

Title: Army Pamphlets and Books

		Gray Graphics		Las Vegas Color		Lithexcel		McDonald & Eudy		
		BASIS OF	190-38435		270-50580		300-52436		190-56520	
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST						
I.	PRINTING AND BINDING :									
1.	Looseleaf per page									
(a)	Makeready and/or Setup Charge									
(1)	Format A.....	1,500	2.50	3,750.00	0.77	1,155.00	1.00	1,500.00	5.50	8,250.00
(2)	Format B.....	2,000	3.00	6,000.00	0.77	1,540.00	1.00	2,000.00	5.50	11,000.00
(3)	Format C.....	60,925	3.00	182,775.00	0.55	33,508.75	1.00	60,925.00	5.50	335,087.50
(b)	Running.....Per 1,000 Copies									
(4)	Format A.....	750	1.30	975.00	3.80	2,850.00	10.00	7,500.00	2.60	1,950.00
(5)	Format B.....	330	1.40	462.00	8.55	2,821.50	15.00	4,950.00	2.60	858.00
(6)	Format C.....	25,384	1.50	38,076.00	4.55	115,497.20	20.00	507,680.00	2.60	65,998.40
2.	Side-Stitched per page									
(a)	Makeready and Setup Charge									
(1)	Format A.....	1,720	3.00	5,160.00	0.77	1,324.40	1.50	2,580.00	5.50	9,460.00
(2)	Format B.....	2,080	4.00	8,320.00	0.77	1,601.60	1.50	3,120.00	5.50	11,440.00
(3)	Format C.....	28,380	4.00	113,520.00	0.60	17,028.00	1.50	42,570.00	5.50	156,090.00
(b)	Running.....Per 1,000 Copies									
(4)	Format A.....	4,220	1.40	5,908.00	4.00	16,880.00	11.00	46,420.00	2.60	10,972.00
(5)	Format B.....	220	1.50	330.00	9.50	2,090.00	16.00	3,520.00	2.60	572.00
(6)	Format C.....	9,436	1.60	15,097.60	4.77	45,009.72	20.00	188,720.00	2.60	24,533.60
3.	Covers: per page includes binding									
(a)	Makeready and Setup Charge									
(1)	Format A.....	60	20.00	1,200.00	0.77	46.20	5.00	300.00	50.00	3,000.00
(2)	Format B.....	60	25.00	1,500.00	0.77	46.20	5.00	300.00	50.00	3,000.00
(3)	Format C.....	570	30.00	17,100.00	0.77	438.90	5.00	2,850.00	50.00	28,500.00
(b)	Running.....Per 1,000 Copies									
(4)	Format A.....	94	10.00	940.00	4.25	399.50	20.00	1,880.00	30.00	2,820.00
(5)	Format B.....	10	12.00	120.00	9.55	95.50	20.00	200.00	30.00	300.00
(6)	Format C.....	148	15.00	2,220.00	5.55	821.40	20.00	2,960.00	30.00	4,440.00
4	Fold-ins: Printing in Black ink/Format C only:									
(a)	One side only/inserting throughout text/per fold-in unit									
(3)	Format C - Makeready and/or Setup	3,236	20.00	64,720.00	7.55	24,431.80	10.00	32,360.00	30.00	97,080.00
(a)	Running.....Per 1,000 Copies									
(6)	Format C.....	502	15.00	7,530.00	15.55	7,806.10	25.00	12,550.00	8.75	4,392.50
(b)	One side only/gather in sets/per fold-in unit									
(3)	Format C - Makeready and/or Setup	104	20.00	2,080.00	7.55	785.20	10.00	1,040.00	30.00	3,120.00
(b)	Running.....Per 1,000 Copies									
(6)	Format C.....	128	10.00	1,280.00	15.55	1,990.40	25.00	3,200.00	8.75	1,120.00
(c)	Printing on second side/per fold-in unit									
(3)	Format C - Makeready and/or Setup	59	10.00	590.00	7.55	445.45	5.00	295.00	25.00	1,475.00
(c)	Running.....Per 1,000 Copies									
(6)	Format C.....	118	5.00	590.00	9.55	1,126.90	20.00	2,360.00	6.00	708.00
II.	PAPER:									
(a)	White Offset Book (50-lb.) per 1,000 leaves									
(1)	Format A.....	2,485	4.00	9,940.00	2.75	6,833.75	7.00	17,395.00	7.50	18,637.50
(2)	Format B.....	275	7.80	2,145.00	5.55	1,526.25	9.00	2,475.00	7.50	2,062.50

