

PROGRAM No. 1571-S February 17, 2021 through January 31, 2022 plus 4 option years

TITLE: Navy Recruiter Defense Logistics Agency - Informational Operations

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	ALCOM PRINTING Harleysville, PA		DISTRICT CREATIVE PRINTING INC. Upper Marlboro, MD		GRAY GRAPHICS Capitol Heights, MD		MCDONALD & EUDY PRINTERS, INC Temple Hills, MD		MOSAIC Cheverly, MD	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	PRINTING AND DELIVERY TO MILLINGTON, TN											
(a)	32-Page self-cover											
(1)	Make ready and/or Setup	5	1,500.00	7,500.00	1,600.00	8,000.00	1,400.00	7,000.00	1,500.00	7,500.00	690.00	3,450.00
(2)	Running per 100 copies	200	29.33	5,866.00	50.00	10,000.00	40.00	8,000.00	37.00	7,400.00	76.00	15,200.00
(b)	12-Pages self-cover Supplemental issue											
(1)	Make ready and/or Setup	1	900.00	900.00	800.00	800.00	550.00	550.00	550.00	550.00	384.00	384.00
(2)	Running per 100 copies	40	26.00	1,040.00	25.00	1,000.00	17.00	680.00	16.00	640.00	42.30	1,692.00
II.	SYSTEM TIMEWORK AND REVISED PROOFS:											
(a)	System Timework for Author's Alterations											
 per half an hour	10	20.00	200.00	40.00	400.00	45.00	450.00	45.00	450.00	23.75	237.50
(b)	Revised Color Proofs											
(1)	Soft Color Proofs (PDFs) each page	10	N/C	0.00	2.00	20.00	1.00	10.00	3.00	30.00	8.15	81.50
(2)	Hard Color Proofs each page	2	5.00	10.00	13.00	26.00	5.00	10.00	4.00	8.00	11.00	22.00
III.	PACKING AND SEALING FOR MAILING/SHIPPING:											
(a)	Single copies in kraft/tyvek envelope per envelope	234	0.80	187.20	0.50	117.00	0.45	105.30	0.25	58.50	5.00	1,170.00
(b)	2 copies up to and including 5 copies in a kraft/tyvekper envelope	6,534	0.95	6,207.30	1.00	6,534.00	1.50	9,801.00	0.50	3,267.00	5.00	32,670.00
(c)	6 copies up to and including 15 copies in cushioned bag or packed in shipping containersper bag or container	36	1.10	39.60	2.00	72.00	1.75	63.00	2.50	90.00	5.00	180.00
(d)	16 copies up to and including 80 copies packed in shipping containers per container	150	1.35	202.50	3.00	450.00	2.00	300.00	3.00	450.00	10.00	1,500.00
(e)	Equal to and greater than 81 copies to be packed in a shipping container per container	18	1.50	27.00	4.00	72.00	3.00	54.00	4.00	72.00	15.00	270.00
	CONTRACTOR TOTALS:			\$ 22,179.60		\$ 27,491.00		\$ 27,023.30		\$ 20,515.50		\$ 56,857.00
	PROMPT PAYMENT DISCOUNT:		3.00%	\$ 665.39	2.00%	\$ 549.82	2.00%	\$ 540.47	1.00%	\$ 205.16	2.00%	\$ 1,137.14
	DISCOUNTED TOTALS:		21 DAYS	\$ 21,514.21	20 DAYS	\$ 26,941.18	20 DAYS	\$ 26,482.83	20 DAYS	\$ 20,310.34	21 DAYS	\$ 55,719.86

Abstracted by: Teresa Shoffstall 2/9/2021
 Verified by: Russ Woodmancy 2/10/2021

Contract Awarded to: McDonald & Eudy Printers Inc.

