

PROGRAM: No 4555-S								
TITLE: Various Green Military Log Books								
TERM: 03/13/24 To 01/31/25 plus 4 option years								
			Advantage Mailing		KM Media		Monarch Litho	
			Anaheim, CA		Clifton, NJ		Montebello, CA	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COMPLETE PRODUCT								
(a)	Format A: 3521							
(1)	Make Ready	3	\$ 2,500.00	\$7,500.00	\$ 1,000.00	\$3,000.00	\$2,675.00	\$8,025.00
(2)	Run.....per 100 books	3,000	\$ 290.00	\$870,000.00	\$ 750.00	\$2,250,000.00	\$265.00	\$795,000.00
(b)	Format A: 6207							
(1)	Make Ready	1	\$ 2,500.00	\$2,500.00	\$ 1,000.00	\$1,000.00	\$2,675.00	\$2,675.00
(2)	Run.....per 100 books	200	\$ 360.00	\$72,000.00	\$ 850.00	\$170,000.00	\$300.00	\$60,000.00
(c)	Format B: 6942							
(1)	Make Ready	1	\$ 2,500.00	\$2,500.00	\$ 1,000.00	\$1,000.00	\$3,905.00	\$3,905.00
(2)	Run.....per 100 books	10	\$ 1,590.00	\$15,900.00	\$ 1,500.00	\$15,000.00	\$794.20	\$7,942.00
(d)	Format C: 3525							
(1)	Make Ready	2	\$ 2,500.00	\$5,000.00	\$ 1,500.00	\$3,000.00	\$3,180.00	\$6,360.00
(2)	Run.....per 100 books	500	\$ 409.00	\$204,500.00	\$ 1,350.00	\$675,000.00	\$310.20	\$155,100.00
(e)	Format D: 5028							
(1)	Make Ready	1	\$ 2,500.00	\$2,500.00	\$ 1,500.00	\$1,500.00	\$6,555.00	\$6,555.00
(2)	Run.....per 100 books	12	\$ 1,320.00	\$15,840.00	\$ 4,400.00	\$52,800.00	\$905.30	\$10,863.60
(f)	Format E: 3524							
(1)	Make Ready	1	\$ 2,500.00	\$2,500.00	\$ 1,500.00	\$1,500.00	\$6,700.00	\$6,700.00
(2)	Run.....per 100 books	100	\$ 747.00	\$74,700.00	\$ 3,000.00	\$300,000.00	\$700.70	\$70,070.00
(g)	Format E: 8363							
(1)	Make Ready	1	\$ 2,500.00	\$2,500.00	\$ 1,500.00	\$1,500.00	\$6,700.00	\$6,700.00
(2)	Run.....per 100 books	70	\$ 747.00	\$52,290.00	\$ 3,000.00	\$210,000.00	\$700.70	\$49,049.00
(h)	Format F: 3527							
(1)	Make Ready	1	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$6,930.00	\$6,930.00
(2)	Run.....per 100 books	3	\$ 9,780.00	\$29,340.00	\$ 14,000.00	\$42,000.00	\$1,646.80	\$4,940.40
(i)	Format F: 6211							
(1)	Make Ready	1	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$6,930.00	\$6,930.00
(2)	Run.....per 100 books	3	\$9,780.00	\$29,340.00	\$ 14,000.00	\$42,000.00	\$1,646.80	\$4,940.40
II. STOCK/PAPER								
(a)	Format A: 3521 or 6207 per 100 books							
(1)	Text	3,200	\$ 34.00	\$108,800.00	\$ 60.00	\$192,000.00	\$64.90	\$207,680.00
(2)	Cover	3,200	\$ 89.00	\$284,800.00	\$ 47.00	\$150,400.00	\$194.00	\$620,800.00
(b)	Format B: 6942.....per 100 books							
(1)	Text	10	\$ 120.00	\$1,200.00	\$ 75.00	\$750.00	\$75.50	\$755.00
(2)	Cover	10	\$ 290.00	\$2,900.00	\$ 87.00	\$870.00	\$434.50	\$4,345.00
(c)	Format C: 3525.....per 100 books							
(1)	Text	500	\$ 67.00	\$33,500.00	\$ 120.00	\$60,000.00	\$141.90	\$70,950.00
(2)	Cover	500	\$ 125.00	\$62,500.00	\$ 92.00	\$46,000.00	\$311.30	\$155,650.00
(d)	Format D: 5028.....per 100 books							
(1)	Text	12	\$ 295.00	\$3,540.00	\$ 450.00	\$5,400.00	\$168.30	\$2,019.60
(2)	Cover	12	\$ 285.00	\$3,420.00	\$ 175.00	\$2,100.00	\$393.80	\$4,725.60
(e)	Format E: 3524 or 8363per 100 books							
(1)	Text	170	\$ 210.00	\$35,700.00	\$ 450.00	\$76,500.00	\$195.80	\$33,286.00
(2)	Cover	170	\$ 188.00	\$31,960.00	\$ 225.00	\$38,250.00	\$358.60	\$60,962.00
(f)	Format F: 3527 or 6211per 100 books							
(1)	Text	6	\$ 1,155.00	\$6,930.00	\$ 550.00	\$3,300.00	\$225.50	\$1,353.00
(2)	Cover	6	\$ 565.00	\$3,390.00	\$ 275.00	\$1,650.00	\$956.00	\$5,736.00
Totals				\$1,972,550.00		\$4,351,520.00		\$2,380,947.60
Prompt Payment Discount			0.50%	\$9,862.75	0.25%	\$10,878.80	0.25%	\$5,952.37
Terms			20 Days		20 Days		20 Days	
Discounted Totals				\$1,962,687.25		\$4,340,641.20		\$2,374,995.23
Verified: Michael J. Sommer 03/05/2024			AWARDED					

U.S. GOVERNMENT PUBLISHING OFFICE

Northeast Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of the

Various Green Military Log Books

as requisitioned from the U.S. Government Publishing Office (GPO) by
The Defense Logistics Agency, DLA Document Services, Northeast, PA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award and ending January 31, 2025** plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING

Bids shall be opened at **11:00 a.m.**, prevailing Columbus, OH time, on **February 12, 2024**.

BID SUBMISSION

Bidders **MUST** submit email bids to bidsnortheast@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

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

NOTICE TO BIDDERS

Significant revisions have been made throughout these specifications. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Special attention is directed to the bid submission provisions under “Additional Emailed Bid Submission Provisions” on page 5.

Abstract of bids for Program 4555-S (formally 1205s) available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Michael Rosen at 215-364-6471 or email mrosen@gpo.gov.

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 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 (revised 9-19)).

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	O.K. Proofs/Furnished Sample
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 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).

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

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award to January 31, 2025** 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, 2023**, 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.

