



**INVITATION FOR BID**

U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing & Printing Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Army-Wide Doctrine and Training Literature Publications***

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

Department of the Army

Single Award

**TERM OF CONTRACT**

The term of this contract is for the period beginning **Date of Award through April 30, 2027**, plus up to four (4) optional 12-month extension periods (May 1, 2027 through April 30, 2028; May 1, 2028 through April 30, 2029; May 1, 2029 through April 30 2030; and May 1, 2030 through April 30, 2031) that may be added in accordance with the “Option to Extend the Term of the Contract” clause in “Section 1” of this contract.

**BID SUBMISSION**

Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The Program Number, company name, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

**BID OPENING**

Bids shall be opened virtually at 11:00 a.m., prevailing Eastern Time (ET), on **April 16, 2026** at the U.S. Government Publishing Office.

All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**NOTICE TO BIDDERS**

These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Malaysia Peele at [mpeele@gpo.gov](mailto:mpeele@gpo.gov) or (202) 512-2458.

**SECTION I. – 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 Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

**GPO CONTRACT TERMS (GPO PUBLICATION 310.2)**

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.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>.

**QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**EXTENSION OF CONTRACT TERM**

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

**OPTION TO EXTEND THE TERM OF THE CONTRACT**

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five (5) years (April 30, 2031)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for authorized pricing adjustment(s).

## **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 **Date of Award to April 30, 2027**, 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 **January 31, 2026**, 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.

## **PREAWARD SURVEY**

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

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

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

### **ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS**

A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

### **ORDERING**

Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award through April 30, 2027**, 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 requirement 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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.

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### **ADDITIONAL EMAILED BID SUBMISSION PROVISIONS**

The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
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 bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid 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 receiving payment.

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.

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

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/agency/billing-and-payment>.

**SECTION 2. – SPECIFICATIONS**

**SCOPE**

These specifications cover the production of self-cover and separate-cover publications requiring such operations as electronic prepress, printing, binding, packing, and distribution.

**TITLE**

Army-Wide Doctrine and Training Literature Publications.

**NUMBER OF ORDERS**

Approximately 50 orders per year. Up to approximately five (5) orders may be placed on a single workday requiring the same schedule.

**QUANTITY**

Approximately 20 to 30,000 copies per order.

<b>Binding Style</b>	<b>Anticipated Orders</b>	<b>Quantity Range</b>	<b>Majority of Orders</b>
<b>Perfect Binding</b>	32	20 to 20,000	Less than 3,000 copies
<b>Side-Stitching</b>	12	20 to 30,000	Less than 5,000 copies
<b>Looseleaf</b>	4	20 to 5,000	Less than 700 copies
<b>Saddle-Stitching</b>	2	20 to 5,000	Less than 1,800 copies

**NUMBER OF PAGES**

Approximately 20 to 1,500 pages per order. The majority of orders placed will require 400 or fewer pages per order with separate covers.

<b>Binding Style</b>	<b>Average Pages</b>
<b>Perfect Binding</b>	204 Text Pages and 4 Covers
<b>Side-Stitching</b>	212 Text Pages and 4 Covers
<b>Looseleaf</b>	580 Text Pages and 4 Covers
<b>Saddle-Stitching</b>	40 Text Pages and 4 Covers

**TRIM SIZE**

Any trim size up to and including 8-1/2 × 11” – including album style. The majority of orders placed will require an 8-1/2 × 11” trim size.

**GOVERNMENT TO FURNISH**

Electronic media will be furnished as follows:

Platform: Windows

Storage Media: FTP or E-mail.

Software: Adobe Acrobat Pro (most current version).

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

Fonts will be embedded in the majority of furnished PDF files; however, an occasional order will include files in which some fonts will not be embedded and must be furnished by the contractor.

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

Additional Information: Files will be furnished in PDF format.

Color ID is CMYK.

Addresses for distribution will be furnished electronically in a Microsoft Excel file format.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

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

**CONTRACTOR TO FURNISH**

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS**

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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

All halftones are to be 150-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

Upon completion of each order, the contractor must furnish final production native application files (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, unless otherwise specified. 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. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

## **PROOFS**

When required, contractor to submit one “Press Quality” PDF soft proof (for content only) 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. Proof will not be used for color match. Contractor must call or email the Army to confirm receipt, phone number and email address to be provided at the time of award.

