

Program No 5388-S Date of Award plus up to 4 option years  
 TITLE: ARMY ECHOES

ITEM NO	DESCRIPTION	BASIS OF AWARD	Gateway Press 160-35370 UNIT RATE	COST	Gray Graphics 190-38435 UNIT RATE	COST	Intelligencer Printing 370-44800 UNIT RATE	COST
<b>I. PRINTING AND BINDING:</b>								
(a)	Pamphlet	6	1,148.00	6,888.00	1,350.00	8,100.00	1,313.25	7,879.50
(1)	Make ready and/or Setup	Per product	33.24	119,664.00	80.00	288,000.00	31.52	113,472.00
(2)	Running	Per 1,000 Copies						
<b>II. PAPER:</b>								
	Text - Each page-size leaf							
	White Matte Coated Offset Book (70-lb).....	Per 1,000 Leaves	7.01	201,888.00	8.25	237,600.00	7.35	211,680.00
<b>III. PACKING AND DISTRIBUTION:</b>								
1.	Bulk shipments -	6	1.50	9.00	2.00	12.00	10.50	63.00
2.	Packing & sealing shipping containers.....	per container						
(a)	Mailed Shipments -	3,266	35.00	114,310.00	25.00	81,650.00	21.00	68,586.00
(b)	Addressing single copies (self-mailers)...per 1,000 copies							
(c)	Single or multiple copies in kraft envelopes (up to 200 leaves)...	per 100 envelopes	100.00	300.00	100.00	300.00	15.75	47.25
(d)	Quantities over 200 leaves, up to 12 lbs, inserted into cushioned shipping bags or wrapped in shipping bundles (max. 14lbs)....	per bag or bundle	1.50	486.00	1.50	486.00	1.05	340.20
	Quantities over 12lbs, up to 24lbs, wrapped in shipping bundles or packed in small shipping containers (max.27lbs)....	per bundle or container..	2.00	2.00	2.00	2.00	2.63	2.63
<b>CONTRACTOR TOTALS</b>				\$443,547.00	\$12,323.00	\$616,150.00	\$402,070.58	
<b>DISCOUNT</b>				\$13,306.41	2.00%	\$12,323.00	5.00%	\$20,103.53
<b>DISCOUNTED TOTALS</b>				\$430,240.59		\$603,827.00		\$381,967.05

ITEM NO	DESCRIPTION	BASIS OF AWARD	Monarch Litho 300-60078 UNIT RATE	COST	Omaha Print 260-65612 UNIT RATE	COST	Universal Printing 240-90219 UNIT RATE	COST
<b>I. PRINTING AND BINDING:</b>								
(a)	Pamphlet	6	1,725.00	10,350.00	850.00	5,100.00	2,557.58	15,345.48
(1)	Make ready and/or Setup	Per product	35.00	126,000.00	23.75	85,500.00	114.74	413,064.00
(2)	Running	Per 1,000 Copies						
<b>II. PAPER:</b>								
	Text - Each page-size leaf							
	White Matte Coated Offset Book (70-lb).....	Per 1,000 Leaves	7.90	227,520.00	7.50	216,000.00	0.00	
<b>III. PACKING AND DISTRIBUTION:</b>								
1.	Bulk shipments -	6	13.50	81.00	15.00	90.00	24.24	145.44
2.	Packing & sealing shipping containers.....	per container						
(a)	Mailed Shipments -	3,266	35.75	116,759.50	15.59	50,916.94	48.74	159,184.84
(b)	Addressing single copies (self-mailers)...per 1,000 copies							
(c)	Single or multiple copies in kraft envelopes (up to 200 leaves)...	per 100 envelopes	115.00	345.00	25.000	75.00	50.61	151.83
(d)	Quantities over 200 leaves, up to 12 lbs, inserted into cushioned shipping bags or wrapped in shipping bundles (max. 14lbs)....	per bag or bundle	2.00	648.00	1.00	324.00	1.70	550.80
	Quantities over 12lbs, up to 24lbs, wrapped in shipping bundles or packed in small shipping containers (max.27lbs)....	per bundle or container..	13.50	13.50	2.00	2.00	2.27	735.48
<b>CONTRACTOR TOTALS</b>				\$481,717.00	\$358,007.94	\$358,007.94	\$589,177.87	
<b>DISCOUNT</b>				\$9,634.34	1.00%	\$3,560.08	1.00%	\$5,891.78
<b>DISCOUNTED TOTALS</b>				\$472,082.66		\$354,427.86		\$583,286.09
<b>AWARD</b>								

