps) copies must be separated from other mailings (US Army, US Army Reserve, and GPO “Subscription”), the postage must be separately accounted for, have separate postal receipt(s) submitted with contractor’s invoice. Postage to be charged to appropriate Government account.

**GPO Distribution:** Deliver f.o.b. destination and mail f.o.b. contractor’s city. Contractor will be reimbursed for f.o.b. destination copies in accordance with GPO Schedule of Prices for f.o.b. destination copies. Copies mailed f.o.b. contractor’s city are NOT to be made at the periodical rate. Contractor will be required to pay postage at time of mailing. Contractor will be reimbursed by submitting properly completed USPS form(s) with their invoice at time of billing, see “Subscription Stock” below.

FEDERAL DEPOSITORY LIBRARY PROGRAM (FDLP): 1 copy delivered f.o.b. destination to:

BAC (C + I) 1523-01  
U.S. Government Publishing Office  
Federal Depository Library Program  
Mail Stop: FDLP, Item Number 0325-F  
44 “H” Street, NW, Loading Dock  
Washington D.C. 20401

LIBRARY OF CONGRESS (LOC): 15 copies delivered f.o.b. destination 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

GPO INSPECTION SAMPLES: 2 copies delivered f.o.b. destination to address indicated under “Inspection Samples”.

SUBSCRIPTION STOCK: 75 copies delivered f.o.b. destination and f.o.b. contractor’s city. Upon receipt of print order, contractor to contact GPO Sales (e-mail address provided at time of award) and request Subscription mailing list (furnished labels) and bulk delivery information.

The contractor will be required to mail up to approximately 75 copies per order for Information Dissemination (Superintendent of Documents) to fulfill “Subscription” requirements. The contractor must apply the appropriate postage to these “Subscription” copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The postage class and other mail requirements will be furnished with each order.

The contractor will be reimbursed for the postage to mail these “Subscription” copies by submitting a properly completed Postal Service certificate of mailing with their invoice. The postage for these “Subscription” copies must be separated from other mailings, the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement.

Failure to distribute “Subscription” copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

“Subscription” copies ordered may exceed the number of copies mailed using furnished labels. Ship the remaining balance after mailing to a single address in the Washington, DC commercial zone, this address will be provided with the furnished labels.

**Mailing Statements:** A copy of all USPS documents must be sent to GPO, Army Publishing Directorate (APD), and to Redstone Arsenal, AL. The Redstone Arsenal address indicated under “US Army Distribution” and the following addresses require physical copies of all USPS documents and all f.o.b. destination delivery receipts:

Army Publishing Directorate  
ATTN: Printing Division  
9301 Chapek Road, Building 1458  
Ft. Belvoir, VA 22060

U.S. Army Publications Agency  
ATTN: ASQZ-RMO, Postal Representative  
Room 100, Hoffman Building 1  
2461 Eisenhower Avenue  
Alexandria, VA 22331-0302

Upon completion of mailing and delivery, a copy of all USPS documents and all f.o.b. destination delivery receipts must be e-mailed to GPO Columbus at [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov) and submitted to GPO along with the contractor's invoice.

**Periodical Mailing:** Approximately 21,892 copies to 2,192 destinations per order. Tables below represent samples of the distribution break down.

Below is a sample of Periodical Mailing for US Army Distribution (Army/DoD/Other Government):  
Approximately 14,178 copies to 1,202 destinations.

Copies	Dest	Copies	Dest	Copies	Dest	Copies	Dest	Copies	Dest
1	169	10	220	20	64	35	5	75	3
2	119	11	1	21	1	40	9	80	1
3	77	12	30	22	3	45	2	85	1
4	54	13	5	23	1	46	1	95	1
5	154	14	4	24	2	50	21	96	1
6	48	15	61	25	30	55	1	100	8
7	19	16	5	27	4	60	6	120	1
8	20	18	1	28	3	65	2	150	5
9	8	19	1	30	27	70	1	200	2

Below is a sample of Periodical Mailing for US Army Distribution (Army Reserve): Approximately 6,279 copies to 758 destinations.

Copies	Dest	Copies	Dest	Copies	Dest	Copies	Dest
1	51	8	18	15	36	30	5
2	73	9	5	18	1	35	2
3	58	10	152	20	34	40	3
4	69	11	1	21	1	50	4
5	133	12	30	24	1	58	1
6	48	13	1	25	16	60	1
7	9	14	2	27	2	100	1

Below is a sample of Periodical Mailing for US Navy (Marine Corps): Approximately 1,435 copies to 232 destinations.