PAPER PRICE ADJUSTMENT:

Paper prices charged under this contract will be adjusted in accordance with “Table 9 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for “All Paper” will apply to all paper required under this contract.
2. The applicable index figures for the month of **February, 2024** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula: $(X - \text{Base Index}) \div \text{Base Index} \times 100 = \underline{\hspace{1cm}}\%$ where X = the index for that month which is two months prior to the month being considered for adjustment.
6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid price(s) for all line items under “Item II. STOCK/PAPER” in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

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.

POST-AWARD CONFERENCE: The total requirements of program 4555S indicated in these specifications will be reviewed by Government representatives with the contractor's representatives and the ordering agency by conference call, immediately after award.

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 January 31, 2025**, 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 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.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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. e-mails 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 Columbus, Ohio time 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 invoicing. Instruction for using this method can be found at the following web address:

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

Vendors are expected to submit invoices within 30 days of job shipping/delivery. 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 case-bound, Smyth-sewn books requiring such operations as composition, stamping/printing, binding, packing, and distribution.

TITLE: Various Green Military Log Books.

FREQUENCY OF ORDERS: Based on past performance, it is anticipated that from 7 to 16 orders will be placed per year.

QUANTITY: Approximately 300 to 100,000 copies per format below.

<u>Format</u>	<u>Stock Numbers</u>	<u>Approximate No. of Orders Per Year</u>	<u>Approximate Number of Copies Per Order</u>
A	3521	3 to 4	100,000
A	6207	1 to 2	20,000
B	6942	1	1,000
C	3525	2 to 3	25,000
D	5028	1	1,200
E	3524	1	10,000
E	8363	1 to 2	7,000
F	3527	1	300
F	6211	1	300

*Stock numbers listed represent the last four digits of each stock number.

FORMAT DESCRIPTIONS:

Format A:

Trim Size: 4-7/8 x 7-3/4"

Page Count: 192 pages (96 leaves).

Format A consists of two items as follow:

- Stock Number: 7530-00-222-3521.
Each page prints 28 horizontal rules in blue ink with screen. Pages bleed.
- Stock Number: 7530-00-286-6207.
Each page prints 29 horizontal and 4 vertical rules in blue ink with screen. Pages bleed horizontally.

Format B:

Trim Size: 7-1/4" x 9-1/2"

Page Count: 120 pages (60 leaves).

- Stock Number: 7530-00-286-6942.
Each page prints 29 horizontal and 2 vertical rules in blue ink with screen. Pages 1 through 6 with tab A are numbered 2, 4 and 6 in the upper outside corners. The odd numbered pages start with page 7 through 120; all Arabic numerals. Pages bleed.

Bleed Tabs: Bleed index tabs print on all leaves in solid blue ink with letters reversed out in 27 positions as follows (the number in parenthesis represents leaves to each bleed tab): A(3), B(4), C(4), D(2), E(2), F(2), G(2), H(4), I(2), J(2), K(2), L(2), M(2), Mc(2), N(2), O(2), P(2), Q(1), R(2), S(4), T(3), U(1), V(1), W(4), X(1), Y(1), Z(1). Bleed tab sizes are all approximately 1/2 x 23/64".

Format C:

Trim Size: 7-5/8 x 10-1/4"

Page Count: 192 pages (96 leaves).

- Stock Number: 7530-00-222-3525.
Each page prints 29 horizontal rules in blue ink with screen. Pages bleed.

Format D:

Trim Size: 7-1/8 x 12-1/2"

Page Count: 304 pages (152 leaves).

- Stock Number: 7530-00-290-5028.
Each page prints 37 horizontal and 1 vertical rule in blue ink with screen. Pages bleed. Number each page sequentially in the upper outside corner beginning with Arabic numeral 1 through 304.

Format E:

Trim Size: 8-1/8 x 13-5/8"

Page Count: 288 pages (144 leaves).

Format E consists of two items as follows:

- Stock Number: 7530-00-222-3524.
Each page prints 39 horizontal rules in blue ink with screen. Pages bleed.

Bleed Tabs (stock number 7530-00-222-3524): Bleed index tabs print on all leaves in solid blue ink with letters reversed out in 26 positions as follows (the number in parenthesis represents leaves to each bleed tab): A(5), B(6), C(9), D(6), E(4), F(3), G(4), H(8), I(3), J(3), K(5), L(5), M(12), N(4), O(3), P(6), Q(2), R(4), S(14), T(8), U(3), V(3), W(15), X(4), Y(3), Z(2). Bleed tab sizes are all approximately 5/8 x 1/2".

- Stock Number: 7530-00-286-8363.
Each page prints 39 horizontal rules in blue ink with screen. Pages bleed.

Format F:

Trim Size: 8-1/8 x 13-1/2”

Page Count: 304 pages (152 leaves). Format F consists of two items as follows:

- Stock Number: 7530-00-222-3527.
The first 16 pages print 41 horizontal and 2 vertical rules in blue ink with screen.
The remaining numbered pages, Arabic numerals 1 – 288, print 39 horizontal rules in blue ink with screen and 2 rules print in red ink. The vertical rules, 10 print in blue ink with screen and 2 solid plus 11 print in red ink. Page numbers print in blue ink, upper outside corners.
Pages bleed.
- Stock Number: 7530-00-286-6211.
The first 16 pages print 41 horizontal and 2 vertical rules in blue ink with screen.
The remaining numbered pages, Arabic numerals 1 – 288, print 38 horizontal rules in blue ink with screen and 2 rules print in red ink. The vertical rules, 8 print in blue ink with screen and 2 solid plus 17 print in red ink. Page numbers print in blue ink, upper outside corners.
Pages bleed.

Alphabetic Tabs (both items): Tabs bleed and print in blue ink with letters reversed out in 8 positions as follows (the number in parenthesis represents leaves to each bleed tab): ABC(1), DEF(1), GHI(1), JKL(1), MNOP(1), QRS(1), TUV(1), WXYZ(1). Tab size: 1/2” width x 1-3/4” height.

GOVERNMENT TO FURNISH: Sample books will be available to the contractor upon request.

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

GPO Imprint Line for Contracts: The GPO imprint line information can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/updates-and-notices>.

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.

COMPOSITION: The contractor will be required to set type for numerals and/or letters for page numbers and/or bleed index tabs as required. These numerals and letters must be identical throughout the products ordered under these specifications.

Typefaces and Sizes for text pages: Required typeface for printing of page numbers and/or bleed index tabs may be one of the following: Helvetica Bold, Futura Bold, or ITC Avant Garde Gothic Bold.

While the above typefaces are preferred, suitable alternates of comparable weight, face, and size will be considered for page numbers and/or bleed index tabs only. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface(s) and composing machine to be used.

The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award, which is deemed to be in the best interest of the Government.

Typeface sizes for text pages are indicated under “PRINTING”.

Typefaces and sizes for covers are indicated under “STAMPING/PRINTING”.