Abstracted by: RG  
 Reviewed by: DW

U.S. GOVERNMENT PUBLISHING OFFICE

Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Army Echoes*

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

Department of the Army

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending October 31, 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 2:00 P.M., prevailing Virginia Beach, VA time, on November 3, 2016.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 291 Independence Boulevard, Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Virginia Beach, VA Regional Office, Fax No. (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. ON THE BID OPENING DATE SPECIFIED ABOVE 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:

<https://www.gpo.gov/gpo/abstracts/abstract.action?region=VirginiaBeach>

For information of a technical nature contact Richard Gilbert at [rgilbert@gpo.gov](mailto:rgilbert@gpo.gov) or (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 the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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

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

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

**SUBCONTRACTING:** The predominant production function is printing. Bidders who must subcontract this operation 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 – Quality Level II
- (b) Finishing (item related) Attributes – Quality 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Approved Proofs
- P-8. Approved proofs
- P-10. Approved proofs

**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 October 31, 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 July 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.

**SECURITY/WARNING: PRODUCT IS DESIGNATED AS – Personally Identifiable Information (PII):** The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducible at any time prior to delivery by him to a transportation agent or delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**NOTE: PRIOR TO AWARD, THE CONTRACTOR WILL BE REQUIRED TO SUBMIT A WRITTEN EXPLANATION AS TO HOW THE CONTRACTOR WILL SAFEGUARD THE DATA PROVIDED BY THE AGENCY AND HOW THE CONTRACTOR WILL DELETE ALL PII AFTER EACH EDITION OF "ECHOES" IS MAILED. EXPLANATION MUST BE SUBMITTED VIA EMAIL (rgilbert@gpo.gov) OR FAX (757-490-7950).**

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

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Virginia Beach, VA, 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 October 31, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract. Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

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

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

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

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

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

**PAYMENT:** Billing invoices must be submitted to the U.S. Government Publishing Office for payment. Submit to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO website for more information.)

When processing billing invoices for payment, at the contractor's option, the contractor may fax the completed invoice to GPO by utilizing the GPO barcode coversheet program application. The barcode coversheet can be

accessed at: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Contractor to follow the instructions as indicated.

Facsimile transmission should only be used when no samples are required with the contractor's invoice, otherwise payment will be held up while the invoice is returned to the contractor for the required sample(s).

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

## SECTION 2. -- SPECIFICATIONS

**SCOPE:** These specifications cover the production of self-covered pamphlets requiring such operations as printing, binding, packing, mailing, and distribution.

**TITLE:** Army Echoes.

**FREQUENCY OF ORDERS:** Approximately six (6) orders per year.

**QUANTITY:** Approximately 200,000 to 600,000 copies per order.

**NUMBER OF PAGES:** Sixteen (16) pages per order.

**TRIM SIZE:** 8-1/2 x 10-7/8".

**GOVERNMENT TO FURNISH:** One CD containing InDesign print files and all supporting files. One previously produced sample will be supplied. Use this sample as a layout and color guide.

Platform: Mac

Storage Media: Files are sent both on disc and electronically

Software: Adobe InDesign

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 fonts supplied for native application InDesign processing.  
Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be deleted immediately after completion of the contract.

Additional information: Files will be furnished in PDF format or native InDesign.

Electronic media will include all illustrations and graphics furnished in place.

Low resolution visuals of electronic files will be furnished.

CMYK will be used for color identification.

Addresses for distribution will be furnished electronically (SFTP) in Excel (TXT or COMMA) file.

Addresses are in zip code order.

Address lists will be supplied via contractor FTP site.

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 on copy or film, must not print on finished product.

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

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Richard Sowell (703) 693-1442. (Contractor must notify the Government as soon as necessary in order to comply with the delivery/shipping schedule.)

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

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

Prior to outputting proofs, contractor must verify correct page breaks, etc. (re-flow of text will not be acceptable).

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

Prior to making revisions, 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 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: The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished 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.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

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

TEXT: JCP Code A240, White Matte Coated Offset Book, Basis Size 25 X 38" 70#

**PRINTING:** Print head-to-head, 4/4 CMYK, full bleed. Facing pages print to and must align across the bind. Orders must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**MARGINS:** Margins will be as indicated on the print order or furnished copy. Adequate gripper margins throughout.

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

**PROOFS:**

**\*\*RETURN ALL GFM WITH PROOFS\*\***

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

Two (2) sets of digital color content proofs of entire publication. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP)

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

Supply digital one-piece laminated proofs, one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be furnished. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009.

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.

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

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

In lieu of a corrected hard copy proof, the contractor will email PDF proof to Richard Sowell at: richard.j.sowell2.civ@mail.mil

The PDF proof will be used as a final review. PDF Proof will not be used for color match.