PROGRAM No. 1571-S February 17, 2021 through January 31, 2022 plus 4 option years

TITLE: Navy Recruiter Defense Logistics Agency - Informational Operations

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	RED ORANGE N. AM Lansdale, PA		SCHMITZ PRESS Sparks, MD		SOURCEONE GRAPHICS INC Little Rock, AR		WALSWORTH PUBLISHING COMPANY, INC. Marceline, MO	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	PRINTING AND DELIVERY TO MILLINGTON, TN									
(a)	32-Page self-cover									
(1)	Makeready and/or Setup	5	1,792.00	8,960.00	2,367.00	11,835.00	890.00	4,450.00	1,462.00	7,310.00
(2)	Running per 100 copies	200	81.59	16,318.00	42.40	8,480.00	61.00	12,200.00	59.46	11,892.00
(b)	12-Pages self-cover Supplemental issue									
(1)	Makeready and/or Setup	1	739.20	739.20	1,688.00	1,688.00	360.00	360.00	986.00	986.00
(2)	Running per 100 copies	40	38.58	1,543.20	26.20	1,048.00	24.00	960.00	33.53	1,341.20
II.	SYSTEM TIMEWORK AND REVISED PROOFS:									
(a)	System Timework for Author's Alterations									
 per half an hour	10	22.40	224.00	75.00	750.00	50.00	500.00	60.00	600.00
(b)	Revised Color Proofs									
(1)	Soft Color Proofs (PDFs) each page	10	3.36	33.60	6.65	66.50	3.00	30.00	1.00	10.00
(2)	Hard Color Proofs each page	2	8.96	17.92	16.40	32.80	25.00	50.00	5.25	10.50
III.	PACKING AND SEALING FOR MAILING/SHIPPING:									
(a)	Single copies in kraft/tyvek envelope per envelope	234	0.25	58.50	0.65	152.10	0.81	189.54	0.92	215.28
(b)	2 copies up to and including 5 copies in a kraft/tyvekper envelope	6,534	0.40	2,613.60	0.75	4,900.50	1.23	8,036.82	1.75	11,434.50
(c)	6 copies up to and including 15 copies in cushioned bag or packed in shipping containersper bag or container	36	1.25	45.00	3.25	117.00	1.58	56.88	2.50	90.00
(d)	16 copies up to and including 80 copies packed in shipping containers per container	150	2.50	375.00	3.55	532.50	2.45	367.50	3.00	450.00
(e)	Equal to and greater than 81 copies to be packed in a shipping container per container	18	3.50	63.00	3.55	63.90	3.33	59.94	4.00	72.00
	CONTRACTOR TOTALS:			\$ 30,991.02		\$ 29,666.30		\$ 27,260.68		\$ 34,411.48
	PROMPT PAYMENT DISCOUNT:		0.00%	\$ -	0.50%	\$ 148.33	2.00%	\$ 545.21	0.00%	\$ -
	DISCOUNTED TOTALS:		NET	\$ 30,991.02	20 DAYS	\$ 29,517.97	30 DAYS	\$ 26,715.47		\$ 34,411.48

Abstracted by: Teresa Shoffstall 2/9/2021
 Verified by: Russ Woodmancy 2/10/2021

Contract Awarded to: McDonald & Eudy Printers Inc.

This procurement is being solicited as a small purchase Request for Quotation (RFQ). The sealed bidding terminology as used throughout these specifications is synonymous with their negotiated procurement counterparts unless specifically stated otherwise. Negotiated pursuant to 41 U.S.C. 5(1).

U.S. GOVERNMENT PUBLISHING OFFICE
Columbus, Ohio
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
Navy Recruiter
as requisitioned from the U.S. Government Publishing Office (GPO) by the
DLA Informational Operations
Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending January 31, 2022, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*Option to Extend the Term of Contract*”, and “*Economic Price Adjustment*” clauses in Section 1 of this contract.

QUOTE OPENING: Quotes shall be opened at 11:00 a.m., prevailing Columbus, Ohio time, on **February 9, 2021** at the U.S. Government Publishing Office, Columbus Regional Office.

