



U.S. GOVERNMENT PUBLISHING OFFICE

Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Army Chemical Review, Military Police Professional Bulletin,  
and Engineer Professional Bulletin***

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

G-37 ASB Publications, Maneuver Support Center of Excellence  
Ft. Leonard Wood, MO

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending August 31, 2019, plus up to four (4) 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.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Dallas, TX time, on August 30, 2018.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Dallas Regional Office, Agency Procurement Services, 1100 Commerce Street, Suite 731, Dallas, TX 75242. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (214) 767-0456. 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. The contractor is to follow the instructions in the Bid Submission/Opening area.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**BIDDERS, PLEASE NOTE:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

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

This is a new term contract. There is no abstract available.

For information of a technical nature, call Tom Bacon at (214) 767-0451, Ext. 1 or email [tbacon@gpo.gov](mailto:tbacon@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 (Rev. 8-02)).

All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov/>.

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

**Product Quality Levels:**

- (a) Printing Attributes – Level II.
- (b) Finishing Attributes – Level II.

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

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

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

| Attribute  | Specified Standard      |
|--|-------------------------|
| P-7. Type Quality and Uniformity                   | O.K. Proofs             |
| P-8. Halftone Match (Single and Double Impression) | O.K. Proofs             |
| P-9. Solid and Screen Tint Color Match             | Pantone Matching System |
| P-10. Process Color Match                          | O.K. Proofs             |

**SUBCONTRACTING:** The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

**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 August 31, 2019 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 May 31, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**PREAWARD SURVEY:** In order to determine the responsibility of the 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.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, 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 August 31, 2019, 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 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:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

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

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

Contractor's invoice for payment must be itemized in accordance with the schedule of prices.

When billing, the contractor must list as a separate invoice line item the cost of the "File copies" and "Depository copies" from the balance of the order, since the Agency is not responsible for the cost of the file and depository copies. No makeready charges apply to the File and Depository copies. Makeready costs will be included in the balance amount.

Contractor is required to furnish a copy of the invoice, including full shipping and postage details, to:

Email: [diana.k.dean.civ@mail.mil](mailto:diana.k.dean.civ@mail.mil)

Fax: (573) 563-8143, Attn: Diana Dean

Mail: G-37 ASB Publications

ATTN: Diana Dean

14010 MSCoE Loop, Bldg. 3201, Suite 2661

Fort Leonard Wood, MO 65473-8702

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of three different saddle-stitched pamphlets, and printed envelopes – requiring such operations as processing of electronic files, proofs, printing, binding, packing, mailing, and delivery.

**TITLE:** *Army Chemical Review, Military Police Professional Bulletin, and Engineer Professional Bulletin.*

Specifications apply equally to each pamphlet unless otherwise noted.

### **FREQUENCY OF ORDERS:**

*Army Chemical Review pamphlets:* Approximately two orders per year (bi-annually – June and December mail/delivery dates, with orders placed in May and November).

*Military Police Professional Bulletin pamphlets:* Approximately two orders per year (bi-annually – March and September mail/delivery dates, with orders placed in February and August).

*Engineer Professional Bulletin pamphlets:* Approximately three orders per year (tri-annually – March, July and November mail/delivery dates, with orders placed in March, July and November).

### **QUANTITY:**

*Army Chemical Review* pamphlets: Approximately 4,100 copies per order, and approximately 930 envelopes, cushioned bags and containers per order.

*Military Police Professional Bulletin* pamphlets: Approximately 5,300 copies per order, and approximately 870 envelopes, cushioned bags and containers per order.

*Engineer Professional Bulletin* pamphlets: Approximately 8,200 copies per order, and approximately 2,030 envelopes, cushioned bags and containers per order.

**NUMBER OF PAGES:** Approximately 40 to 64 pages plus separate cover per order. It is anticipated that all text pages will print.

### **TRIM SIZE:**

Pamphlets: 8-3/8 x 10-7/8”.

Single Copy Envelopes: Contractor’s option, 9 x 12-1/2” or suitable size to insert a publication flat. Envelope construction and sealing is per contractor’s option, to meet U.S. Postal regulations for mailing.