Copies	Dest	Copies	Dest	Copies	Dest	Copies	Dest	Copies	Dest
1	91	6	8	11	2	16	4	25	2
2	19	7	5	12	5	17	1	30	2
3	11	8	4	13	1	20	6	35	1
4	15	9	4	14	1	21	1	50	2
5	17	10	21	15	7	23	1	63	1

**SCHEDULE:** Adherence to this schedule must be maintained.

The GPO Form 2511 (print order), distribution lists and digital file(s) of PS Magazine will be uploaded to contractor maintained FTP site.

Contractor must not start production of any job prior to receipt of the individual GPO Form 2511 (print order) and furnished material.

The contractor must make complete delivery and mailing on or before the 10th workday after receipt of GPO Form 2511 (print order) and furnished files.

GPO Form 2511 (print order) and furnished files are scheduled as follows:

<u>Issue Number</u>	<u>Date Due Printer</u>
769 (Dec 16)	2 Nov 16
770 (Jan 17)	8 Dec 16
771 (Feb 17)	3 Jan 17
772 (Mar 17)	6 Feb 17
773 (Apr 17)	7 Mar 17
774 (May 17)	3 Apr 17
775 (Jun 17)	1 May 17
776 (Jul 17)	5 Jun 17
777 (Aug 17)	3 Jul 17
778 (Sep 17)	7 Aug 17
779 (Oct 17)	5 Sep 17
780 (Nov 17)	3 Oct 17

**RECEIPT FOR DELIVERY:** The 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.

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 bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce 1 year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

- |      |     |        |
|------|-----|--------|
| I.   | (1) | (2)    |
| (a)  | 11  | 253    |
| (b)  | 1   | 23     |
|      |     |        |
| II.  | (a) | 8,832  |
|      |     |        |
| III. | (a) | 4,032  |
|      | (b) | 10,872 |
|      | (c) | 11,604 |
|      | (d) | 192    |
|      | (e) | 60     |

**PAGE 14 IS BLANK**

#### SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination to various locations and f.ob. contractor’s city for mailed copies.

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.

**I. PRINTING, TRIMMING TO SIZE, AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and f.o.b. destination delivery in accordance with these specifications, except for Items II. Stock/Paper and III. Packing and Sealing for Distribution.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) 64 pages (including self-cover) with cover pages 1 and 4 and center 8-page signature in 4-color process; balance of pages print black ink plus 1 Pantone color..... each issue.....	\$_____	\$_____
(b) 64 pages (including self-cover) with cover pages 1 and 4 in 4-color process, center 8-page signature prints in black ink only, and balance prints in black ink plus 1 Pantone color..... each issue.....	\$_____	\$_____

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

**RETURN THIS PAGE TO GPO, COLUMBUS, OHIO RO**



**SCHEDULE OF PRICES**

**II. STOCK/PAPER:** Payment for all stock/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 (includes self-covers) - 2 pages equals 1 leaf.

- (a) White Heat-Set Offset Book (50-lbs.) or White Offset  
Book (50-lbs.) .....per 1,000 leaves ..... \$\_\_\_\_\_

**III. PACKING AND SEALING FOR DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of all necessary wrapping and packing materials, labeling and marking, and the preparation of all necessary mailing and shipping documents in accordance with these specifications, including delivery.

- (a) Single copy in Kraft envelope .....per envelope.....\$\_\_\_\_\_
- (b) Two to Six copies in Kraft envelope .....per envelope.....\$\_\_\_\_\_
- (c) Seven to 96 copies in bag/bundle .....per bag/bundle.....\$\_\_\_\_\_
- (d) 97 to 192 copies per bundle/container .....per bundle/container .....\$\_\_\_\_\_
- (e) 193 to 288 copies per container .....per container .....\$\_\_\_\_\_

**RETURN THIS PAGE TO GPO, COLUMBUS, OHIO RO**

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

## SCHEDULE OF PRICES

**BID SUBMISSION AND BIDDER’S NAME AND SIGNATURE:** Fill out and return all pages in “Section 4. – Schedule of Prices”, initial or sign each in the space provided. See page 1 for instructions on how and where to submit bid.

Fill out and return GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at <http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

Bidder \_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address, City, and State)

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

\_\_\_\_\_  
(Person to be contacted) (Telephone Number) (Fax Number)

E-Mail Address(s) \_\_\_\_\_

\_\_\_\_\_  
(Contractor Code Number, if known)

**LOCATION OF POST OFFICE:** All mailing will be made from the Post Office located at:

Street Address \_\_\_\_\_

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

**RETURN THIS PAGE TO GPO, COLUMBUS, OHIO RO**