**PRESS SHEET INSPECTION:** The contractor should assume that a PSI will be required for each order. In the event that a PSI is requested, the following will apply: Final make-ready press sheets of will be inspected and approved at the contractor's plant (first print order) for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guideline for Contractors Holding Press Sheet Inspections) issued June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum 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 across the entire press sheet.

Call Richard Sowell 703-693-1442 with 48 HRS Notice for PSI.

**PACKING:**

Approximately 535,000 pieces will mail as single copies. These single copies will be packed for delivery to Bulk Mail Centers. Contractor is responsible for sorting and packing for delivery to the Bulk Mail Centers in order to obtain the maximum discount available at the class to be mailed. See 'Distribution'.

Approximately 6,200 pieces will mail as single copies, First Class postage.

Approximately 3,200 pieces will mail as Priority Mail Foreign.

*Mailed Shipments –*

Single copies, excepting those sent to foreign destinations, must be mailed as self-mailers.

Single copies (to foreign destinations) and multiple copies (up to 200 leaves) must be inserted 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).

**LABELING AND MARKING:**

*Bulk Shipments –*

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

Each package must be clearly labeled with the GPO jacket number, purchase order number, print order number, and the number or title of the product.

*Mailed Shipments –*

Utilizing furnished media, contractor will be required to either create recipient address labels and affix to each copy mailed singly as a self-mailer and to each unit of mail packaged in a kraft envelope, cushioned shipping bag, shipping bundle, and/or container; or, at contractor's option, directly print/image addresses onto the self-mailers, kraft envelopes, shipping bags, shipping bundles, and shipping containers.

In addition, each self-mailer and each unit of mail must carry the agency return address and permit imprint. Contractor may either create and affix a separate label to each self-mailer and each unit of mail or directly print/image the information onto each self-mailer and each unit of mail.

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

<u>Quantity</u>	<u>Number of</u>
<u>Ordered</u>	<u>Sublots</u>
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: Army Publishing Directorate  
9301 Chapek Rd., Bldg. 1458  
Ft. Belvoir, VA 22331  
ATTN: Richard Sowell 703-693-1442

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

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

**DISTRIBUTION:**

*Mailed Shipments –*

The majority of each order mails f.o.b. contractor's city, as follows -

- Approximately 535,000 single copies (self-mailers). (NOTE: These copies are to be mailed via a Bulk Mail Center. See "PACKING.")
- Approximately 6,200 single copies (self-mailers) at the First Class rate.
- Approximately 3,200 copies at the Priority Mail Foreign rate.
- Where it will be more economical, the contractor will ship bulk quantities via UPS instead of USPS using the customer's CAPS account.

The U.S. Army Publishing Agency will establish a permit and an Advance Deposit Trust Account at the contractor's specified Post Office. The contractor will mail using the permit number indicated on the print order.

The contractor must utilize the USPS Bulk Mail Centers. No alternatives to this method will be accepted.

The contractor shall ensure automation compatibility to qualify for automation Postage discounts. Contractor is required to demonstrate that they use US Postal Service Presort Accuracy Validation and Evaluation (PAVE) Certified software that has a current Coding Accuracy Support System (CASS) and Delivery Point Validation (DPV) certification from the US Postal Service. The contractor shall sort the mailing to the USPS National Distribution Center (NDC) or Sectional Center Facility (SCF) to ensure the lowest possible postage rate. Contractor will provide a Mail Pickup and Delivery schedule plan (Mail Plan) itemizing the Mail Entry locations, Postage Savings, and Freight Cost compared to Local Entry. Contractor to be reimbursed for postage and freight to BMC/SCF facilities. Contractor must process a portion of the mailing with an International Surface Air Lift permit. Contractor must be familiar with ISAL processing procedures.

All foreign mailing shall utilize the International Surface Air Lift service. NOTE: APOs are to be considered and treated as domestic mail.

A separate mailing statement (e.g. domestic Postal Forms 3602, 3602-PC, or 3605-LP and international Postal Forms 3650 or 3651-LP) must be prepared for each category of identical pieces.

The contractor is cautioned that "Postage and Fees Paid" 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. 2-91), 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.

*Bulk Shipments –*

After mailing, deliver balance f.o.b. destination to:  
Army Publishing Directorate  
9301 Chapek Rd., Bldg. 1458  
Ft. Belvoir, VA 22331  
ATTN: Richard Sowell 703-693-1442

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

Upon completion of each order, all furnished material must be delivered to: Director of Military Personnel Management Office/ Deputy Chief of Staff, G, 251 18<sup>th</sup> Street South, Ste. 210, Arlington, VA 22202-3531, Attn: Mark Overberg

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

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

Furnished material must be picked up from: Director of Military Personnel Management Office/ Deputy Chief of Staff, G, 251 18<sup>th</sup> Street South, Ste. 210, Arlington, VA 22202-3531, Attn: Mark Overberg

For the first year of production under this contract, it is anticipated that orders will be placed approximately every two months.

