

PROGRAM 6450-S		October 1, 2015 through September 30, 2016 (Opts. Thru 09/19)														
ITEM NUMBER	ITEM DESCRIPTION	ALCOM PRINTING Marleysville PA		GATEWAY PRESS Louisville KY		GRAY GRAPHICS Capitol Heights MD		K.B. OFFSET PRINTING State College PA		McDONALD & EUDY PRINTERS Temple Hills MD		SEAWAY PRINTING Green Bay WI		WESTMINSTER PRESS Santa Ana CA		
		AWARD	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL	UNIT RATE	TOTAL
I. PRINTING AND BINDING																
(a)	Per Complete Cover															
(1)	Makeready and/or Setup.....	4	\$230.00	920.00	1,130.00	4,520.00	650.00	800.00	150.00	600.00	625.00	2,500.00	189.74	758.96	0.00	
(2)	Running Per 1,000 Copies.....	42,000	\$125.00	5,250.00	108.50	4,557.00	120.00	5,040.00	90.00	3,780.00	135.00	5,670.00	121.32	5,095.44	118.66	4,983.72
(b)	Per Text Page															
(1)	Makeready and/or Setup.....	208	\$18.00	3,744.00	54.58	11,352.64	48.00	9,984.00	13.00	2,704.00	33.00	6,864.00	29.73	6,183.84	0.00	
(2)	Running Per 1,000 Copies.....	2,196,000	\$9.23	20,269.08	11.18	24,551.28	14.60	32,061.60	5.00	10,980.00	9.94	21,828.24	10.00	21,960.00	8.86	19,456.56
(c)	Per Verification Card															
(1)	Makeready and/or Setup.....	1	\$75.00	75.00	309.00	309.00	200.00	200.00	100.00	100.00	150.00	150.00	89.49	89.49	0.00	
(2)	Running Per 1,000 Copies.....	5	\$95.00	475.00	77.68	388.40	75.00	375.00	75.00	375.00	35.00	175.00	79.19	395.95	117.80	589.00
II. PACKING/DISTRIBUTION:																
(1)	BULK - Per Container	20	\$1.50	30.00	2.00	40.00	2.00	40.00	10.00	200.00	3.00	60.00	2.79	55.80	5.00	100.00
(2)	Mailed Shipments															
(a)	Addressing Verification Cards - per card	5,000	\$0.020	100.00	0.07	350.00	0.03	150.00	0.03	150.00	0.04	200.00	0.04	200.00	0.032	160.00
(b)	Addressing single copies (self-mailers) - per copy	14,405	\$0.0300	432.15	0.078	1,123.59	0.04	576.20	0.03	432.15	0.03	432.15	0.04	576.20	0.032	460.96
(c)	Single or Multiple copies in kraft envelope (up to 200 leaves).....per envelope.....	5,227	\$0.950	4,965.65	0.60	3,136.20	0.65	3,397.55	1.00	5,227.00	0.25	1,306.75	0.58	3,031.66	0.099	517.47
(d)	Quantities over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (max. gross wgt. 14 lbs.),.....per bag or bundle.....	480	\$1.0500	504.00	1.35	648.00	1.00	480.00	2.00	960.00	0.85	408.00	1.32	633.60	4.4063	2,115.02
(e)	Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers, (max. gross wgt. 27lbs.).....per bundle or container.....	78	\$1.3200	102.96	1.50	117.00	1.50	117.00	5.00	390.00	1.50	117.00	1.32	102.96	0.7692	60.00
(f)	Quantities over 24 lbs., up to 36 lbs., packed in shipping containers (max. gross wgt. 40 lbs.).....per container.....	20	\$1.500	30.00	1.60	32.00	2.00	40.00	8.00	160.00	2.50	50.00	1.84	36.80	1.00	20.00
TOTAL				36,897.84		51,125.11		53,261.35		26,058.15		39,761.14		39,120.70		28,462.73
LESS DISCOUNT			5% 21	1,844.89		1,022.50		1,065.23		Net 30		397.61		1,956.04		569.25
NET				35,052.95		50,102.61		52,196.12				39,363.53		37,164.66		27,893.48
										AWARDED						
Abstracted By: Bruce M. Canzanella																
Reviewed By: Richard W. Gilbert																

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND SUBMIT NO LATER THAN: 11:00 A.M., AUGUST 25, 2015.