(6)	Format C.....	25,384	7.20	182,764.80	15.00	380,760.00	4.50	114,228.00	3.50	88,844.00
2.	Side-Stitched per page									
(a)	Makeready and Setup Charge									
(1)	Format A.....	1,720	0.80	1,376.00	0.00	0.00	0.20	344.00	1.00	1,720.00
(2)	Format B.....	2,080	1.00	2,080.00	0.00	0.00	0.35	728.00	1.00	2,080.00
(3)	Format C.....	28,380	1.20	34,056.00	0.00	0.00	0.35	9,933.00	1.00	28,380.00
(b)	Running.....Per 1,000 Copies									
(4)	Format A.....	4,220	2.50	10,550.00	15.00	63,300.00	2.50	10,550.00	2.00	8,440.00
(5)	Format B.....	220	3.00	660.00	15.00	3,300.00	4.70	1,034.00	2.50	550.00
(6)	Format C.....	9,436	3.00	28,308.00	15.00	141,540.00	4.70	44,349.20	3.50	33,026.00
3.	Covers: per page includes binding									
(a)	Makeready and Setup Charge									
(1)	Format A.....	60	8.00	480.00	0.00	0.00	3.00	180.00	10.00	600.00
(2)	Format B.....	60	8.00	480.00	0.00	0.00	8.00	480.00	10.00	600.00
(3)	Format C.....	570	7.00	3,990.00	0.00	0.00	8.00	4,560.00	10.00	5,700.00
(b)	Running.....Per 1,000 Copies									
(4)	Format A.....	94	10.00	940.00	50.00	4,700.00	5.00	470.00	10.00	940.00
(5)	Format B.....	10	20.00	200.00	50.00	500.00	10.00	100.00	10.00	100.00
(6)	Format C.....	148	10.00	1,480.00	50.00	7,400.00	10.00	1,480.00	10.00	1,480.00
4	Fold-ins: Printing in Black ink/Format C only:									
(a)	One side only/inserting throughout text/per fold-in unit									
(3)	Format C - Makeready and/or Setup	3,236	5.00	16,180.00	0.00	0.00	25.00	80,900.00	10.00	32,360.00
(a)	Running.....Per 1,000 Copies									
(6)	Format C	502	27.00	13,554.00	10.00	5,020.00	20.00	10,040.00	10.00	5,020.00
(b)	One side only/gather in sets/per fold-in unit									
(3)	Format C - Makeready and/or Setup	104	6.00	624.00	0.00	0.00	20.00	2,080.00	10.00	1,040.00
(b)	Running.....Per 1,000 Copies									
(6)	Format C	128	25.00	3,200.00	8.00	1,024.00	20.00	2,560.00	10.00	1,280.00
(c)	Printing on second side/per fold-in unit									
(3)	Format C - Makeready and/or Setup	59	9.00	531.00	0.00	0.00	25.00	1,475.00	10.00	590.00
(c)	Running.....Per 1,000 Copies									
(6)	Format C	118	6.00	708.00	10.00	1,180.00	5.00	590.00	10.00	1,180.00
II.	PAPER:									
(a)	White Offset Book (50-lb.) per 1,000 leaves									
(1)	Format A.....	2,485	4.60	11,431.00	3.00	7,455.00	2.50	6,212.50	4.00	9,940.00
(2)	Format B.....	275	8.00	2,200.00	7.00	1,925.00	7.50	2,062.50	8.00	2,200.00
(3)	Format C.....	18040	2.20	39,688.00	7.00	126,280.00	7.50	135,300.00	8.00	144,320.00
(b)	Colored Index (110-lb.) per 1,000 leaves									
(1)	Format A.....	47	17.00	799.00	20.00	940.00	18.00	846.00	20.00	940.00
(2)	Format B.....	5	30.00	150.00	30.00	150.00	35.00	175.00	35.00	175.00
(3)	Format C.....	96	30.00	2,880.00	30.00	2,880.00	35.00	3,360.00	35.00	3,360.00
III.	ADDITIONAL OPERATIONS:									
	Shrink-film wrapping ... per 100 packages	299	13.00	3,887.00	20.00	5,980.00	15.00	4,485.00	20.00	5,980.00
IV.	PACKING AND DISTRIBUTION:									
1.	Bulk Shipments									
(a)	Packing and sealing shipping container ..									
per container	24805	1.00	24,805.00	1.50	37,207.50	1.50	37,207.50	3.00	74,415.00
(b)	Palletizing per pallet	685	15.00	10,275.00	20.00	13,700.00	20.00	13,700.00	15.00	10,275.00
2.	Mailed shipments -									