Three (3) to five (5) workdays prior to issuance of each print order, the ordering agency will furnish contractor electronic address files for review and analysis. Contractor must review files and report any errors or problems within two (2) workdays of receipt of files to: Mark Jackson at (703) 325-264, [mark.r.jackson@us.army.mil](mailto:mark.r.jackson@us.army.mil), or Mark Overberg at (703) 325-2695, [mark.overberg@us.army.mil](mailto:mark.overberg@us.army.mil).

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.

Contractor must complete production and distribution within twelve (12) workdays after notification of availability of 'Okay to print'. PDF proofs will not be held by agency more than two (2) days.

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 the products ordered for mailing f.o.b. contractor's city must be delivered to the Post Office Bulk Mail Centers.

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). Call Richard Gilbert at 757-490-7944.

### 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 the contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under the contract for a like period of time.

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

	(1)	(2)
I.	6	3,600
II.		28,800
III. 1.		6
2.(a)		3,266
(b)		3
(c)		324
(d)		1

**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.

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 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.

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 three blank pages shall be permitted at the end of the text.

Cost of all required paper must be charged under Item II. PAPER

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Pamphlet ..... per product.....	\$ _____	\$ _____

**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. 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.

Per 1,000 Leaves

White Matte Coated Offset Book (70-lb.) .....\$ \_\_\_\_\_

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

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

1. *Bulk Shipments* –

Packing and sealing shipping containers ..... per container .....\$ \_\_\_\_\_

2. *Mailed Shipments* –

(a) Addressing single copies (self-mailers) ..... per 1,000 copies .....\$ \_\_\_\_\_

(b) Single or multiple copies in kraft envelopes  
(up to 200 leaves) ..... per 100 envelopes .....\$ \_\_\_\_\_

(c) Quantities over 200 leaves, up to 12 pounds,  
inserted into cushioned shipping bags or  
wrapped in shipping bundles (maximum 14 pounds) ..... per bag or bundle .....\$ \_\_\_\_\_

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

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

GPO Form 910  
(R 8-01) P.57021-4  
Part 1  
ORIGINAL

**U.S. GOVERNMENT PRINTING OFFICE  
Printing Procurement Department**

**BID**

All bids are subject to GPO Publication 310.2, Contract Terms (Rev. 6-01) which is incorporated by reference, and the representations and certifications on the reverse of part one of this GPO Form 910.

Shipment(s) 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, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. \_\_\_\_\_ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

or

JACKET NO. \_\_\_\_\_

BID \_\_\_\_\_

Additional \_\_\_\_\_ Rate \_\_\_\_\_

Discounts are offered for prompt payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
See Provision 12 "Discounts" in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

**Notice: Failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.**

**COMPANY SUBMITTING BID**

**PERSON AUTHORIZED TO BID**

Company \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Signature \_\_\_\_\_

GPO Contractor Code (if known) \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Facsimile Number \_\_\_\_\_

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_  
(Initials) (Initials)

## Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

### REPRESENTATIONS.

**R-1. Small business.** By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

**R-2. Small Disadvantaged Business Concern.** By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

**R-3. Women-Owned Small Business Concern.** By submission of a bid, the bidder represents that the bidder is not a women-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a women-owned small business concern.

### CERTIFICATIONS.

**C-1. Covenant Against Contingent Fees.** Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

**C-2. Buy American Certification.** Except as may be listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in clause 37 "Buy American Act" in Contract Clauses), and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

**C-3. Clean Air and Water.** Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413 (C) (1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

**C-4. Certificate of Independent Price Determination.** Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that-

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision

(b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters** (Jan. 1999). By submission of a bid-

(a)(1) The offeror certifies, to the best of its knowledge and belief, that-

(i) The offeror and/or any of its principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

**C-6. Certification of Nonsegregated Facilities** (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will-

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

### NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.



October 26, 2016

Dear Bidder:

This is Amendment No. 1. The specifications in our invitation for bids on Program 5388-S, scheduled for opening at 2 p.m., November 3, 2016, are amended as follows.

P. 7 of 17 –

Under "BINDING", the following information is added: Fold in half to approximately 8.5x5.5" and apply 3 wafer seals; two on right 5.5" side, and one on left 5.5" side.

All other specifications remain the same.

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

U.S. Government Publishing 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 black ink, appearing to read "Richard W. Gilbert".

RICHARD W. GILBERT  
Contracting Officer