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

1 set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 × 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.

AND (when ordered)

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

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

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

If any contractor’s errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an “OK 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.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

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

All cover stock must have the grain parallel to the spine.

The stock to be used will be indicated on each print order.

### **TEXT**

White Uncoated Text, basis weight: 50 lbs., 70 lbs., or 80-lbs. (as indicated on the individual print order), per 500 sheets, 25 × 38”, equal to JCP Code A60.

White Dull-Coated Text, basis weight: 70 lbs. or 80 lbs. (as indicated on the individual print order), per 500 sheets 25 × 38”, equal to JCP Code A260.

### **COVER**

White and Buff Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 × 30-1/2”, equal to JCP Code K10.

White Matte-Coated Cover, basis weight: 80 lbs., or 100 lbs. (as indicated on the individual print order), per 500 sheets, 20 × 26”, equal to JCP Code L50.

White Uncoated Cover, basis weight: 80 lbs., or 100 lbs. (as indicated on the individual print order), per 500 sheets, 20 × 26”, equal to JCP Code L23.

## **PRINTING**

At contractor’s option to produce via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 × 1200 dpi × 1 bit or 600 × 600 dpi × 4-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

### **TEXT**

Print head-to-head or head-to-foot, as indicated on the print order in black ink or four-color process.

### **COVER**

Individual print orders will indicate which covers print. Print Covers in black ink or four- color process. Some orders will require covers to print with a camo background. Camo background will be a duo-tone of black ink and PMS 414, CMYK build of duo-tone is acceptable. Some covers may require a full bleed with a reverse to white or require a screen tint.

Contractor to match Pantone Matching System number as indicated on the print order.

### **MARGINS**

Margins will be as indicated on the print order or furnished media. Bleed up to 4 sides. Bleeds are usually provided in the file; however, contractor may occasionally be required to create bleeds.

### **BINDING**

Various binding styles will be ordered. Bind as indicated on the individual print order.

#### **PERFECT BINDING**

Perfect-bind text and wraparound cover; trim three sides.

#### **SIDE-STITCH**

Side-wire stitch in two places and trim three sides, maximum of 400 pages (200 leaves).

#### **LOOSELEAF BINDING**

Unless otherwise indicated, publications with over 400 pages (200 leaves) will trim four sides and shrink-film wrap each copy. Shrink-film wrap shall be of sufficient strength to protect contents during shipping and mailing to second destination. Paper bands or string tied publications are not acceptable.

#### **SADDLE-WIRE STITCHING**

Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. At the contractor's option, when applicable, self-covered 8-page and 12-page products may be pasted on the fold.

### **DRILLING**

It is anticipated that all orders will require drilling. Drill as indicated on the print order. Most orders will require two, three, or five holes, with the majority of orders requiring three holes as described below.

When applicable, side-stitches must be located between the drilled holes and not further than 3" from top and bottom edges of the publication, as applicable, for satisfactory use with automated mailing equipment.

#### **TWO HOLES**

Drill two holes 5/16" in diameter, centered on the left side, 3/8" center-to-center. Center of holes to be 3/8" from left edge of product. It is anticipated that most, if not all, of these orders will require a 5 × 8" trim size.

#### **THREE HOLES**

Drill three holes 3/8" in diameter, centered on the left side, 4-1/4" center-to-center. Center of holes to be 3/8" from left edge of product. It is anticipated that most, if not all, of these orders will require a 6-1/2 × 9-1/2" trim size.

Drill three holes 3/8" in diameter, centered on the left side, 2-3/4" center-to-center. Center of holes to be 3/8" from left edge of product. It is anticipated that most, if not all, of these orders will require a 5-3/8 × 8-3/8" trim size.

#### **FIVE HOLES**

Drill five holes, centered on the left side, as follows:

- Three holes 7/16" in diameter, 3-1/2" center-to-center. Center of holes to be 3/8" from the left edge of product. Positioned in between two larger holes.
- Two holes 3/8" in diameter, 8-1/2" center-to-center. Center of holes to be 3/8" from the left edge of product. Positioned with three smaller holes in between.
- It is anticipated that most, if not all, of these orders will require an 8-1/2 × 11" trim size.