DIGITAL DELIVERABLES:

Upon completion of the contract, the contractor must furnish final production native application files (digital deliverables) and Adobe Acrobat PDF files (most current version) for each format. The digital deliverables must be an exact representation of the final printed product and shall be returned via email, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, or any proprietary file formats, unless specified by the Government.

PROOFS: *On the first order only, the contractor must submit one (1) set of proofs as specified below for each format. Approved proofs will be the quality standard for all orders placed for production of the books.*

One (1) set of digital color content proofs (of all text pages and stamped cover pages/spine) in book form. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

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.

Contractor must not print prior to the receipt of an "O.K. to Print."

All expenses incidental to submitting proofs, returning materials must be borne by the contractor.

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 December 2019.

Government Paper Specification Standards No. 13 –https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

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

Text: White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Cover: Green Drab Drill as follows:

Color: To match furnished sample.

Fabric: Shall be made of cotton or poly-cotton, thoroughly cleaned, and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.

Weight: Shall be 6 ounces per square yard. A tolerance of minus 5% will be allowed.

Weave: Three harness twill.

Yarn: Shall be single ply.

Thread Count: Warp - Not less than 65 threads per inch.
Filling - Not less than 35 threads per inch.

Breaking Strength: Warp - Not less than 90 pounds.

Strip Method: Filling - Not less than 50 pounds.

Porosity: Not less than an average of 15 seconds.

Additional Stocks:

White Uncoated Machine-finish Book End Paper, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP

Code A50. Book Cover Board, 0.08" thick, equal to JCP Code R30.

PRINTING:

Text Pages: Print or machine rule text, head-to-head, in one or two ink colors, as required. Contractor will be required to match Pantone Numbers 312 (Blue) and 185 (Red).

Contractor will be required to use a 133-line screen for rules screened at 40 percent. All rules must align across the bind.

Blank pages are not permitted.

Bleed index tabs begin printing in the upper outside corner and end in the bottom outside corner in descending order (stair step). Bleed index tabs print face only.

Format A: Rules- 1 pt.

Format B: Page numbers- 18 pt. Tab blocks- 3/8" square with reverse out letters- 14 pt. Rules- 1pt.

Format C: Rules- 1pt.

Format D: Page numbers- 20 pt. Rules- 1pt.

Format E: 3524- Tab blocks- 1/2" square with reverse out letters- 26 pt. Rules- 1pt.

Format E: 8363- Rules- 1pt.

Format F: 3527- Page numbers- 14pt. Tab blocks- 1-3/4"h x 3/4"w with reverse out letters- 26 pt.
Rules- 1 pt. except starting with page number 1, 2 vertical rules- 2 pt.

Format F: 6211- Page numbers- 14pt. Tab blocks- 1-3/4"h x 1/2"w with reverse out letters- 26 pt.
Rules- 1 pt. except starting with page number 1, 2 vertical rules- 2 pt.

STAMPING/PRINTING:

Covers: Stamp front cover and spine in matte black pigmented foil or at contractor's option, print in black ink.

Stamping must have solid impressions – no picking, pinholes, or filled letters and numerals.
Contractor will be required to set type and create stamping media.

Typefaces for front cover:

Titles (one line) are upper case with letterspacing - 72 point Kennerly typeface, centered.

Stock numbers (one line) - 12 point Helvetica typeface, at bottom.

DEFENSE LOGISTICS AGENCY (one line) is upper case – 10 point Helvetica typeface, below stock number.

No alternate typefaces for cover stamping media will be allowed.

Spine rules are 4 point and extend the full width of the spine.

Formats A and B: Stock number and agency name.
Formats C and D: Title (RECORD), stock number, agency name; 8 spine rules.
Formats E: Title (RECORD), stock number, agency name; 10 spine rules.
Format F: 3527 - Title (CASH), stock number, agency name; 10 spine rules.
Format F: 6211- Title (LEDGER), stock number, agency name; 10 spine rules.

MARGINS: Maintain margins of furnished sample books. Text pages may bleed from one to three sides.

BINDING: Smyth (signature) sew with pasted, plain endleaves. Trim three sides, round and back. Reinforce back with crash and strong paper liner. Case bind with suitable squares.

PACKING:

Shrink-film wrap in units of 1 (one) each.

Pack in shipping containers. Pack suitable per shipping container.

Books are to be packed in accordance with RP001 (see below) and in accordance with MIL-STD-2073-1E (which can be accessed at <http://quicksearch.dla.mil/>). For additional information regarding packing, see ASTM D-3951-15, "Standard Practice for Commercial Packaging." The contractor needs to meet package levels A and B to protect the products from damage.

LABELING AND MARKING: All labeling and marking shall be in accordance with MIL-STD-129R (see Attachment 1). In addition to regular markings, include the stock number and control number on all labels. MIL STD 129R which can be accessed at http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-129R_49693/.

PALLETIZATION: Pallets are required and must be constructed in strict accordance with DLA Palletization Requirements, MD00100452 Revision C, and Dated 09/2016, which can be accessed at: <http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging/Palletization.aspx>.

Palletization of books will be in accordance with MIL-STD-147E and ISPM Publication No. 15. This requirement can be found within ASTM D-3951-15, "Commercial Packaging Standard.

MIL STD 147E-1 can be accessed at http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-147E_CHG-1_49067/. Reference Pages 14-16.

Pallet size: 40"L x 48"W (See Attachment 2).

Pallet material: All wood must conform to ISPM-15, and must be Heat Treated (HT). This marking must be visible to the receiving inspector and cannot be covered for any reason).

Pallet type: Must be four-way lift access and "winged". Must be in good shape and functional. Page 14 shows acceptable "winged" pallets.

The acceptable and correct pallets are:

- MH1/9-02SW4048 is the correct one for loads 1500 lbs. and less.
- MH1/9-03SW4048 is the correct one for loads 1500 lbs. to 3000 lbs.
- MH1/9-05SW4048 is the correct one for loads 1500 lbs. to 3000 lbs. (alternate).
- MH1/9-10BW4048 is the correct one for loads 1500 lbs. to 3000 lbs. (alternate).

Additional information regarding palletization can be accessed at: <http://quicksearch.dla.mil/>.

RP001 DLA PACKAGING REQUIREMENTS FOR PROCUREMENT:

1) Additional Packaging and Marking Requirements:

(a) Prohibited cushioning and wrapping materials: Use of asbestos, excelsior, newspaper, shredded paper (all types, including wax paper and computer paper), and similar hygroscopic or non-neutral materials and all types of loose-fill materials, including polystyrene, is prohibited for application such as cushioning, fill, stuffing, and dunnage. In addition, the use of yellow wrapping or packaging material is prohibited, except where used for the containment of radioactive material.