(a)	Single or multiple copies in kraft envelope (up to 200 leaves) per envelope	1220	1.00	1,220.00	1.00	1,220.00	0.35	427.00	1.00	1,220.00
(b)	Single or multiple copies, 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	225	1.00	225.00	1.25	281.25	1.25	281.25	1.50	337.50
(c)	Quantities over 12 pounds, up to 24 pounds, wrapped in shipping bundles or packed in shipping containers, at contractor's option (maximum gross weight 27 pounds) per bundle or container	115	2.00	230.00	4.50	517.50	2.00	230.00	2.00	230.00
(d)	Quantities over 24 pounds, up to 36 pounds, in shipping containers (maximum gross weight 40 pounds).... per container	365	2.00	730.00	4.50	1,642.50	2.50	912.50	3.00	1,095.00
(e)	Addressing additional labels for more than one parcel per destination ... per label	10	4.00	40.00	5.00	50.00	1.00	10.00	1.00	10.00
V.	EXPEDITING:									
(a)	Additional Charge to expedite. Per order	0	50%		5%		15%		50%	
	CONTRACTOR TOTALS			\$450,309.30		\$825,152.75		\$516,674.20		\$535,177.50
	DISCOUNT		5.00%	\$22,515.47	0.00%	\$0.00	2.00%	\$10,333.48	2.00%	\$10,703.55
	DISCOUNTED TOTALS			\$427,793.83		\$825,152.75		\$506,340.72		\$524,473.95
				AWARD						
	ABSTRACTED BY: Richard Gilbert									
	REVIEWED BY: Joy Gooden									



May 9, 2016

Dear Bidder:

This is Amendment No. 1. The specifications in our invitation for bids on Program 3362-S, scheduled for opening at 2 p.m., May 16, 2016, are amended as follows. The bid opening date is not extended.

On p. 12 of 16: Item I:

The page numeral for Line 3 is missing and some numbers have ran together. Line 3 should read as such:

3. 60 60 570 94 10 148

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Printing Office
Virginia Beach Regional Office 291 Independence Blvd., Suite 401
Virginia Beach, VA 23462

Telephone acknowledgement of this amendment is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

A handwritten signature in cursive script, appearing to read "R. W. Gilbert".

RICHARD W. GILBERT
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Virginia Beach, Virginia

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army Pamphlets and Books

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

Department of the Army

Ft. Belvoir, VA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending April 29, 2017 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 2:00p.m., prevailing Eastern Standard Time, on May 16, 2016

BID SUBMISSION: Submit bids to: U.S. Government Publishing Office, 291 Independence Blvd. Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Fax Number (757) 490-7950. 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 2:00 P.M. WILL NOT BE CONSIDERED FOR AWARD.