Cushioned Bags and Containers: Adequate size to ensure contents are not damaged during shipping.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows -

Platform: PC

Storage Media: Via secure file transfer protocol (AMRDEC).

Software: Adobe Creative Suite file, plus press ready portable document format (PDF) for publication, current versions, plus Microsoft Excel for distribution lists.

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 embedded.

The 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 native and PDF format.

All graphics and illustrations will be furnished in place within electronic files.  
CMYK and Pantone Matching System will be used for color identification.  
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Electronic file containing return address.

Mailing Addresses: Address list has quantities indicated. A tally showing the number of issues to insert in envelopes will be provided. At contractor's option, CD or DVD in ASCII using Access (PC-compatible) containing the mailing list can be provided. Labels will be ZIP code sorted.

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

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, carried on copy or film, must not print on finished product, except where specifically indicated as part of the mailing address.

Upon receipt of the mail list, contractor shall compare the quantities listed in this contract to the data received and make GPO and the Agency aware of any concerns or significant discrepancies immediately. Contractor shall CASS certify and NCOA process the list and submit the certification paperwork to GPO with invoice voucher. Projected per piece weight and CASS certification and NCOA processing paperwork shall be included with the proofs sent to the Agency.

**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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

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

All halftones (duotones) must be 175-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. 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. (NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government).

### **PROOFS:**

**IF PRINTED DIGITAL:** Two (2) set(s) of digital color one-off proofs created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the production run.

**IF PRINTED OFFSET:** Two (2) sets of digital color content proofs should be sent to Agency. One set will be returned to contractor with revisions marked, as needed. 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. Covers 1 and 4 Only:

Two (2) set(s) of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for the entire publication.

At contractor's option, two (2) set(s) of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications.

See instructions at:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-endors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.



Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 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, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. (This requirement does not apply to inkjet proofs.)

Author's alterations (AAs) proofs shall be digital color content PDF proofs, provided via e-mail to: [diana.k.dean.civ@mail.mil](mailto:diana.k.dean.civ@mail.mil) or to an alternate address to be provided by the Agency at the Government's option.

Author's alterations (AAs) may occur occasionally during the proofing stage. Any such changes will be supplied by the Agency with the returned proofs, up to a maximum of eight (8) typeline corrections and two (2) image adjustments (placement, color, or other). AAs in excess of these must be immediately brought to the attention of the contract administrator. One additional workday may be added to the schedule to accommodate AAs.

**The contractor must not print prior to notification of an "O.K. to Print".**

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 in the schedule, such operations must be accomplished within the original production schedule allotted to the specifications.

**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. 12" dated March 2011.

All paper must be of a uniform shade.

Cover: White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10. All cover paper must have the grain parallel to the fold.

Text: White Litho Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A170.

Single Copy Envelopes: Kraft (golden shade), basis weight: 28 or 32 lbs. per 500 sheets, 17 x 22". At contractor's option, a stock other than Kraft can be substituted as long as it meets U.S. Postal regulations.

**PRINTING/INK:** At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 2 standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175 line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

**Pamphlets:** Covers 1 and 4 print in 4-color process. Top coat with clear gloss aqueous coating.

Covers 2 and 3 print in black ink and/or one additional ink color as indicated on the print order. Contractor has the option to build the additional ink color out of 4-color process.

Text Pages print in black ink only or print in black ink plus one additional ink color scattered throughout as indicated on the print order. Ink traps. Match Pantone number as indicated on the 2511 print order. Pantone colors cannot be built from process inks.

**Envelopes:** Print type and line matter on the side opposite the seams in black ink. Return address type is different for each of the publications.

Contractor to direct address (or create & securely affix suitable address labels to the face of each envelope) from the furnished mailing list/disk.

**MARGINS:** Margins will be as indicated on the print order, or per supplied electronic files. Covers 1 and 4 print full bleed. Approximately 20% of text pages will contain bleeds.

Envelopes do not bleed; adequate gripper margin.

**BINDING:** Saddle-wire stitch in two places on the 10 7/8" side. Trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Score cover on fold with grain parallel to fold; cracking will not be acceptable.