(b) MIL-STD-129 establishes requirements for contractors that ship packaged materiel to the Government to provide both linear bar codes and two-dimensional (2D) symbols on shipping labels. Shipping labels with 2D symbols are referred to as Military Shipping Labels (MSL) and are required on all CONUS and OCONUS shipments with the following exceptions:

(1) Subsistence items procured through full-line food distributors (prime contractors), "market ready" type items shipped within the Continental United States (CONUS) to customers within CONUS;

(2) Any item for which ownership remains with the contractor until the item is placed in designated locations at the customer location prior to issuance to the customer. Government control begins upon placement of the item by the contractor into the designated location or issuance from the designated location by contractor personnel (i.e., the contractor is required to stock bins at the customer location and/or issue parts from a contractor controlled parts room).

(3) Bulk petroleum, oil and lubricant products delivered by pipeline; or tank car, tanker and tank trailer for which the container has a capacity greater than 450 L (119 gallons) as a receptacle for a liquid; a maximum net mass greater than 400 kg (882 pounds) and a capacity greater than 450139 L (119 gallons) as a receptacle for a solid; or a water capacity greater than 454 kg (1000140 pounds) as a receptacle for a gas.

(4) Medical items procured through Customer Direct suppliers or prime contractors that do not enter the Defense Transportation System.

(5) Delivery orders when the basic contract has not been modified to require MIL-STD-129.

(c) MIL-STD-129 provides numerous illustrations of what should be bar-coded and the recommended placement of the bar code. Further information is available on the DLA Packaging Web Site at: <http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging.aspx>.

(d) PIID and MIL-STD-129 label marking requirements. The FAR has been amended to 157 implement a uniform award identification system. This uniform numbering system is referred to 158 as the Procurement Instrument Identification (PIID). For current DFARS compliant DOD 159 contracts, cite the 13 character PIID (e.g. SPE8EJ16F0001) on the MIL-STD-129 label as the 160 contract marking. For legacy contracts, cite the PIIN (contract number or purchase order number 161 (e.g. SPE8EJ14D0002)) including four-digit delivery order or call number (e.g. 959U) if 162 applicable) and lot number.

2) Requirements for Treatment of Wood Packaging Material (WPM):

(a) Assets packed in or on wood pallets, skids, load boards, pallet collars, wood boxes, reels, dunnage, crates, frames, and cleats must comply with the Heat Treatment (HT) or Heat Treatment/Kiln Dried (HT/KD) (continuous at 56 degrees Centigrade for 30 minutes) standard in DOD Manual 4140.65-M "Compliance for Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)". WPM must be stamped or branded with the appropriate certification markings as detailed in DOD 4140.65-M and be certified by an accredited American Lumber Standards Committee (ALSC)- recognized agency. The WPM certification markings must be easily visible, especially in pallet loads, to inspectors.

4555-S (1/25)

3) Palletization shall be in accordance with MD00100452, REVISION C, DATED 09/2016 found at <http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging/Palletization.aspx>.

Among the required pallet’s characteristics are winged sides and 4 way entrance. Complete specification of the acceptable pallets can be found in Part 9 of ANSI MH1.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: W25G1U, W1A8 DLA Distribution, DDSP New Cumberland Facility, 2001 Normandy Drive, Door 113 to 134, New Cumberland, PA 17070-5002.

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

A copy of the signed Certificate of Selection of Random Copies 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.

DISTRIBUTION: Deliver f.o.b. destination to: W25G1U, W1A8 DLA Distribution, DDSP New Cumberland Facility, 2001 Normandy Drive, Door 113 to 134, New Cumberland, PA 17070-5002, ATTN: Weaver, Joshua, 717-770-5908.

Contractor is required to call 1-800-307-8496 to schedule deliveries.

Option 1 – instruction to schedule a delivery, will explain you must email PRELODGE@DLA.MIL . When emailing Prelodge, will need to fill out the Appointment Request Form (see Attachment 3) and send the bill of lading (shows what’s being shipped, where consigned, weight, piece count, etc.). Both the attached appointment request form and the BOL must be sent in the same email. If not, it’s cause for delay. You must allow an ample amount of time to get your requested delivery appointment confirmed/scheduled once emailing Prelodge all the required information.

Once your delivery appointment has been confirmed with Prelodge, you must notify *Lisa Eggeling* at lisa.eggeling@dla.mil with your appointment date and time. The subject line of the message shall include DLA Contract number, NSN (National Stock Number), program 4555-S and print order number.

On the same day that the product delivers, the contractor must notify the ordering agency and GPO via email (addresses provided after award) of the distribution. The subject line of the message shall be “Distribution Notice for Program 4555-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, program title, and title of product.

Upon completion of each order, the contractor MUST email copies of all delivery receipts to the address specified on the print order.

Upon completion of the contract, all furnished material and digital deliverables must be returned to: DLA Troop Support, Attn: Construction, Equipment, and IFO Equipment, 700 Robbins Avenue, Building 3-C, Philadelphia,

PROOF Distribution:

Proofs are to be delivered to: US Government Publishing Office, Attn: Proofs 4555-S, 732 N Capitol St, NW, Mail Stop CSPS, Room C613, Washington, DC 20401

Proofs are to be picked up from: DLA Troop Support, Attn: Construction, Equipment, and IFO Equipment, 700 Robbins Avenue, Building 3-C, Philadelphia, PA 19111-5096.

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 picked up from: DLA Troop Support, Attn: Construction, Equipment, and IFO Equipment, 700 Robbins Avenue, Building 3-C, Philadelphia, PA 19111-5096.

Furnished material may either be made available for pickup, or, at the contractor's option, sent via mail or small parcel carrier to the contractor the day after notification of availability of the print order.

NOTE: If the contractor chooses to have furnished material mailed/shipped to their plant, they will not receive additional time to the production schedule. Time consumed in mailing/shipment will be deducted from the production schedule.

No definite schedule for pickup of material can be predetermined.

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.

Proof Schedule (First Order Only):

- Contractor must submit all required proofs within 15 workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than seven (7) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

Production Schedule (Balance of Orders):

- Contractor must make complete production and distribution within 30 to 40 workdays (as specified on the print order) of notification of the availability of print order.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination shipments must be delivered to the destination specified.

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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the GPO Northeast Regional Office via email at infonortheast@gpo.gov or via telephone at (614) 488-4616. Personnel receiving email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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	(1)	(2)
(a)	3	3,000
(b)	1	200
(c)	1	10
(d)	2	500
(e)	1	12
(f)	1	100
(g)	1	70
(h)	1	3
(i)	1	3
II	(1)	(2)
(a)	3,200	3,200
(b)	10	10
(c)	500	500
(d)	12	12
(e)	170	170
(f)	6	6

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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), NA (Not Applicable), 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.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials (including proofs, paper and shrink-film wrap) and operations necessary for the complete production and distribution of the products listed in accordance with these specifications. The cost of all required paper (including makeready and running spoilage) must be charged under Item II.