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

U.S. GOVERNMENT PUBLISHING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army Communicator

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

Defense Logistics Agency
Charleston, SC

Single Award

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

The abstract of prices from the previous contract, can be found at the following link:

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

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

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

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

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

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

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Subcontracting is not allowed.

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

Product Quality Levels:

- (a) Printing (Page related) Attributes -- Level 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	Approved Proofs/Average Type Dimension/ Electronic Media
P-8. Halftone Match (Single and Double Impression)	Approved Proofs/Electronic Media
P-10. Process Color Match	Approved Proofs/Electronic Media

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from October 1, 2015 to September 30, 2016, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2015, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2015 through September 30, 2016, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

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

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

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

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

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of saddle-stitched, separate-covered publications and verification cards requiring such operations as electronic prepress, proofs, printing in four-color process, binding, packing, and distribution.

TITLE: Army Communicator.

FREQUENCY OF ORDERS:

Publication:Quarterly.

Verification Card:Approximately one order per year.

NOTE: Publications and Verification Cards will be ordered on separate print orders.

QUANTITY:

Publication:Approximately 5,000 to 8,000 copies per order.

Verification Card:Approximately 6,000 copies per order.

NUMBER OF PAGES:

Publication:Approximately 40 to 72 pages (plus cover) per order.

Verification Card:Face and back.

TRIM SIZE:

Publication:8-1/2 x 11”.

Verification Card:11 x 4-1/4” (folded down to 5-1/2 x 4-1/4”).

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

Platform:IBM or compatible using Windows 7.

Storage Media: FTP.

Software:Publications – Adobe InDesign 6.0; Adobe Photoshop 11.0.
Verification Cards – Adobe InDesign 6.0.

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:All printer and screen fonts will be furnished.

Contractor is cautioned that furnished fonts are the 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 BMP, EPS, JPEG, or TIFF format.

-Files are compressed using WinZip application.

- Electronic media will include all illustrations and graphics furnished in place.
- Files consist of text matter, line art, gray-scale and spot color digital images and CMYK.
- Cover Page 1 will be created as an Adobe InDesign file with the cover image itself done as a PhotoShop DCS file to maintain the ability to make color separations. There may be times when the image/color wraps to Cover 4. Contractor will be responsible for providing traps.
- GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Distribution list will be furnished via FTP in a Microsoft Excel file. The file will contain a database/ mailing list of domestic, APO/FPO, and foreign subscriber addresses. Databases will not be zip code sorted.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Charleston RPP0 Publishing Specialist prior to further performance.

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

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.

All halftones are to be 150-line screen or finer. All halftones will be an integral part of the electronic file.

Each issue will contain approximately 2 to 50 halftone illustrations and approximately 10 to 50 line illustrations (including background screens). An occasional order may require combination line/halftone illustrations.

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 a CD or DVD. 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.

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.

The contractor must establish a contractor-hosted FTP site (using WS_FTP (version WS_FTP95LE)) for secure transmission of data between the Government and the contractor. Contractor must provide a Uniform Resource Locator (URL) for uploading files (i.e., ftp.contractor.com). Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP site, which at a minimum, must have a unique user ID and password. Contractor must maintain a direct connection to the Internet at a minimum transfer rate of 128 Kbps (digital (ISDN) phone line or faster). Transfer rates less than 128 Kbps are unacceptable.

PROOFS: All orders will require proofs.

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

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

Verification Card: One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

PROOF DELIVERY NOTIFICATION: The contractor must notify the ordering agency and GPO via facsimile or e-mail when the proofs are shipped to the ordering agency and provide the name of the carrier service and tracking number. In addition, if the proofs are not returned by the ordering agency within the specified time the contractor must notify the GPO that the proofs have not been returned. Send proof delivery notification via facsimile to (843) 743-2068, or e-mail to infocharleston@gpo.gov. Include GPO Jacket Number, Program Number, and Print Order Number with all correspondence.

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

Text – White No. 1 Coated Text, Dull-Finish, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A261.

Cover – White No. 1 Coated Cover, Dull-Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L61.

Verification Card – White No. 1 Coated Cover, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L61.

PRINTING: *Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).*

Text – Print head-to-head in four-color process.

Cover – Print Covers 1 through 4 in four-color process. After printing, flood and/or spot coat, as ordered, Covers 1 and 4 with a clear, non-yellowing, SATIN varnish or SATIN aqueous coating (at contractor’s option) to prevent scratching or smearing.