QUOTE SUBMISSION: Bidders **MUST** submit email quotes to bidscolumbus@gpo.gov for this solicitation. No other method of quote submission will be accepted at this time.

The company name, program number, and quote opening date must be specified in the subject line of the emailed quote submission. Quotes received after 11:00 a.m. prevailing Columbus, Ohio time on the quote opening date specified above will not be considered for award.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Specific attention is directed to:

- Quote submission provisions under “*Additional Emailed Quote Submission Provisions*” on page 4.
- Additional changes scattered throughout.

Abstract is available on GPO website at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature email Russ Woodmancy at rwoodmancy@gpo.gov, (614) 488-4616, ext. 8.

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. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 9-19)).

- GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>.
- GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.
- More GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

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
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Approved Proofs

OPTION TO EXTEND THE TERM OF CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years (**January 31, 2026**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*Extension of Term of Contract*” clause. See also “*Economic Price Adjustment*” for authorized pricing adjustment(s).

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.

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 through January 31, 2022**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final

period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **October 31, 2020**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

NOTE: This contract does not have a Paper Price Adjustment clause.

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 prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet(s)
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of Print Orders by the Government. Orders may be issued under the contract from **Date of Award through January 31, 2022** plus for such additional period(s) as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. This 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.

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 GPO Columbus Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0.

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

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email quote is received by GPO, it will remain unopened until the specified quote opening time. Government personnel will not validate receipt of the emailed quote prior to quote opening. GPO will use the prevailing Columbus, Ohio time and the exact time that the email is received by GPO's email server as the official time stamp for quote receipt at the specified location.

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

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

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

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

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the “*SECTION 4. - SCHEDULE OF PRICES.*”

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a self-cover pamphlet requiring such operations as electronic prepress, proofing, printing four-color process, binding, packing, mailing and distribution.

TITLE: Navy Recruiter.

FREQUENCY OF ORDERS: Approximately 5 orders per year plus some years may have one supplemental issue.

QUANTITY: Approximately 4,000 copies per order.

NUMBER OF PAGES: 32-pages self-cover. Supplemental issue at 12-pages self-cover.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH:

ELECTRONIC MEDIA:

Platform: Windows

Media: Files sent electronically via File Transfer Protocol (FTP) and/or emailed. Contractor to maintain FTP site. Government’s option to use their own controlled FTP site for contractor to down load files and will be notified by email when available. A back-up of files on a CD-R or DVD-R may be sent via small common carrier.

Software: Adobe Suite CC, InDesign, Photoshop and Illustrator.

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

Files will be furnished in native application format with the image/graphic files linked. An occasional order may be furnished as PostScript files, with all fonts and graphics embedded.

Fonts: All fonts used for this contract will be Adobe PostScript Type 1 or TrueType. If PostScript fonts are provided, all printer and screen fonts will be furnished. Contractor must be capable of successfully imaging files containing TrueType fonts and Bitstream PostScript fonts.

The contractor is cautioned that furnished fonts are the property of the government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor’s archive immediately after completion of the contract.

Mailing: Addresses for Mailing: Addresses furnished in Excel (.xlsx) to contractors FTP site or via e-mail. Addresses have quantities ranging from 1 to approximately 140 copies indicated thereon. Addressees to be printed in standardized format to meet U.S. Postal regulations.

GPO Form 952 (Desktop Publishing – Disk Information).

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 Office 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.

Digital Deliverables: If contractor is required to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material (placed on FTP site or DVD or as stated on Print Order). The digital deliverables must be an exact representation of the final printed piece and shall be returned on the same type of storage media as the original files. 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.

Delivery/shipping status report form.

Print Orders (GPO Form 2511).

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.

PROOFS:

Soft Proofs: Contractor to submit one “*Press Quality*” PDF “*soft*” proof using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. The PDF proof shall be expected to reasonably predict accuracy of color to the final printed product and the contractor generated “*Color Proofs*”. The designer’s LCD Monitor(s) are regularly calibrated using 3rd party hardware/software for color and will match the contractor’s provided Adobe Acrobat “*Output Preview Settings*” and monitor display settings as needed.