	<u>Makeready and/or Setup Charges</u> (1)	<u>Running Per 100 Books</u> (2)
(a) Format A: 3521	\$ _____	\$ _____
(b) Format A: 6207	\$ _____	\$ _____
(c) Format B: 6942.....	\$ _____	\$ _____
(d) Format C: 3525	\$ _____	\$ _____
(e) Format D: 5028	\$ _____	\$ _____
(f) Format E: 3524.....	\$ _____	\$ _____
(g) Format E: 8363	\$ _____	\$ _____
(h) Format F: 3527	\$ _____	\$ _____
(i) Format F: 6211	\$ _____	\$ _____

(Initials)

SECTION 4. - SCHEDULE OF PRICES

II. 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 text and cover papers furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of text and cover papers will be based on the following --

Text - Inclusive of all text pages each format book (exclusive of covers).

Covers - Prices offered must include the cost of paper for spine, end leaves, boards, and Green Drab Drill as required for each complete book.

	Text: <u>White Uncoated Text</u> (1)	Cover Includes Spine/ End leaves/Boards <u>Green Drab Drill</u> (2)
(a) Format A: 3521 or 6207.....per 100 books.....	\$_____	\$_____
(b) Format B: 6942per 100 books.....	\$_____	\$_____
(c) Format C: 3525per 100 books.....	\$_____	\$_____
(d) Format D: 5028per 100 books.....	\$_____	\$_____
(e) Format E: 3524 or 8363per 100 books.....	\$_____	\$_____
(f) Format F: 3527 or 6211per 100 books.....	\$_____	\$_____

TYPEFACES: If alternate typefaces for the printing of page numbers and/or bleed index tabs are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface and composing machine to be used.

Preferred Typefaces:

1. Helvetica Bold
2. Futura Bold
3. ITC Avant Garde Bold

<u>Alternate Typeface</u>	<u>Name of Composing Machine</u>
1. _____	_____
2. _____	_____
3. _____	_____

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 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 Review _____ Date _____ Certifier _____ Date _____

EMAIL THIS PAGE TO BIDSNORTHEAST@GPO.GOV

LABELING/MARKING EXHIBITS

*****PPL GUIDE*****

Contractual requirements for packaging, marking, palletization and related functions can be found in DLA Master List of Technical and Quality Requirements located here:

<https://www.dla.mil/Acquisition/Policy-and-Directives/>

This guide is for reference use only. In any conflict between this guide and contractual requirements or source documents, the contract and source documents shall take precedence

MIL-STD-129R (W/ CHANGE 3) MARKING & LABELING REQUIREMENTS

Identification marking consists of text marking and bar code marking. Bar code marking is specified in 5.4 of the Mil-Std-129.

Unit Pack and Intermediate Container Label information. Unless specifically exempted in the contract or solicitation, the following identification text information shall be marked on all unit packs and intermediate containers, in the order listed.

A – NSN stock number. Shall include spaces or dashes

B- CAGE code. Shall be the CAGE of the company awarded the contract. Shall be preceded by the abbreviation “CAGE”

C - Part number. Only the PN specified on the contract or order. Shall be preceded by “PN” or “P/N”.

D - Item Description/Nomenclature: The exact name and description of an item as it appears in the contract

E- Quantity and Unit of Issue (UI). Shall be as specified on contract. Definitive UI shall be expressed as Qty and UI (ex.: 10 EA, 1 KT, 1DZ) Non-definitive UI shall be accompanied by quantitative expression (ex: BX (12 EA), 1 CN (4.2OZ))

F - Procurement instrument identifier (PIID) (e.g., contract number or purchase order number). For current DFARS compliant DoD contracts, cite the 13 character PIID. For legacy contracts, cite the PIIN (contract number or purchase order number) including four digit delivery order or call number if applicable.

G- Military preservation method and date of unit preservation (e.g., "M41-4/02" -Method 41, from MIL-STD-2073-1, was provided in April 2002). Use of the letter M the first position indicates the pack is a military preservation method; For specialized preservation codes, use the code from MIL-STD-2073-1, Table J-Ia. Method of preservation code "ZZ" shall be shown as 'ZZ'. If a military preservation method does not apply (ex: ASTM D3951), the method space shall be left blank. If a preservation date does not apply, the pack date shall be shown (e.g., "6/15").

H- Shelf-Life. Shelf-life marking, if applicable, shall be applied as specified in 5.10.1. The shelf life dates shall be preceded with text or abbreviations to identify the nature of the dated event. See examples following 5.10.1b and also see 5.1.2.1c(1).

I- Serial number(s). When an item is assigned a serial number, that number shall be applied and preceded by the abbreviation "SER NO" (see 5.4.1.1.1). Serial numbers assigned by the manufacturer solely for the purpose of indicating the quantity produced should not be shown.

ATTACHMENT 1

J- Hazardous materials. Hazardous materials (HAZMAT), ammunition, and explosives marking (see 5.13 and 5.14).

Identification text marking on exterior containers, palletized unit loads, and unpacked items: Shall be in accordance with 5.1.2. Text marking is as listed for unit pack and intermediate container above except as noted.

- A- NSN Stock Number
- B- CAGE Code
- C- Part Number
- D- Item Description or Nomenclature: Unless otherwise specified, shall be blank. Required for hazardous items as specified
- E- Quantity and UI
- F- PIID: PIID shall be shown. When more than one contract is applicable to an assorted-items pack, the contract number is not required on the exterior container or palletized unit load, but shall be applied to each unit pack and container in the exterior container or palletized unit load.
- G- Military preservation method and date of unit preservation
- H- Gross weight: The gross weight shall be expressed in pounds rounded up to the nearest pound. The gross weight shall be preceded by the abbreviation "WT".
- I- Proper shipping name (PSN) and North American (NA) or United Nations (UN) HAZMAT identification number, where assigned (see 5.13.2).
- J- Shelf-life marking (if applicable)
- K- Serial number(s)(if applicable)
- L- Hazardous materials. Hazardous materials (HAZMAT), ammunition, and explosives marking (see 5.13 and 5.14).