Occasionally, facing pages print to and must align across the bind.

Reverse printing, sometimes with heavy ink coverage, (knockout type) scattered throughout.

Verification Card – Print face and back in black ink only.

MARGINS:

Publication – Unless otherwise indicated, head 1/2”, bind 1/2”. Screened pages scattered throughout and occasional bleed pages (including Covers 1 and 4).

Verification Card – Margins will be as indicated on the print order or furnished electronic media.

BINDING:

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

Verification Card: – Fold from 11 x 4-1/4” down to 5-1/2 x 4-1/4”, title out. Trim three sides. Seal with tab-type seals (Seal-O-Matic or similar) in accordance with the USPS mailing regulations.

PACKING:

Bulk Shipments for Publications –

Pack suitably in shipping containers not to exceed 45 pounds when fully packed.

Mailed Shipments for Publications –

Single copies, except those for foreign destinations, must be mailed as self-mailers. (NOTE: When required, some addresses will receive more than one copy, but each copy is to be mailed separately as a self-mailer).

Insert single copies for foreign destinations and 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).

Mailed Shipments for Verification Cards –

Mail each card individually.

LABELING AND MARKING:

Bulk Shipments for Publications – Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

NOTE: Containers with the Depository and File copies must be clearly marked as to contents. NOTE: All cartons must be clearly marked to indicate total number of cartons (i.e.: 1 of 3, 2 of 3, 3 of 3).

Mailed Shipments for Publications and Verification Cards – Create and affix individual address labels (4 x 2”) to the back of each verification card and self-mailer and to each unit of mail packaged in Kraft envelopes, shipping bags, shipping bundles, and shipping containers. At contractor’s option, addresses may be imaged directly onto the verification cards, self-mailers, Kraft envelopes, shipping bags, shipping bundles, and shipping containers.

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: Commander, U.S. Army Signal Center and Fort Gordon, Attn: Editor, Army Communicator, Room 713, Building 29808A (Signal Towers), Fort Gordon, GA 30905.

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

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide

the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

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

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

Publications –

Advance Copies –

- Deliver f.o.b. destination 100 (+/-0) ADVANCE COPIES to: Commander, U.S. Army Signal Center and Fort Gordon, Attn: Editor, Army Communicator, Room 713, Building 29808A (Signal Towers), Fort Gordon, GA 30905. *Inside delivery is required.*

Upon receipt of "OK to Distribute" on Advance Copies –

- Mail f.o.b. contractor's city approximately 5,000 copies to approximately 4,000 domestic, APO/FPO, and foreign addresses.
- Deliver f.o.b. destination, one (1) copy to: BAC (C&I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401, Item No. **0343-C-02.** NOTE: All shipments to this destination must be via FedEx or UPS Ground.
- Deliver f.o.b. destination, fifteen (15) copies to the Library of Congress, US/Anglo Division, U.S. Government Documents Section, 101 Independence Ave., SE, Washington DC 20540-4274. **Marked: Depository Copies.** NOTE: All shipments to this destination must be via FedEx or UPS Ground.
- Deliver f.o.b. destination the balance of each order to: Commander, U.S. Army Signal Center and Fort Gordon, Attn: Editor, Army Communicator, Room 713, Building 29808A (Signal Towers), Fort Gordon, GA 30905. *Inside delivery is required.* NOTE: All shipments to this destination must be via FedEx or UPS Ground.

Verification Cards – Mail f.o.b. contractor's city to domestic, APO/FPO, and foreign addresses.

Complete addresses and quantities will be furnished with each print order.

All mailing shall be made at the most economical rate to the Government - *reimbursable.*

The contractor is required to apply the appropriate postage to each mailing. The contractor will be reimbursed for postage by submitting a properly completed PS Form 3541 with billing invoice for payment.

Contractor shall submit a completed PS Form 3541, June 2002 (earlier forms are not acceptable), identified by Program, Jacket, and Print Order Numbers. The form must include the number of pieces, weights, postal charges, and class of mail. Forms must be signed and verified by the entry post office and must be sent to GPO with the contractor's billing invoice as evidence of mailing. Contractor must fax a copy of this form to the ordering agency within seven (7) workdays of completion of mailing. Fax to (706) 791-7825.