Do **NOT** fax double sets or extra copies of forms that have not been requested; only fax the pages in SECTION 4 of these specifications, with all of the information completed as requested.

Abstracts of contract prices are available at: [https://www.gpo.gov/gpo/abstracts/abstract.action?region=Virginia Beach](https://www.gpo.gov/gpo/abstracts/abstract.action?region=Virginia%20Beach)

For information of a technical nature call Richard Gilbert at (757) 490-7944.

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 Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication. 310.1, effective May 1979 (Rev. 8-02)).

GPO PUBLICATION. 310.2 IS AVAILABLE ON THE GPO WEB SITE AT
<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO PUBLICATION. 310.1 IS AVAILABLE ON THE GPO WEB SITE AT
<http://www.gpo.gov/pdfs/vendors/ac-sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract these operations will be declared non-responsible.

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>	<u>Alternate Standard*</u>
P-10. Process Color Match	Approved Proofs	File Setup

*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

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 April 29, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending January 31, 2016, 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 Date of Award to April 29, 2017. 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(s) all the items set forth

which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

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

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

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

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

For each order placed, contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Roy Piepenbring at roy.a.piepenbring.civ@mail.mil and Richard Sowell at richard.j.sowell2.civ@mail.mil (or to the address furnished on the Print Order). The subject line of this message shall be "Distribution Notice for Program 3362-S, P.O. E-XXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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, Virginia Beach GPO. If such orders are placed by the agency, and no Modification is received from the Virginia Beach GPO, the contractor is to notify GPO Virginia Beach immediately. Failure to do so may result in nonpayment.

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

NOTE: Contractor billing must be itemized per the Schedule of Prices – SEE SECTION 4.

Use GPO barcode with invoice: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Fax barcode sheet, purchase order, invoice, and delivery receipt with quantity represented to (202) 512-1851. For more information ... <http://www.gpo.gov/vendors/payment.htm>

SECTION 2. – SPECIFICATIONS

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

TITLE: Army Pamphlets and Books

FREQUENCY OF ORDERS: Approximately 300 orders per year. (Approximately 10 or more print orders may be placed in the same week and up to approximately five print orders may be placed on the same workday requiring the same schedule.)

QUANTITY: Approximately 100 to 4,000 copies per order.

NUMBER OF PAGES: Approximately 16 to 800 pages per order -- plus cover, when ordered. (Most orders placed will require less than 400 pages.)

Approximately 10% of all orders for FORMAT C only will require fold-ins, ranging from approximately 1 to 150 fold-ins. Fold-ins will be ordered up to 25-1/2" in length which includes an 8-1/2 x 11" blank apron.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "FORMAT" classification as follows:

FORMAT A: Any trim size up to and including 5-3/4 x 4" or a maximum unit size of 23 square inches.
(Approximately 5% of all orders.)

FORMAT B: Any trim size over 5-3/4 x 4" up to 6-1/2 x 11" or a maximum unit size of 72 square inches.
(Approximately 5% of all orders.)

FORMAT C: Any trim size over 6-1/2 x 11" up to and including 8-1/2 x 11" or a maximum unit size of 94 square inches. (Approximately 90% of all orders.)

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows

Platform: Microsoft Windows (95, 98, 2000, NT 4.0, ME, or XP) operating system.

Storage Media: CD-ROM. (Files may also be transmitted via FTP, Internet, or E-Mail.) Software:

Adobe Acrobat. (Current or near current versions will be utilized.)

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

Files will be furnished in PDF format.

Fonts: All fonts will be embedded. An occasional order may require the contractor to furnish required fonts, as specified.

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 order.

In addition, electronic media for distribution will be furnished.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

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

Unless otherwise specified, all halftones are to be 133-line screen or finer.

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

Occasionally a sample from a previous printing containing line art, halftones and text matter will need to be scanned as camera copy.