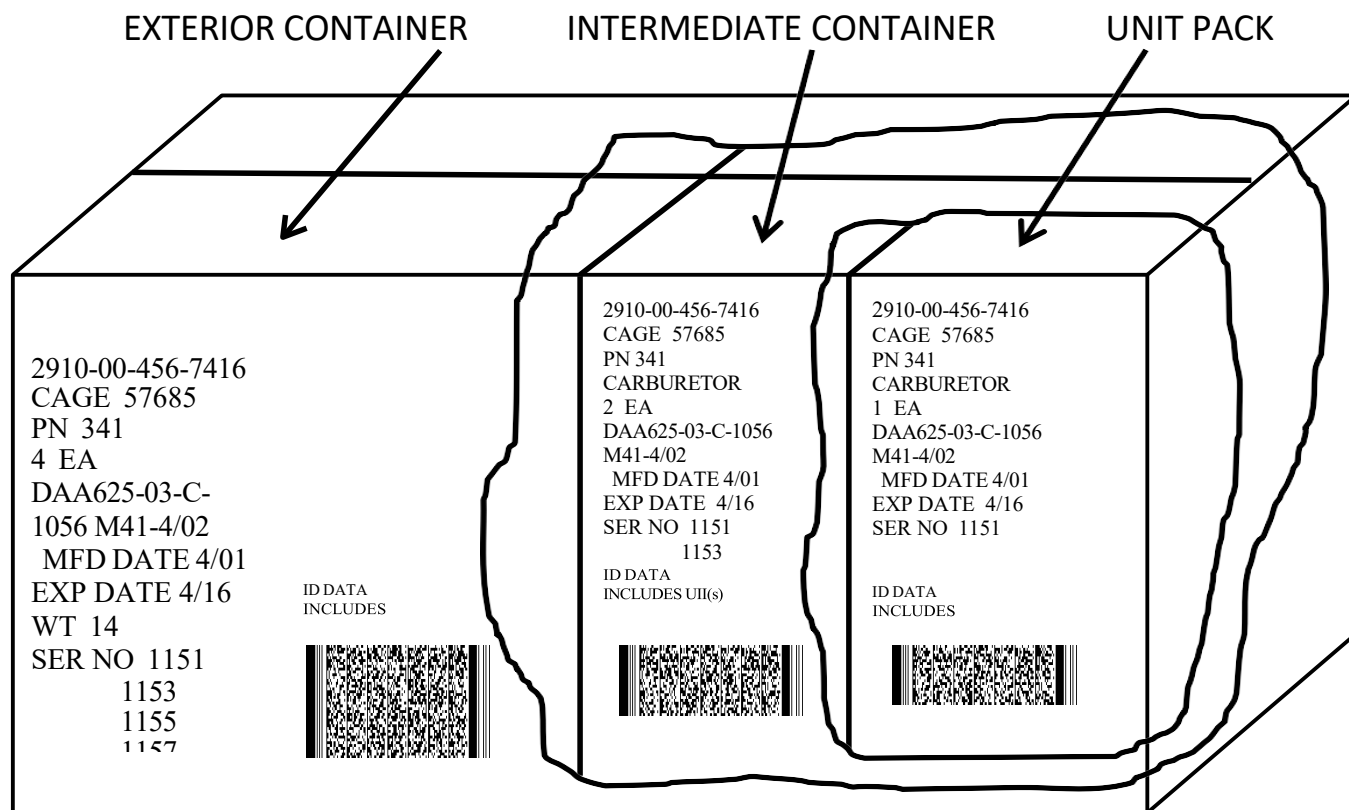


Figure 1. Example of Unit Pack, Intermediate and Exterior Container with text marking and 2D bar codes

ATTACHMENT 1

Military Shipping Label (MSL) - The MSL shall be completed in accordance with 5.2.2.5 and attached in accordance with 5.3.2. The sample listed as Generic MSL will almost always be the one to use. If you do not have the ability to create the MSL there is software available (VSM) and there are also Packaging/ Labeling companies that can do it for you for a fee. It is the supplier's responsibility to comply with the MSL requirements and find the required information.

-Non-palletized Loads: MSL required on each external container.

-Palletized Loads: MSL required on each pallet if all material is the same, going to the same place.

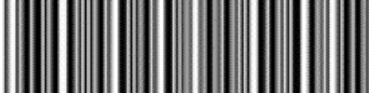
TCN		SW81238350D001XXX		
				
From SW8123 In-the-clear Address 3 Lines Max, 35 Characters Per Line XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX		TAC / Type Service / Postage SZZZ Frt LTL		
Piece 1 Of 1	Weight (lb.) 7760	Date Shipped 1090	RDD 999	
	Cube (ft.) 385	Project 9BU	Priority 1	
Ship To / POE 	In-the-clear Address 5 Lines Max, 35 Characters Per Line Abcdefg Higjklmno Pqrstuv Wxyz Abcdefg Higjklmno Pqrstuv Wxyz XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX			
POD 	MSL, Supply, & TCMD Data 			
FMS Case CKM				
W55XGJ 		Ultimate Consignee / Mark For Consignee Ultimate / Mark For Consignee Address 5 Lines Max, 35 Characters Per Line Abcdefg Higjklmno Pqrstuv Wxyz Abcdefg Higjklmno Pqrstuv Wxyz XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXXX		

Figure 2. Example of Generic MSL

Hazardous Material (HM): See 5.13 of Mil-Std-129 for complete HM marking and labeling guidance. All HM items must be marked from the shipping container all the way to the unit pack level.

Depending on the mode of transportation, HAZMAT shall be marked and labeled in accordance with Title 49 CFR, ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air, the IMO IMDG Code for

ATTACHMENT 1

water shipments, and AFMAN 24-604/TM 38-250/NAVSUP PUB 505/DLAI 4145.3 for military air shipments, as applicable.

Federal Aviation Administration (FAA) Commercial Material: Refer to table RP003 of the DLA Master List of Technical and Quality Requirements

Quantity Unit Pack (QUP): This is one of the most misunderstood and/or most ignored requirements that cause a high percentage of material litigation. QUP number is the MAX amount, not the SET amount of items that can be packaged into one specified type of container containing one label. If the QUP=1, then only one item can be packaged by itself and be labeled, regardless of size or price. It may be possible to increase the QUPs number if the item is within DoD policy but must be coordinated with the contract administrator.

Kits: All kits (when required) must always be self-contained with all items that make the ONE kit complete. This is how our customer wants their kits to be packaged. Kits will be labeled as Quantity and UI "1 KT", and will ALWAYS be a QUP=1. If the kit must be packed in multiple MIL STD 129 labels required on unit. Itemized list of contents required (see 5.11 of Mil-Std-129)

Additional Label Information: Whenever there are additional cautions/warnings/directions/etc., they can be entered below the 129 label's mandatory information on the same label, or you can put this information on a second label. Additional options are to insert it into the item (when practical) or attach it by any method so it doesn't become lost. You may be able to shrink it to size. MIL STD 129 states: The text for all entries shall be no smaller than 10 lines per 1 inch (25.4 mm) (approximately a 7-point font). The preferred font size is 10 to 14 points.

Deciphering and locating the part number: For items procured non-competitively (commercial, sole source, etc), the part number will be listed in the Approved Manufacturer's Parts List (AMPL). This can be found in section B of most contracts and will include the CAGE and Part number for the item. For items procured competitively to documents, the part number will be listed as the "Piece Part Number" under the primary procurement document. This information is also found in section B of most contracts and looks like this example:

IAW BASIC DRAWING NR 82577 7038158
REVISION NR C DTD 11/13/1992
PART PIECE NUMBER: P/N 7038158

If the part number is not clearly listed or you have other questions or concerns, contact the procurement contracting officer through the proper channels.