**PACKING AND LABELING:**

Bulk Shipments: Pack in shipping containers of 32 pounds capacity. Pack suitably in containers as appropriate. Products shall not be mixed within bundles or containers. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width. One sample copy of the product packaged in each bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the first page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc). Contractor to reproduce shipping container labels, fill in appropriate blanks and attach to shipping containers.

Packing List: Each shipment (except envelopes/packages that are mailed) shall contain a packing list that includes:

- (1) Name and address of consignor
- (2) Name and address of consignee
- (3) Requisition, program, print order, and GPO jacket numbers
- (4) Bill of lading number if any
- (5) Description of the material shipped, including:
  - (a) Publication number and title, if applicable, and date
  - (b) Quantity per container and total quantity
  - (c) Total number of containers
  - (d) Total number of pallets

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet, and in the case of truckload shipments be placed near the tailgate of the trailer.

**Mailed Shipments:** Insert single and multiple copies (not to exceed 30 copies) into Kraft envelopes, cushion (bubble padded) bags, or containers. Affix a contractor-furnished label to each unit of mail inserted/package in contractor furnished Kraft envelopes.

All reproduction copy for any one order shall be wrapped in one package or inserted in a Kraft envelope and must be protected by cardboard or other means to guarantee safe delivery.

Labeling and Marking Specifications (GPO Form 905): See GPO Contract Terms Booklet, Publication 310.2. for more information.

All expenses incidental to packing and labeling bundles and containers must be borne by the contractor.

**RECEIPTS FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity shipped and/or delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

**DISTRIBUTION:**

**Army Chemical Review pamphlets:**

Deliver F.O.B. Destination (at contractor's expense) via traceable means:

1 Copy to: U.S. Government Publishing Office  
Federal Depository Library Program  
Mail Stop: FDLP  
44 H Street, NW, Loading Dock  
Washington, DC 20401  
Marked: **Item No. 0346-A**

15 Copies to: Library of Congress  
US Serials and Government Documents Section  
US Anglo Division  
Stop 4276  
101 Independence Avenue, SE  
Washington, DC 20540-4274  
Marked: **Depository File Copies**  
(Must deliver via Fedex, UPS or USPS)

65 Copies to: U.S. Government Publishing Office  
Documents Warehouse  
8660 Cherry Lane  
Laurel, MD 20707  
Marked: **Subscription Stock, Req. No., Program 2730-S**

Balance to: Army Chemical Review Professional Bulletin  
(includes 80 ATTN: Diana Dean  
Blue Labels) 14010 MSCoE Loop Bldg. 3201, Suite 2661  
Approx. 1,000 Fort Leonard Wood, MO 65473-8702  
**Inside delivery required to military installation. Access credentials required.**  
NOTE: This address must be used as the return address printed on all  
mailed and shipped items (envelopes, packages and cartons).

**Mail F.O.B. Contractor's City:** Approximately 2,470 copies to 930 domestic addresses and international addresses.

Contractor will be required to pay postage for each mailing. Contractor will be reimbursed for postage.

**Military Police Professional Bulletin pamphlets:**

**Deliver F.O.B. Destination (at contractor's expense) via traceable means:**

- 1 Copy to: U.S. Government Publishing Office  
Federal Depository Library Program  
Mail Stop: FDLP  
44 H Street, NW, Loading Dock  
Washington, DC 20401  
Marked: **Item No. 0325-F-04**
- 15 Copies to: Library of Congress  
US Serials and Government Documents Section  
US Anglo Division  
Stop 4276  
101 Independence Avenue, SE  
Washington, DC 20540-4274  
Marked: **Depository File Copies**  
(Must deliver via Fedex, UPS or USPS)
- 175 Copies to: U.S. Government Publishing Office  
Documents Warehouse  
8660 Cherry Lane  
Laurel, MD 20707  
Marked: **Subscription Stock, Req. No., Program 5506-S**
- 5 Copies to: U.S. Government Publishing Office  
Manager, GPO Bookstore, Stop SSFM  
732 North Capitol Street, NW  
Washington, DC 20401-0003
- Balance to: Military Police Professional Bulletin  
(includes 80 ATTN: Diana Dean  
Blue Labels) 14010 MSCoE Loop, Bldg. 3201, Suite 2661  
Approx. 968 Fort Leonard Wood, MO 65473-8702  
**Inside delivery required to military installation. Access credentials required.**  
NOTE: This address must be used as the return address printed on all  
mailed and shipped items (envelopes, packages and cartons).