#### **PACKING**

Publications ordered on different print orders must not be intermixed in envelopes, shipping bags, shipping bundles, shipping containers, or pallets. All materials used in packing for distribution must be furnished by the contractor and must be suitable for safe transportation by mail, common carrier, or messenger delivery.

#### **BULK SHIPMENTS**

Pack in suitable sized shipping containers not to exceed 40 pounds when fully packed. A majority of books procured on this contract require a carton size of 17-1/2 × 11-1/2 × 7-7/8".

#### ***Pallets***

Pallets are required. Bulk shipments to the U.S. Army Publications and Distribution Center in St. Louis, MO must be palletized with the voids to the outside dimensions of the pallets. A minimum of a 3/4" void must be on the outside dimensions of the pallets.

#### **MAILED SHIPMENTS**

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

All packing for mailing (envelopes, bags, bundles, and containers) shall be reinforced with laminated tape at least 3" wide, reinforced with sisal fibers, glass fibers, or other similar material, running center-seam wise the length of the container and a strip running girth wise overlapping the ends of each strip approximately 3". Reinforcing must be of sufficient strength and coverage to guarantee packages will not break open in transportation through the mail.

**LABELING AND MARKING**

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

**PACKING LIST**

Contractor must provide a packing list or other suitable document to accompany each shipment (excluding only the envelopes and packages mailed with a departmental permit imprint).

Packing list shall be sealed in a waterproof envelope, secured to the outside of the number one container, and for truckload shipments, be placed near the tailgate of the trailer. The packing list must show, at a minimum, the following data for each order included in the shipment:

- 1) Name and address of consignor and of consignee.
- 2) Departmental requisition/print order number.
- 3) Description of material shipped, including:
  - a. publication number and title, if applicable, and date
  - b. quantity per container and total quantity
  - c. number of containers
  - d. number of pallets

**BULK SHIPMENTS**

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

**MAILED SHIPMENTS**

Create and affix a recipient address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor’s option, addresses may be imaged directly onto envelopes, shipping bags, shipping bundles, and shipping containers.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to U.S. Army Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114-6181.

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

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

### **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 sub-lots 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.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

### **DISTRIBUTION**

Deliver f.o.b. destination and/or f.o.b. contractor's city as indicated on the individual print order. Complete addresses and quantities will be furnished with each print order.

#### **F.O.B. DESTINATION**

Deliver f.o.b. destination the majority of each order to a single address, usually Transportation Officer, U.S. Army Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114-6181. Deliveries to this location must be delivered on workdays between the hours of 8:00 a.m. and 2:00 p.m. local time. If the total quantity ordered makes one truckload or less, it must be delivered as a single complete shipment.

#### **F.O.B. CONTRACTOR'S CITY**

Mail/ship f.o.b. contractor's city the balance of each order to domestic (nationwide and APO/FPO) and foreign addresses.

All mailing shall be made using Special Standard Mail and Non-Automation Standard Mail (A) permits (unless otherwise specified) following all USPS regulations. A separate mailing statement (Postal Form 3602-R, 3608-R, etc.) must be prepared for each category of identical pieces. The pieces that do not meet USPS regulations for permit mail (or copies as specified by the ordering agency) must be mailed/shipped by the most economical method on a reimbursable basis. Contractor will be reimbursed for all postage/shipping costs by submitting postal and/or shipping receipts with billing invoice for payment.

Contractor will mail using their own mailing permit imprint. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small package carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

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

In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on the domestic addresses of each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

#### **RETURN OF GOVERNMENT FURNISHED MATERIAL**

Upon completion of each order, all furnished material must be returned to: U.S. Army Materiel Command, 9301 Chapek Rd., Building 1458, Ft. Belvoir, VA 22060. Attn: Richard Sowell 703-693-1442 and/or Tony Ragin 703-693-1482.

Within 10 workdays of the completion of each order, contractor must provide one (1) copy of contractor’s billing invoice showing billing invoice amount and one copy of all postal receipts to U.S. Army Materiel Command, 9301 Chapek Rd., Building 1458, Ft. Belvoir, VA 22060. Attn: Richard Sowell 703-693-1442 and/or Tony Ragin 703-693-1482.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 3354-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/shipping method, and title of publication. Contractor must be able to provide copies of all delivery, mailing, and/or shipping receipts upon agency request.