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 Adobe Acrobat Portable Document Format (PDF) 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. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

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. For more information see http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf

All paper used in each order must be of a uniform shade; and a close match by visual inspection of the JCP and/or attached color sample(s); and all paper must have the grain parallel to the fold.

Text and Fold-ins: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Covers: Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code KIO.

PRINTING: Print head-to-head or head-to-foot in black ink only.

MARGINS: Margins will be as indicated on the print order, unless otherwise specified.

Bleed pages scattered throughout. When indicated, bleeds such as rules or thumb indexes may be required on cover and text pages.

Registration is critical. When indicated, "WARNING" pages will bleed on three sides.

BINDING: Various binding styles will be ordered as follows –

Orders up to and including 396 pages (including cover pages and fold-ins):

Side-wire stitch in two places on the left binding edge or along the top edge, *as* indicated. Wire stitches must not be thicker than 20 gauge wire and may be staggered to avoid bulking; however, they must be located between the drilled holes and confined to the 3" space nearest top and bottom edges of publication for satisfactory use with automated mailing equipment.

Orders over 396 pages:

Loose-leaf – Trim four sides. Shrink-film wrap each unit.

Fold-ins will require parallel folding. The identification number in the lower right corner must be visible after folding. Insert throughout, or gather as specified, and bind with text *as* specified on the print order. All fold-ins will print with an apron.

NOTE: Occasionally, a cover leaf will collate at the back of a publication, as specified.

DRILLING: The majority of orders will require drilling. Specific drilling requirements will be indicated on the print order.

Common formats include

Drill two round holes, centered on the binding edge, 1/4" in diameter, 2-1/2" center-to-center, 3/8" from center of holes to the left binding edge.

Drill three round holes, centered on the binding edge, 3/8" in diameter, spaced 4-1/4" center-to-center, 3/8" from center of holes to the left binding edge.

Drill five round holes, centered on the binding edge. Three holes will be 7/16" in diameter, 3-1/2" center-to-center, two holes will be 3/8" in diameter, 8-1/2" center-to-center. Center of all holes to be 3/8" from left binding edge.

PACKING: Bulk Delivery –

Pack in shipping containers. Each shipping container must not exceed 40 pounds when fully packed.

All materials used in packing for distribution must be suitable for safe transportation to destination.

Products must not be mixed within bundles, shipping containers, or pallets.

PALLETIZING: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill two layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973, and any amendments thereto, as follows:

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

Type III (4-way (partial), flush, assembled, nonreversible). Size: L 40" x W 48". Full entry must be on the 40" dimension. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than one layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery.

Maximum height (including pallet) 47".

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

Packing List: Each shipment (except envelopes/packages that are mailed) shall contain a packing list showing the following data:

- (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); and,
- (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; and,
 - (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 or multiple copies (up to 200 leaves) into kraft envelopes.

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

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

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

LABELING AND MARKING:

Bulk Delivery – Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers. On some orders, the contractor may be required to print labels on a color of paper other than white or with a color of ink other than black, as indicated on the individual print order.

Mailed Shipments – Create and affix a recipient address label to the back of each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor's

option, addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags, bundles, and containers.

NOTE: Shipping container labels for Joint Publications must contain the appropriate service's rider requisition number and publications number (i.e., Air Force publications shall have a "TO" number such as TO 35A12-1C581, Marine Corps shall have a "TM" number, etc.). When required, these numbers will be furnished with the print order.

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>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: U.S. Army Publications Center, St. Louis, MO 63114.

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 U.S. Government Publishing Office, 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.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to one address in St. Louis, MO. Mail/ship balance of each order f.o.b. contractor's city.

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

Deliveries to the U.S. Army Publications and Distribution Center in St. Louis, MO must be a single complete shipment for each individual print order, delivered on Government workdays between the hours of 8:00 a.m. and 2:00 p.m. (local time). More than one shipment for the same order will be reported as a "SHORT" shipment.