NOTE: Contractor must certify on the back of the PS Form 3541 for non-automation flats that zip codes have been verified within the past 12 months. (Contractor may do verification via the USPS website: www.usps.com or via USPS approved software. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.)

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

Upon completion of each order, all furnished material, if applicable, and digital deliverables on CD or DVD must be returned to: Commander, U.S. Army Signal Center and Fort Gordon, Attn: Editor, Army Communicator, Room 713, Building 29808A (Signal Towers), Fort Gordon, GA 30905.

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

All expenses incidental to picking up and returning furnished materials (if applicable), maintaining FTP site, submitting proofs, and furnishing sample copies must be borne by the contractor.

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

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

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

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Proofs must be delivered to and picked up from: Commander, U.S. Army Signal Center and Fort Gordon, Attn: Editor, Army Communicator, Room 713, Building 29808A (Signal Towers), Fort Gordon, GA 30905.

Proof will be withheld not more than 3 day(s) from receipt by the Government to receipt in contractor's plant. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. It is understood that the proof supplied under this contract will match the final output. If return of proofs is required, contractor will provide self-addressed shipping label. Contractor must not print prior to receipt of an OK TO PRINT.

PROOF SUBMISSION: Submit proofs and a prepaid airbill to the Fort Gordon, GA address indicated above. All packages containing proofs must be clearly marked on the outside as "PROOFS", and contain the publication title and GPO Jacket Number, Requisition Number, Program Number, and Print Order Number.

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

NOTE: When applicable, furnished electronic media and any visuals must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the SAME DAY as notification (via email or fax) of the availability of print order and furnished material.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule.

	<u>WD After</u>
Contractor submits all required proofs.....	8
Contractor pickups proofs.....	3
Contractor must complete production of ALL copies and delivery of ADVANCE COPIES only to Ft. Gordon, GA.....	4
Ft. Gordon, GA to give “OK to distribute”.....	1
Contractor must complete distribution.....	3

NOTE: If revised proofs are required, contractor must submit revised proofs within three (3) workdays of notification and pickup edited proofs within two (2) workdays.

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 for mailing f.o.b. contractor’s city must be delivered to the U.S. Postal Service.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Publishing Office, Charleston RPPO, of the date of shipment (or delivery, if applicable). Call (843) 743-2036, extension 1; or by fax on (843) 743-2068. No collect calls.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements for one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

	(1)	(2)
I. (a)	4	42
(b)	208	2,196
(c)	1	5
II. 1.	20	
2. (a)	5,000	
(b)	14,405	
(c)	5,227	
(d)	480	
(e)	78	
(f)	20	

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailing and f.o.b. destination for all other shipments.

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 1,000 will be prorated at the per-1,000 rate.

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

For text pages, a charge will be allowed for each page whether printed or blank.

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including paper) for the proofing, printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) <i>Complete Cover</i> – Printing Covers 1 through 4 in four-color process, including varnishing/coating and binding per complete cover.....	\$ _____	\$ _____
(b) <i>Text</i> – Printing text pages in four-color process, including binding..... per page.....	\$ _____	\$ _____
(c) <i>Verification Card</i> – Printing in black ink, including binding..... per card.....	\$ _____	\$ _____

(Initials)

II. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; Kraft envelopes, shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; address/zip code verification; and complete distribution, in accordance with these specifications.

1. *Bulk Shipments (other than by mail)* –

Packing and sealing shipping containers per container\$ _____

2. *Mailed Shipments* –

(a) Addressing Verification Cards per card\$ _____

(b) Addressing single copies (self-mailers) per copy\$ _____

(c) Single or multiple copies in Kraft envelopes (up to 200 leaves)per envelope\$ _____

(d) Quantities over 200 leaves, up to 12 pounds,
in cushioned shipping bags, or wrapped in shipping
bundles (maximum gross weight 14 pounds) per bag or bundle\$ _____

(e) Quantities over 12 pounds, up to 24 pounds,
wrapped in shipping bundles or packed in
shipping containers (maximum gross weight
27 pounds)..... per bundle or container\$ _____

(f) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers
(maximum gross weight 40 pounds)..... per container\$ _____

(Initials)

BIDDER'S NAME AND SIGNATURE: Fill out and return via mail/fax "Section 4. – Schedule of Prices", initial or sign in the space provided.

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

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

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

CONTRACTOR CODE: _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____