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

#### **SCHEDULE**

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). No definite schedule for pickup of material can be predetermined.

Furnished material and hard copy proofs must be picked up from and delivered to: U.S. Army Materiel Command, 9301 Chapek Rd., Building 1458, Ft. Belvoir, VA 22060. Attn: Richard Sowell 703-693-1442.

When required, PDF soft proof must be emailed to the address specified on the print order.

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 20 to 30 workdays as indicated on the print order.

No specific date is set for the submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor’s errors are judged serious enough to require them. Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency. (The first workday after receipt of proofs at the ordering agency is day one of the hold time.)

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and all products ordered mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by small package carrier.

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.

**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 (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.	(a)	6		IV.	(a)	2,800
	(b)	296				
	(c)	802				
		(1)	(2)	V.	1. (a)	2,632
II. A.	1. (a)	4,080	48,960		(b)	76
	(b)	2,448	29,376		2. (a)	670
	2. (a)	20	240		(b)	3
	(b)	12	144		(c)	15
	3.	3	360		(d)	23
	B. 1. (a)	1,484	71,232			
	(b)	1,060	50,880			
	2. (a)	7	336			
	(b)	5	240			
	3.	1	48			
	C. 1. (a)	1,160	8,120			
	(b)	1,160	8,120			
	2. (a)	2	14			
	(b)	2	14			
	3.	1	7			
	D. 1. (a)	40	720			
	(b)	40	720			
	2. (a)	1	18			
	(b)	1	18			
	3.	1	18			
III.	(a)	102,303				
	(b)	4,516				
	(c)	2,245				
	(d)	64				
	(e)	1,779				
	(f)	54				
	(g)	50				
	(h)	63				
	(i)	38				

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination for bulk deliveries to St. Louis, MO and f.o.b. contractor’s city for all mailing and shipping.

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 non-responsive.

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 non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the “Determination of Award”) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

A charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under “Each Additional Color” will be allowed only for pages actually printing with the additional color(s).

Unless otherwise specified, no more than three (3) blank pages will be permitted at the end of the text for saddle-stitched products.

The cost of all paper must be charged under III. PAPER.

**I. PREPRESS OPERATIONS:** Prices offered must include the cost of all required materials and operations necessary.

- (a) Adobe Acrobat PDF soft proof..... per file.....\$ \_\_\_\_\_
- (b) Digital color content proofs: ..... per page.....\$ \_\_\_\_\_
- (c) Inkjet proofs that are G7 profiled ..... per page.....\$ \_\_\_\_\_

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

**SUBMIT EMAIL BIDS TO [BIDS@GPO.GOV](mailto:BIDS@GPO.GOV)**

**SCHEDULE OF PRICES**

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

No additional charge will be allowed for printing on the spine, when required.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
<b>A. Perfect Bound Books:</b>		
1. Text Pages:		
(a) Printing and Binding in a single ink color, per text page.....	\$ _____	\$ _____
(b) Printing and Binding in four-color-process, per text page.....	\$ _____	\$ _____
2. Complete Covers:		
(a) Printing and Binding in a single ink color, per complete cover.....	\$ _____	\$ _____
(b) Printing and Binding in four-color-process, per complete cover.....	\$ _____	\$ _____
3. Each Additional Color: Printing text and/or covers in a color in addition to the first single ink color press run charged for under Line Items II. A. 1. (a) (1) through II. A. 2. (b) (2).....per color/per page.....		
	\$ _____	\$ _____
<b>B. Side-Stitched Books:</b>		
1. Text Pages:		
(a) Printing and Binding in a single ink color, per text page.....	\$ _____	\$ _____
(b) Printing and Binding in four-color-process, per text page.....	\$ _____	\$ _____
2. Complete Covers:		
(a) Printing and Binding in a single ink color, per complete cover.....	\$ _____	\$ _____
(b) Printing and Binding in four-color-process, per complete cover.....	\$ _____	\$ _____
3. Each Additional Color: Printing text and/or covers in a color in addition to the first single ink color press run charged for under Line Items II. B. 1. (a) (1) through II. B. 2. (b) (2).....per color/per page.....		
	\$ _____	\$ _____