**Mail F.O.B. Contractor's City:** Approximately 4,335 copies to 870 domestic addresses and international addresses.

Contractor will be required to pay postage for each mailing. Contractor will be reimbursed for postage.

**Engineer Professional Bulletin pamphlets:**

**Deliver F.O.B. Destination (at contractor's expense) via traceable means:**

297 Copies to: U.S. Government Publishing Office  
Federal Depository Library Program (FDLP)  
Document Warehouse  
8660 Cherry Lane  
Laurel, MD 20707-4986  
Marked: **Item No. 0334-A-35**

15 Copies to: Library of Congress  
US Serials and Government Documents Section  
US Anglo Division  
Stop 4276  
101 Independence Avenue, SE  
Washington, DC 20540-4274  
Marked: **Depository File Copies**  
(Must deliver via Fedex, UPS or USPS)

75 Copies to: U.S. Government Publishing Office  
Documents Warehouse  
8660 Cherry Lane  
Laurel, MD 20707  
Marked: **Subscription Stock, Req. No., Program 2730-S**

Balance to: Engineer Professional Bulletin  
(includes 80 ATTN: Diana Dean  
Blue Labels) 14010 MSCoE Loop, Bldg. 3201, Suite 2661  
Approx. 2,500 Fort Leonard Wood, MO 65473-8702  
**Inside delivery required to military installation. Access credentials required.**  
NOTE: This address must be used as the return address printed on all  
mailed and shipped items (envelopes, packages and cartons).

**Mail F.O.B. Contractor's City:** Approximately 6,650 copies to 2,025 domestic addresses and international addresses.

Contractor will be required to pay postage for each mailing. Contractor will be reimbursed for postage.

Contractor will be required to pay postage for each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing. Contractor must obtain all permits to enter publication into the postal system. All mailing shall be made at the non-automated Standard Mail bulk rate. Contractor will ensure that all mailings have sufficient postage and documentation.

Contractor to provide PAVE and ZIP Code accuracy certification for addresses and meet any other requirements to insure Standard Mail rates from the U.S. Postal Service. The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable.

**DEPARTMENTAL RANDOM COPIES (Blue Labels):** The following plan applies for selecting **80** random samples for each order.

1. Divide the entire lot into 80 sublots.
2. Choose 1 copy from each subplot. Do not choose copies from the same general area in each subplot.
3. Sign and date the Selection Certificate and pack it with the inspection samples and a copy of the print order.

Blue Label samples must deliver to the agency address listed under “DISTRIBUTION”. Blue Label samples must be packed separately and identified by a Government-furnished blue-colored label which is to be affixed to each container. The Government will furnish initial copies of the required blue label and certificate, and the contractor will reproduce copies as needed. Blue Label samples must be recorded separately on all shipping documents and constitute a part of the total quantity ordered; **no additional charge will be allowed.**

**FEDERAL DEPOSITORY LIBRARY PROGRAM COPIES:** Cartons containing “Depository Copies” delivered to the Federal Depository Library Program must be clearly marked to indicate the total number of cartons in the shipment. For example: 1 of 3; 2 of 3; 3 of 3.

**LIBRARY OF CONGRESS DEPOSITORY FILE COPIES:** Must be shipped via FedEx, UPS or USPS due to security requirements.

**RETURN OF GOVERNMENT FURNISHED MATERIALS:** If furnished, the original furnished CD/DVD must be returned to Agency with the proofs for Agency re-use. If required, Author’s Alternations will be overwritten on this CD/DVD and returned to contractor with the returned proofs.

In the event that the Agency requests that the contractor make changes to the furnished files during the proofing stage, at the agency’s request, or per the specifications, the contractor must create a revised CD with all changes incorporated therein for return to the agency after completion of the order.

All furnished disks should be returned to the Agency. Furnished lasers should be destroyed 30 days after completion of mailing.

All expenses incidental to the pickup and return of all proofs, Government Furnished Material and furnished samples 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). The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destinations specified.