Multiple Packages: When material is broken down due to size, the following requirements apply:

Each package must be boldly marked (catches the eye) with i.e. "1 of 2" and "2 of 2" if there are two packages to a complete item. Putting the box 1 of 2 and box 2 of 2 together will make one complete unit of issue. Same for items containing more than two parts.

Items with Part A and part B, each item must be boldly marked (catches the eye) with i.e. "Part A" and "Part B". This can be part of a kit going into one shipping box, or a part of "1 of 2" and "2 of 2".

COMMERICAL & MILITARY PACKAGING REQUIREMENTS

ASTM D3951-18 PACKAGING: Often referred to as standard commercial packaging. This standard establishes minimum requirements for packaging of supplies and equipment (excluding ammunition, explosives, and hazardous materials as covered by Title 49 of the Code of Federal Regulations. When a contract has this

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requirement, it will be called out in the "PREP FOR DELIVERY" section of the contract. The rules for QUP and MIL-STD-129 labeling do not change and are always required as stated on the contract.

MIL STD 2073-IE PACKAGING REQUIREMENTS:

Always look to the "PREP FOR DELIVERY" section on the contract. This is the base requirement unless modified elsewhere in the contract. The following information can be used as a quick reference, and addresses most but not all requirements.

QUP (Quantity Unit Pack): Pg 145 Addressed earlier

Preservation Method: Table J-1 Addressed earlier

CLING/DRY: Table J-II; Almost always 1 (means any)

PRESV MAT: Table J-III (Preservation Material)

WRAP MAT: Table J-IV (Wrapping Material)

CUSH/DUNN MAT: Table J-V (Cushioning & Dunnage Material)

CUSH/DUNN THKNESS: Table J-VI(Cushioning & Dunnage Material)

Unit Container: Table J-VII, J-VIIa (Unit Container, sometimes abbreviated as UNCT)

OPI: (Optional Procedure Indicator) Almost always either O (optional) or M (mandatory). M=Must follow packaging requirements as stated with no exceptions or substitutes. O=Can substitute as long as the change provide equal to or better than the original requirement.

INTRMDTE CONT: Table J-VII (Intermediate Unit Container)

INTRMDTE CONT QTY: para J.4.11 (Intermediate Unit Container Quantity)

INTRMDTE CONT QTY AAA: pg 141, and pg 67

PACK CODE: Level A pack: Table J-IX, Level B pack: Table J-IXa, Minimum Pack: J-IXb

SPECIAL MARKING CODE: Table J-X.

Common code definitions:

0 or 00 = no requirement or not required

X or XX= Requirements if any are to be found in the method of preservation

Z or ZZ = Requirements supersede MIL STD 2073 and are listed elsewhere in the contract. If the contract has these codes with no instruction to define them, contact the contracting officer for guidance

Federal Aviation Administration (FAA) Commercial Material: Refer to table RP003 of the DLA Master List of Technical and Quality Requirements

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Loose fill materials: All types of loose fill materials (i.e. peanuts) are prohibited in all military packages. Also prohibited in ASTM D395 1.

Vermiculite: Is an acceptable cushioning and dunnage type of material that is allowed for hazardous materials only. It also acts as an absorbent.

PALLETIZATION REQUIREMENTS:

Refer to Table RP001 located in DLA Master List of Technical and Quality Requirements

MIL STD 147E w/CH 2 PALLETIZED UNIT LOADS REQUIREMENTS:

Pallets: Among the required pallet's characteristics are wing type and four-way entrance. Complete specification of the acceptable pallets can be found in Part 9 of ANSI MH1.

- Pallet size: Must be 40x48. The ONLY exception to this is when there is ONE item that is too big and requires a larger pallet to fit, and only one item to pallet.
- Pallet type: Must be four-way lift access and "winged". Figure 1 shows an acceptable "winged" pallet. The acceptable and correct pallets are:
 - MH1/9-02SW4048 is the correct one for loads 1500lbs and less.
 - MH1/9-03SW4048 is the correct one for loads 1500lbs to 3000.
 - MH1/9-05SW4048 is the correct one for loads 1500lbs to 3000 (alternate).
 - MH1/9-10BW4048 is the correct one for loads 1500lbs to 3000 (alternate).
- Pallet material: All wood must conform to ISPM-15, and must be Heat Treated (**HT**).

Pallets must be certified as HT with the international ISPM-15 HT marking.
This marking must be visible to the receiving inspector and cannot be covered for any reason.
- Pallet height: Cannot be more than 54". The only exceptions is for a single (one) item that is over the height limit.
- Pallet material overhang: Generally, is not permitted
- Pallet condition: Must be in good shape and functional.
- Specifications: Must be built as per MIL-DTL-15011

55 Gallon Drums: Must comply with the following:

TY-XIIc (fig 20): This includes wood caps on top and bottom of the 3 drums (maximum). Maximum size of the caps is 47x52 on a 40x48 pallet, and there will be some overhang. This is the only acceptable configuration.

5 Gallon Pails: Must comply with the following:

To ascertain which palletization configuration to use the material must be first identified as:

1. Hazardous or Non-hazardous
2. Open-head container or Closed-head container.
 - A. Open-head** - is when the entire top (lid) comes off the container, like a paint can.
 - B. Closed-head** - is when the top does not come off and there is some type of cap (bung) or spout, you would pour or pump out of.

Once you determined which features that apply, you can then pick from the three load types below:

TY-III (fig 7): For hazardous closed-head, requiring top and bottom

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caps. These pails are nested into each-other and do not require any separators.

"Load type III consists of closed-head, top-nesting, cylindrical or rectangular cans, pails, or buckets stacked in multiple layers utilizing an inverted wood cap under the load and a wood cap over the load."

TY-IIIa (fig 8): For non-hazardous closed-head, not requiring top and bottom caps. These pails are nested into each-other and do not require any separators.

"Load type JJia consists of closed-head, top-nesting, cylindrical cans, pails, or buckets stacked in multiple 6 layers for shrink- or stretchwrap palletization. Wood caps should not be used with this type load. Shrink- wrap bonding shall be used for nonflammable loads only."

TY-IV (fig 9): For hazardous or non-hazardous closed-head or open-head, requiring top cap. These pails are nested into each-other and require a separator cap between each layer.

"Load type IV consists of cylindrical or rectangular cans or pails with removable covers containing paints, plastics, and semiliquids (grease and lard) and non-top-nesting, closed-head cans stacked in multiple layers with wood caps between layers."