Hard Copy Proofs: Each order requires two sets of hard copy proofs. The make and model number of the proofing system utilized shall be furnished with the proofs.

DDCP (Digital Dot Color Proof), digital one-piece composite laminated color proofs on the actual production stock (examples: Kodak Approval, Screen TrueRite, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product.

In lieu of DDCP, at contractor’s option two sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. 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 12/15/2013 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 (2013 or later) 3-Row Digital Control Wedge or P2P25 Target.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8” x 1/8” solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

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.

Author's alterations (refer to page 17 (item 16) of GPO Contract Terms Pub 310.2 (Rev. January 2018)) 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*”.

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

White No. 1 Gloss-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A181.

PRINTING: Print head-to-head in four color process, full coverage. Facing pages print to and must align across the bind. Reverse printing required.

MARGINS: Full page bleeds will be on all pages. Bleeds will be provided for on digital file.

BINDING: Saddle wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e. binding stub) to left or right side of stitches will not be allowed.

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 delivery system.

MAILED AND BULK SHIPMENTS PACKING:

- Insert single copies and up to 5 copies into a single kraft/tyvek envelope.
- 6 copies and up to and including 15 copies to be inserted into cushioned shipping bags or packed in a shipping container.
- 16 copies and greater to be packed in a shipping container. Shipping containers shall have a minimum bursting strength of 275 lbs. per sq. in. or a minimum edge crush test (ECT) of 44 lbs. per inch width.

LABELING AND MARKING: Contractor to download the “*Labeling and Marking Specifications*” form (GPO Form 905, R. 7-15) from www.gpo.gov fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments: Contractor must create a recipient address label from furnished distribution list and affix label to kraft/tyvek envelopes or cushioned shipping bags and bundles. At contractor’s option, the address may be directly imaged on the shipping container.

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into 80 equal sublots. 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 www.GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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 www.GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with this contract unless otherwise stated on the Print Order, see “*F.O.B. Destination*” under “*DISTRIBUTION*” on page 8.

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 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 samples 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.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Print Order must be included.

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.

DISTRIBUTION: Bids offered are f.o.b. destination for Millington, TN and f.o.b. contractor's city for all mailed or small parcel shipments or any other method required by the Government.

Note, the f.o.b. Destination copies (includes the Blue Label Copies) must be received in Millington, Tennessee before mailing/shipping copies as indicated under "*f.o.b. Contractor's City*".

F.O.B. Contractor's City: The number of copies to be sent to each addressee will be listed on the distribution list, approximately 3,822 copies to 1,162 destinations per order, one to approximately 140 copies per destination. The number of addresses on the distribution list may increase or decrease during the term of the contract. Destinations may include all 50 states, all U.S. territories, Washington, DC, and APO/FPO addresses.

Regardless of distribution method (USPS or small parcel courier), contractor will be required to CASS/MASS, PAVE, and NCOA certify the distribution list upon receipt and notify GPO or GPO representative of any discrepancies in the distribution list and certifications before mailing/shipping.

Mailings/Shipments are to be made at the most economical method. Contractor will be required to pay postage/shipping for each mailing/shipment. Contractor will be reimbursed by submitting properly completed USPS form(s)/courier invoice(s) with the voucher for billing.

Mail 1 sample copy of each order f.o.b. destination to Defense Logistics Agency (DLA) Information Operations (J67D), Attn: Jean Mountz, Bldg. 2A, Suite 100, 2530 Paul Jones Street, Great Lakes, IL 60088.

Mail 1 sample copy of each order f.o.b. destination to: U.S. Government Publishing Office, Columbus Regional Office, Attn: Russell Woodmancy, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Indicate on the envelope the Program Number and Print Order number. A copy of the billing invoice must be included with this sample.