All mailing shall be made at the Special Standard Mail Rate. Mailing must be made at the lowest rate for which the mailing qualifies.

Shipments are to be made traceable by reimbursable small package carrier and/or reimbursable freight. Contractor will be responsible for selection of carrier and shall ship by the most reasonable and economic method to ensure prompt delivery and safe arrival at all destinations. Contractor will be reimbursed for shipping costs by submitting applicable shipping receipts with billing invoice for payment. Charges included on contractor's billing invoice shall be the actual cost which the contractor paid for shipping service. All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

Unless otherwise specified, contractor will mail using departmental mailing permit; however, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with billing invoice for payment.

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

The contractor is cautioned that mailing permit imprint may be used only for the purpose of mailing material produced under this contract.

When using permit imprint mail, contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 291), supplied by GPO, and the appropriate mailing statement or statements, supplied by USPS.

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

NOTE: PS Form(s) 3602 or 3602-G, supplied by USPS, must be completed, to include number of pieces, weights, and postal charges, signed and verified by the entry post office. Contractor must include the GPO Jacket Number, Army Requisition Number, and Print Order Number in the block at the upper right of PS Form 3602 marked "Mailing Statement Sequence Number." Copies of this signed postal documentation and also GPO Form 712 must be included with contractor's billing invoice submitted to GPO. In addition, a copy must be forwarded within seven (7) workdays of completion of mailing to: U. S. Army Publishing Directorate, 9308 Chapek Rd., #1458, Ft. Belvoir, VA 22060. Attn: Roy Pipenbring/Dawn Wood.

Within 10 workdays of the completion of each order, contractor must send the following: a copy of billing invoice; all furnished material (including electronic media); one copy of the GPO Form 2511 (print order); one copy of the assembly sheet; and one printed sample to: U. S. Army Publishing Directorate, 9308 Chapek Rd., Bldg. #1458, Ft. Belvoir, VA 22060. (NOTE: These materials must be packaged and returned separately from the entire job, via Registered Mail, or any other traceable means.

The contractor must be able to produce a separate receipt for these materials at any time during the contract term.)

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

LOST SHIPMENTS: When required by the Government, contractor must provide receipts for proof of deliveries/shipments. Any lost shipments will be replaced by the contractor at no additional cost to the Government. When orders are shipped by the U.S. Postal Service, the contractor will be relieved of any additional shipping responsibility after surrender of the shipment to the USPS. The contractor must be able to produce a separate, signed receipt for these materials.

When notified, furnished material must be picked up from: U. S. Army Publishing Directorate, 9301Chapek Rd., Building #1458, Ft. Belvoir, VA 22060. Attn: Roy Pipenbring/Dawn Wood

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.

- Each individual order up to and including a total of 500,000 printed text pages (not including covers) must be completed and distributed within eight (8) workdays.
- The contractor will be allowed one (1) additional workday for each additional 250,000 printed text pages, or portion thereof, on an individual order.
- For orders requiring separate covers, the contractor will be allowed one (1) additional workday for each 25,000 covers, or portions thereof.
- For orders requiring fold-ins, the contractor will be allowed one (1) additional workday for each 10,000 fold-ins, or portions thereof (up to a maximum of five (5) workdays).
- A maximum number of days allowed for production and shipment on any order is 20 workdays.

***ACCELERATED SCHEDULE:** Approximately 30% of orders placed will require a delivery schedule within 5 working days after notification of the availability of print order and furnished material. These orders will be considered as having an accelerated schedule and will be paid at the premium rate.

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 products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by the small package or freight carrier.