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

**SUBMIT EMAIL BIDS TO [BIDS@GPO.GOV](mailto:BIDS@GPO.GOV)**

**SCHEDULE OF PRICES**

**II. PRINTING AND BINDING (Continued):**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
C. Loose-Leaf Books:		
1. Text Pages:		
(a) Printing and Binding in a single ink color, per text page.....	\$ _____	\$ _____
(b) Printing and Binding in four-color-process, per text page.....	\$ _____	\$ _____
2. Complete Covers:		
(a) Printing and Binding in a single ink color, per complete cover.....	\$ _____	\$ _____
(b) Printing and Binding in four-color-process, per complete cover.....	\$ _____	\$ _____
3. Each Additional Color: Printing text and/or covers in a color in addition to the first single ink color press run charged for under Line Items II. C. 1. (a) (1) through II. C. 2. (b) (2).....	per color/per page.....\$ _____	\$ _____
D. Saddle-Stitched Books:		
1. Text Pages:		
(a) Printing and Binding in a single ink color, per text page.....	\$ _____	\$ _____
(b) Printing and Binding in four-color-process, per text page.....	\$ _____	\$ _____
2. Complete Covers:		
(a) Printing and Binding in a single ink color, per complete cover.....	\$ _____	\$ _____
(b) Printing and Binding in four-color-process, per complete cover.....	\$ _____	\$ _____
3. Each Additional Color: Printing text and/or covers in a color in addition to the first single ink color press run charged for under Line Items II. D. 1. (a) (1) through II. D. 2. (b) (2).....	per color/per page.....\$ _____	\$ _____

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

**SUBMIT EMAIL BIDS TO [BIDS@GPO.GOV](mailto:BIDS@GPO.GOV)**

**SCHEDULE OF PRICES**

**III. STOCK/PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices bid.

Computation of the net number of leaves will be based on the following:

Text – Each page-size leaf.

Cover – Two page-size leaves will be allowed for each complete cover. (Prices offered must include the cost of paper for back-strip, when required.)

	<u>Per 100 Leaves</u>
(a) White Uncoated Text (50-lbs.) .....	\$ _____
(b) White Uncoated Text (70-lbs. and 80-lbs.).....	\$ _____
(c) White Dull-Coated Text (70-lbs. and 80-lbs.) .....	\$ _____
(d) White Index (110-lb.) .....	\$ _____
(e) Buff Index (110-lb.).....	\$ _____
(f) White Matte-Coated Cover (80-lbs.) .....	\$ _____
(g) White Matte-Coated Cover (100-lbs.) .....	\$ _____
(h) White Uncoated Cover (80-lbs.).....	\$ _____
(i) White Uncoated Cover (100-lbs.).....	\$ _____

**IV. ADDITIONAL OPERATIONS:** Prices offered must include the cost of all required materials and operations necessary.

(a) Shrink-film wrapping .....	per package.....	\$ _____
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(Initials)

**SUBMIT EMAIL BIDS TO [BIDS@GPO.GOV](mailto:BIDS@GPO.GOV)**

**SCHEDULE OF PRICES**

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

1. Bulk Shipments

(a) Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

(b) Palletizing ..... per pallet .....\$ \_\_\_\_\_

2. Mailed Shipments

(a) Single and multiple copies in kraft envelope  
(up to 200 leaves)..... per envelope.....\$ \_\_\_\_\_

(b) Quantities over 200 leaves, up to 12 pounds,  
in cushioned shipping bags or wrapped in  
shipping bundles (max gross weight 14 pounds).. per bag or bundle .....\$ \_\_\_\_\_

(c) Quantities over 12 pounds, up to 24 pounds,  
wrapped in shipping bundles or packed in  
small shipping containers (max gross weight  
27 pounds)..... per bundle or container .....\$ \_\_\_\_\_

(d) Quantities over 24 pounds, up to 36 pounds,  
packed in shipping containers (max gross weight  
40 pounds)..... per container .....\$ \_\_\_\_\_

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

**SUBMIT EMAIL BIDS TO [BIDS@GPO.GOV](mailto:BIDS@GPO.GOV)**

**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 shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "Section 4. – Schedule of Prices," including initialing/signing where indicated.

Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

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

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

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

**GPO Use Only:**

**Contracting Officer Review** \_\_\_\_\_ **Date** \_\_\_\_\_ **Certifier** \_\_\_\_\_ **Date** \_\_\_\_\_