No definite schedule for pickup of material can be predetermined. At contractor’s expense, furnished material plus proofs must be picked up from and delivered to the Fort Leonard Wood, MO address in “Distribution”. **Inside delivery and pickup of materials is required, to and from the agency contact in Bldg. 3201, Suite 2661. Access credentials required for entry onto military installation.**

It is expected that *Army Chemical Review* pamphlets will be ordered in May and November, *Military Police Professional Bulletin* pamphlets will be ordered in February and August, and *Engineer Professional Bulletin* pamphlets will be ordered in March, July, and November.

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.

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

|  | <u>WD After</u> |
|--|-----------------|
| Contractor delivers Proofs.....                                      | 5               |
| Contractor pickup Proofs.....  | 3               |
| Contractor emails revised proofs due to AAs<br>(when required) ..... | 1               |
| Contractor must complete mailing and delivery at destinations.....   | 6               |

For example, if the contractor is notified by the government that an order is available for pickup on Monday, proofs should be received by Agency on or before the following Monday. The Agency will review and have the proofs ready for the contractor to pick-up by Thursday. The contractor must complete mailing and delivery at destination by the 2<sup>nd</sup> Monday, six workdays after the approval is given.

- Complete order must deliver, including Blue Labels, GPO Depository, File and Subscription copies, and returned government furnished materials.

All pickups and deliveries must be made Monday through Friday, exclusive of Federal Holidays, before 3:30 pm local prevailing time.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

### SECTION 3. - DETERMINATION OF AWARD

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

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

|         | (1)   | (2)    |
|---------|-------|--------|
| I. (a)  | 7     | 62     |
| (b)     | 4     | 54     |
| (c)     | 364   | 22,568 |
| (d)     | 72    | 4,513  |
| (e)     | 7     | 100    |
| II. (a) | 3,876 |        |
| (b)     | 4,360 |        |
| (c)     | 969   |        |
| (d)     | 485   |        |



**SECTION 4. - SCHEDULE OF PRICES**

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

**Bidder must make an entry in each of the spaces provided.** Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order **MUST** be confirmed in writing by the Contracting Officer, If such orders are placed by the agency, and no Modification is received from the GPO, the contractor is to notify GPO immediately. Failure to do so may result in nonpayment.

**CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES.**

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

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

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials, including paper, proofs, and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. See item II for additional costs.

|   | <u>Makeready<br/>and/or Setup</u><br>(1) | <u>Running<br/>Per 100 copies</u><br>(2) |
|---|--|--|
| (a) Covers 1 and 4 print in 4-color process plus<br>Aqueous, and covers 2 and 3 in black.....per complete cover....       | \$ _____                                 | \$ _____                                 |
| (b) Additional cost for Covers 2 and 3 printing in a<br>2nd ink color (4-color process build) .....per complete cover.... | \$ _____                                 | \$ _____                                 |
| (c) Text pages printing in black ink only..... per page .....   | \$ _____                                 | \$ _____                                 |
| (d) Text pages printing in black + 1 add'l color of ink..... per page .....   | \$ _____                                 | \$ _____                                 |
| (e) Envelopes, cushioned bags, printing in black ink ..... per order .....  | \$ _____                                 | \$ _____                                 |
| (Faxed proof of return addresses required with first order)   |  |  |

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

**COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID**

**II. PACKING:** Prices offered shall include all costs related to inserting, addressing and labeling.

**Mailed copies:**

- (a) Single Copy Envelopes .....per envelope.....\$ \_\_\_\_\_
- (b) Multiple copies in Kraft envelope or in  
cushioned shipping bags (2 to 5 copies) .....per envelope/bag .....\$ \_\_\_\_\_
- (c) Multiple copies in containers or in  
cushioned shipping bags (6 to 80 copies) .....per bag/container.....\$ \_\_\_\_\_

**Bulk Shipments:**

- (d) Bulk shipment (f.o.b. destination) copies in containers.....per container .....\$ \_\_\_\_\_

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**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 points(s), in exact accordance with specifications.

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

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

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)

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

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

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

\*\*\*\*\*  
THIS SECTION FOR GPO USE ONLY  
Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)  
\*\*\*\*\*