ADDITIONAL REQUIREMENTS & INFORMATION

RFID TAG REQUIREMENTS: Refer to DFARS 211.275-2 for information regarding RFID

OSHA LABELING REQUIREMENTS: All hazardous material will require an additional OSHA (GHS) label filled out IAW 29 CFR 1910.1200 f. The label must have the following:

- Product Identifier (Name)
- Signal Word (i.e. Danger)
- Hazard Statement (i.e. Flammable, Liver Damage)
- Hazard Pictograms
- Precautionary Statements (i.e. Directions for Storage, Wear Gloves, First Aid, Case of Fire)
- Supplier Identification (Name, Address, Phone)

Limited Quantity: Refer to 49 CFR 172.315 for defining limited quantities of hazardous materials and the marking description. This info can be found here: <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-I/subchapter-C/part-172/subpart-D/section-172.315>

Consumer Product Exemption (ORM-D): "The consumer product exemption of the HCS (Hazard Communication Standard) applies to the use of consumer products only if the employer can demonstrate that they are used in the same manner as a normal consumer would use them," the agency wrote. "If the employees are routinely exposed to these chemicals, then they would be required to provide the chemical hazard information through the SDS and HAZCOM training." "If the use of Windex, for instance, were used with the frequency and duration of the normal consumer, then the use would fall under the HCS exemption." To access this letter of interpretation, go to www.osha.gov

Useful Web Resources:

DLA Packaging Program website has plenty of links to additional info and can be accessed here: <https://www.dla.mil/Logistics-Operations/Packaging/>

Code of Federal Regulations can be searched at: <https://www.ecfr.gov/>

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DLA's Database for Military Specifications used to find standards such as Mil-Std-129 can be accessed here: <https://assist.dla.mil/online/start/>

Assistance with deciphering Mil-Std-2073-1E codes can be found here: https://camphill.leidos.com/code_lookup.nsf/codecheck

***Disclaimer:** This PPL Guide was created to assist vendors as a tool to navigate through the vast array of contract packaging, palletization, and labeling requirements and regulations. This PPL Guide in no way supersedes any existing regulations or contractual requirements.*

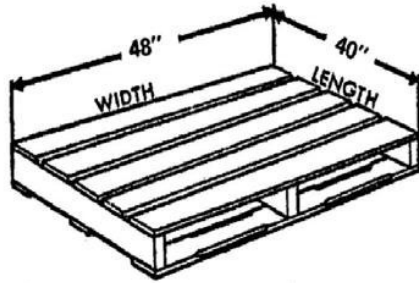
Michael B. Moody
Lead Packaging Specialist
DLA Troop Support
Construction & Equipment Directorate
215-737-7462

30 Sep 2023

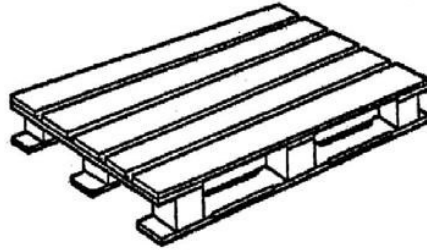
V1.27 Final Update.

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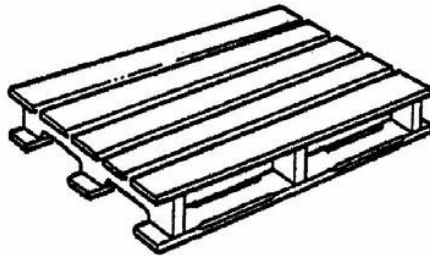
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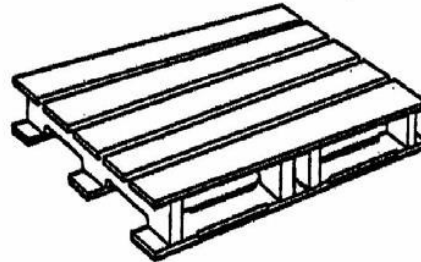
2-way entry, flush, stringer
(MH1/9-04SF4048)



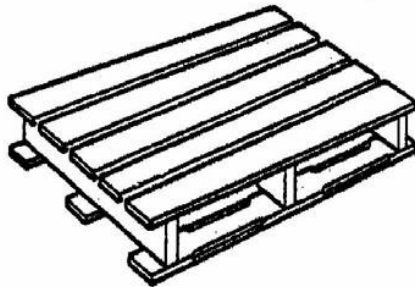
4-way entry, double-wing, block
(MH1/9-10BW4048, MH1/9-11BW4048P)



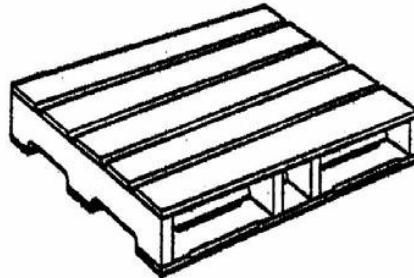
Partial 4-way entry, double-wing, stringer
(MH1/9-02SW4048)



Partial 4-way entry, double-wing, stringer
(MH1/9-03SW4048)



2-way entry, double-wing, stringer



Partial 4-way entry, flush, stringer

FIGURE 1. Types of pallets (see 4.1.6).

ATTACHMENT 3



Appointment Request.pdf



DLA Distribution Susquehanna
Building 2012 SUPER TRANS

CARRIER APPOINTMENT FORM

Carrier	<input type="text"/>	SCAC	<input type="text"/>
Shipper	<input type="text"/>	Date of Request	<input type="text"/>
Trailer	<input type="text"/>	Type	<input type="text" value="VAN"/>
Bill of Lading # (put VARIOUS if more than one)	<input type="text"/>	Number of Bills	<input type="text"/>
Number of Pieces/Skids	<input type="text"/>	Total Weight	<input type="text"/>
Preferred Appointment Date mm/dd/yyyy	<input type="text"/>	Preferred Appt Time	<input type="text"/>

Standing Appointment	<input type="text" value="NO"/>		
If Yes: Door	<input type="text"/>	Time	<input type="text"/>

Mission Freight (doors 113-134)	<input checked="" type="radio"/> YES	Load Type	<input type="text" value="Multiple with single NSN more than"/>
If single NSN or 10+ pallets of one NSN, provide NSN	<input type="text"/>	If 10+ pallets of one NSN on truck, where is it located?	<input type="text"/>

CCP Freight (doors 135-168)	<input type="radio"/> YES	Number of TCNs	<input type="text"/>
If only one TCN, please provide that TCN	<input type="text"/>	Freight over dimensions of 456"L x 85" x 85" H	<input type="radio"/> YES

Other Addresses	<input checked="" type="radio"/> YES	Address on BOL	<input type="text"/>
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Name	<input type="text"/>	Phone Number	<input type="text"/>
Email Address	<input type="text"/>	Extension	<input type="text"/>

****the red box indicates required field**** Email form to prelodge@dla.mil and include carrier name in SUBJECT