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 of the date of shipment (or delivery, if applicable)

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 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)	(3)	(4)	(5)	(6)
I. 1.	1,500	2,000	60,925	750	330	25,384
2.	1,720	2,080	28,380	4,220	220	9,436
3.	60	60	570	94	10	148
(a)	XXX	XXX	3,236	XXX	XXX	502
(b)	XXX	XXX	104	XXX	XXX	128
(c)	XXX	XXX	59	XXX	XXX	118

	(1)	(2)	(3)
II. (a)	2,485	275	18,040
(b)	47	5	96

III. 299

IV. 1. (a)	24,805
(b)	685
2. (a)	1,220
(b)	225
(c)	115
(d)	365
(e)	10

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all bulk shipments to St. Louis, MO and f.o.b. contractor's city for all other destinations. Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 or 1,000 will be prorated at the per-100 or per-1,000 rate.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than one blank page shall be permitted at the end of the text.

Bids for each "FORMAT" shall be for any trim size up to the maximum trim size listed for each of the "FORMATS", as outlined in "SECTION 2. – SPECIFICATIONS."

The cost of all required paper must be charged under line item II. "PAPER."

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary for the complete printing and binding of the product listed in accordance with these specifications, as applicable to the binding style(s) ordered and its respective "FORMAT" trim size group, as defined in "SECTION 2. – SPECIFICATIONS."

Fold-ins: A charge will be allowed for each fold-in unit, based on the maximum square-inch size for each "FORMAT" group, as defined in "SECTION 2. – SPECIFICATIONS." The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective "FORMAT" group, with any fractional remainder being counted as a whole.

	Makeready And/or Setup			Running Per 1,000 Copies		
	<u>Formats</u>			<u>Formats</u>		
	A	B	C	A	B	C
	(1)	(2)	(3)	(4)	(5)	(6)
1. Looseleaf: Printing in						
black ink.....per page.....	\$	\$	\$	\$	\$	\$
2. Side-stitched: Printing in						
black ink, including binding						
..... per page.....	\$	\$	\$	\$	\$	\$

(Initials)

	<u>Makeready and/or Setup</u>			<u>Running Per 1,000 Copies</u>		
	<u>FORMATS</u>			<u>FORMATS</u>		
	A	B	C	A	B	C
	(1)	(2)	(3)	(4)	(5)	(6)
3. Covers: Printing in black ink, including binding per page	\$	\$	\$	\$	\$	\$
4. Fold-ins:						
(a) Printing in black ink on one side only and inserting throughout text.... per fold-in unit.....	\$ XXX	\$ XXX	\$	\$ XXX	\$ XXX	\$
(b) Printing in black ink on one side only and gathering in sets per fold-in unit.....	\$ XXX	\$ XXX	\$	\$ XXX	\$ XXX	
(c) Printing on second side in black ink per fold-in unit.....	\$ XXX	\$ XXX	\$	\$ XXX	\$ XXX	

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered 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 the net number of leaves will be based on the following: Text: Each page-size leaf. Covers: Two page-size leaves will be allowed for each complete cover.

Fold-ins: One page-size leaf will be allowed for each "fold-in unit" based on the maximum square-inch size of the "FORMAT" group ordered. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective "FORMAT" group, with any fractional remainder being counted as a whole.

	<u>Per 1,000 Leaves</u>		
	<u>FORMATS</u>		
	A	(2)	(3)
	(1)		
(a) White Offset Book (50-lb.).....	\$	\$	\$
(b) Colored Index (110-lb.).....	\$	\$	\$

(Initials)

III. ADDITIONAL OPERATIONS: Prices offered must include the cost of all required materials and operations necessary, in accordance with these specifications.

Shrink-film wrapping.....per 100 packages..... \$ _____

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

1. Bulk Shipments –

(a) Packing and sealing shipping containersper container.....\$ _____

(b) Palletizingper pallet _____

2. Mailed Shipments –

(a) Single or multiple copies in kraft envelope (up to 200 leaves) per envelope \$ _____

(b) Single or multiple copies, 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 \$ _____

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

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

(e) Addressing additional labels for more than one parcel per destination.. per label \$ _____

V. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item II.
"PAPER," Item IV. "PACKING AND DISTRIBUTION."

(a) Percentage increase (1 to 5 workdays)..... %

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____

City _____, State _____, Zip Code _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.-SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)