All expenses incidental to returning materials, submitting proofs, and furnishing sample and random copies must be borne by the contractor.

F.O.B. Destination: Balance of copies including the Blue Label Copies to be delivered to: Navy Recruiting Command; Attention: Editor, Navy Recruiter Magazine; 5722 Integrity Drive, Building 784; Millington, TN 38054-5057.

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 to be FTP and/or emailed, and hard copy proofs must be picked up from and delivered to Navy Recruiting Command, Attention: Editor, Navy Recruiter Magazine, 5722 Integrity Drive, Building 784, Millington, TN 38054-5057.

E-Mail Addresses and Telephone Numbers of Editor and Associate Editor will be furnished upon award.

No definite schedule when the files will be sent via FTP Site can be predetermined. The Print Order will be e-mailed.

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

Complete production and distribution must be made within twelve (12) workdays.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible in order to comply with the shipping schedule.

Soft Proofs will be held no more than 2 workdays from receipt by the Government.

Hard Copy Proofs will be held no more than 3 workdays from receipt by the Government to notification of pickup.

All proofs and transit time is included in the 12 workday schedule.

The ship/deliver date indicated on the Print Order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

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.

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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government along with digital deliverables together with one printed sample of the job to the Birmingham, AL address under "*DISTRIBUTION*".

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.

All expenses incidental to pickup/return of materials/proofs, and furnishing sample copies must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “*Schedule of Prices*” to the following units of production which are the estimated requirements to produce one year's orders 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 during the term of this contract.

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

I.	(a) (1)	5
	(2)	200
	(b) (1)	1
	(2)	40
II.	(a)	10
	(b) (1)	10
	(2)	2
III.	(a)	234
	(b)	6,534
	(c)	36
	(d)	150
	(e)	18

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for Millington, TN and f.o.b. contractor's city for all mailed or small parcel shipments or any other method required by the Government.

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), NA (Not Applicable), 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 100 will be prorated at the per 100 rate.

I. PRINTING AND DELIVERY TO MILLINGTON, TN: Prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for the complete production including original proofs and delivery to Millington, TN, except for Items II. System Timework and Revised Proofs and III. Packing and Sealing for Mailing/Shipping.

	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
(a) 32-page self-cover ----- per issue -----	\$ _____	\$ _____
(b) 12-page self-cover Supplemental issue ----- per issue -----	\$ _____	\$ _____

SECTION 4. SCHEDULE OF PRICES

II. SYSTEM TIMEWORK AND REVISED PROOFS: The bids offered for each of the following operations must include the cost of all required materials and operations.

- (a) *System Timework for Author’s Alterations ----- per half an hour ----- \$ _____
- (b) **Revised Color Proofs:
 - (1) Soft Copy Proofs (PDFs) ----- each page ----- \$ _____
 - (2) Hard Copy Proofs ----- each page ----- \$ _____

*Electronic prepress operations for Author’s Alterations shall be charged as “*System Timework*” at the per half an hour rate. Any charge under “*System Timework*” must be supported by a statement outlining in detail the operation for which payment is claimed. In case of a dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of half an hours chargeable under Item II (a).

**Charges for initial soft and hard copy proofs are to be included under Item I. “*Printing and Delivery to Millington, TN*”.

III. PACKING AND SEALING FOR MAILING/SHIPPING: Bids for the following operations must include the cost of all materials and operations in accordance with these specifications.

- (a) Single copies in a kraft/tyvek envelope per envelope.....\$ _____
- (b) 2 copies up to and including 5 copies
in a kraft/tyvek envelope..... per envelope.....\$ _____
- (c) 6 copies up to and including 15 copies in cushioned bag or
packed in shipping containers per bag or container\$ _____
- (d) 16 copies up to and including 80 copies
packed in shipping containers per container\$ _____
- (e) Equal to and greater than 81 copies to be
packed in a shipping container..... per container\$ _____

SECTION 4. – SCHEDULE OF PRICES

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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

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

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor’s Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

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

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE