

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Warrior Citizen Magazine

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 September 1, 2018 and ending August 31, 2019, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time on August 16, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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 January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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

- GPO has issued a new GPO Publication 310.2, GPO Contract Terms – Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev. 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 “BID” Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of “SECTION 4. – SCHEDULE OF PRICES.”

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Linda Giacomo at: lgiacomo@gpo.gov or (202) 512-0307.

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. 1-18)) 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) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level II.
- (b) Finishing Attributes (item related) – 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. O.K. Proofs; Average Type Dimension in Publication; Electronic Media.
- P-8. O.K. Proofs; Electronic Media.
- P-10. O.K. Proofs; Electronic Media.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (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 September 1, 2018 to August 31, 2019, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending May 31, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of August 2018 will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two (2) months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ ______ } \%$$

where X = the index for that month which is two (2) months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items under II. PAPER in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

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

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 September 1, 2018 through August 31, 2019, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

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

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

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

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

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

The Government may issue orders which provide for shipment/delivery to 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: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

WARNING: Proper control and secured 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. The contractor is cautioned that any other use of the information furnished on the electronic media is prohibited, except in fulfilling the requirements of this contract. Unless otherwise indicated herein, any resultant printouts, extra copies, materials, and/or waste must be kept accountable and then destroyed.

SECTION 2. – SPECIFICATIONS

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

TITLE: Warrior Citizen Magazine.

FREQUENCY OF ORDERS: Quarterly.

QUANTITY: Approximately 275,000 to 325,000 copies per order.

NUMBER OF PAGES:

Magazine – Approximately 32 to 64 pages (plus cover) per order.

Poster – Face only or face and back.

TRIM SIZE:

Magazine – 8-3/8 x 10-7/8”.

Poster – 18 x 23”.

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

Platform: IBM (compatible) with Windows XP; Macintosh G5

Storage Media: FTP; Email

Software: Adobe InDesign CS2; Adobe Illustrator CS2; Adobe Photoshop CS2;
and/or QuarkXPress 6.5

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

Fonts: All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in native application or program format.

Visual of furnished electronic files may be provided.

Visual will be output at less than 100% to show bleeds.

CMYK will be used for color identification.

Color separations have not been made.

Contractor required to provide trapping (chokes and spreads).

Contractor to ensure electronic files are psychologically color corrected

(i.e. neutral fleshtones, green grass, blue skies) to be reproduced at various focuses.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Addresses for distribution will be furnished electronically, via FTP or email, in a Microsoft Excel or ASCII text-delimited file format. (Fixed block ASCII format, CONUS record length 110, sorted in ZIP code sequence, OCONUS record length 200.) Contractor may reformat, if necessary, to suit contractor's equipment at no additional cost to the Government.

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

Contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

DATA STORAGE: Furnished electronic media must be stored on a contractor-furnished database. When edited files are furnished, contractor must incorporate the edited portion into the database prior to submission of proofs.

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 immediately reported to the ordering agency.

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.

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

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

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

PROOFS: Two (2) sets of digital color content proofs in book form. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

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

At contractor’s option, two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: www.gpo.gov/gporestarget.pdf.

NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44_a64308413ff00001d133d.pdf. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as BRUNNER, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

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

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

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 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

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

Text – White Litho (Gloss) Coated Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A170.

Cover – White No. 2 Coated Text, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182. (NOTE: Exception to Paper Specifications Standard (March 2011, No. 12), under "Testing" – The acceptance criteria in Part 4 shall apply for opacity only.)

Poster – White No. 2 Coated Text, Gloss-Finish, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182. (NOTE: Exception to Paper Specifications Standard (March 2011, No. 12), under "Testing" – The acceptance criteria in Part 4 shall apply for opacity only.)

PRINTING:

Magazine – Print Covers 1 through 4 and text pages head-to-head in four-color process.

Printing consists of text matter, four-color process illustrations, halftones, flat tones, and process color screen builds. Each issue will contain multiple facing pages with process color and/or halftone images, printing full/partial bleeds, and aligning across the bind.

After printing, coat the entire surface of Covers 1 and 4 with a gloss, aqueous coating.

Poster – Print poster face only or face and back in four-color process.

NOTE: Products must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum four printing units).

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant 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 makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. 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.

Viewing Light – Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009. A viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Margins will be as indicated on the print order or furnished media.

BINDING:

Magazine – Saddle-wire stitch in two places and trim three (3) sides. 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.

Poster – Trim four (4) sides. Fold from 18 x 23" down to 7-5/8 x 9". Posters will be tipped into publications (placement as specified by the ordering agency) with a fugitive glue in such a manner that poster shall remain attached during normal use of publication but may be removed without damage to either the publication or the poster. The fugitive glue shall not have residual show-through on either the text page or the poster. (Posters will not be trimmed to the finished size of the magazine.)

PACKING:

Bulk Shipments – Pack in shipping containers.

Mailed Shipments – Single copies must be mailed as self-mailers.

Quantities over 200 leaves, up to 36 pounds, must be inserted into cushioned shipping bags, wrapped in shipping bundles, or packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk Shipments – Contractor to download GPO Form 905 (Rev. 7-15) – Labeling and Marking Specifications which can be located at GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments – Affix a recipient address label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in cushioned shipping bags, shipping bundles, and shipping containers.

At contractor's option, imaging systems may be used for self-mailers. Conventional labels must be produced for all shipping bags, shipping bundles, and shipping containers.

NOTE: Mailing permit imprint and departmental return address (on self-mailers) print in black ink.

BAR CODING: The furnished distribution files will have the standard five position zip code.

The contractor will be required to expand to Zip + 4 with check digit format. In addition, the contractor will be required to produce a report with zip-code information in accordance with current USPS regulations.

International Standard Book Number System (ISBN) Bookland/EAN Bar Code Markings – The specifications on the Bookland/EAN bar code symbology required on publications using the International Standard Book Number System (ISBN) are in accordance with the requirements established in the UPC Symbol Specifications Manual, January 1986. Contractor must position bar code in accordance with current USPS regulations.

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

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper, and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: Warrior Citizen Magazine, Attn: Melissa Russell – Editor, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231.

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

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

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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located at GPO.gov. 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. A copy of the print order must be included with the samples.

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 U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Ordering Agency Distribution –

Three (3) workdays prior to complete distribution, deliver f.o.b. destination 451 advance copies as follows:

- 300 Warrior Citizen Magazine, Attn: Melissa Russell – Editor, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231
- 100 U.S. Army Reserve Command, Attn: ARRC-ARC-PA, 4710 Knox Street, Fort Bragg, NC 28310
- 50 Powell Tate, Attn: Amy Leonardi, 733 10th Street, NW, 6th Floor, Washington, DC 20001 or Amy Leonardi, 9805 Kiskonko Road, Fort Washington, MD 20744
- 1 Army Publishing Directorate, Attn: Karen Rodriguez, 9301 Chapek Road, Building 1458, 1NE4313, Fort Belvoir, VA 22060-5447

Mail/ship f.o.b. contractor's city balance of agency copies.

NOTE: The majority of copies on each order will mail as self-mailers. Approximately 1,000 to 6,000 copies per order will require multiple-copy distribution. Contractor will be required to determine the most cost effective mode (USPS or small package carrier) for distribution of multiple copies to a single address.

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

All mailing shall be made at the USPS Presorted Standard mail rates utilizing drop shipment method – unless otherwise specified.

Contractor will mail using departmental permit imprint; however, orders which result in mailing of less than 200 pieces or less than 50 pounds will require the contractor to apply 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.

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, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15) and the appropriate mailing statement(s) supplied by USPS. A fillable GPO Form 712 – Certificate of Conformance can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

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: In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) and the Coding Accuracy Support System (CASS) service databases to verify addresses are NCOA and CASS certified. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Within five (5) workdays of completion of mailing, contractor must submit a complete copy of all USPS mailing statements (including weights and mailing costs validated with USPS stamp) to: Army Publishing Directorate, Attn: Karen Rodriguez, 9301 Chapek Road, Building 1458, 1NE4313, Fort Belvoir, VA 22060-5447 and Warrior Citizen Magazine, Attn: Melissa Russell – Editor, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231.

All applicable USPS mailing statements must be identified with the GPO program, jacket, and print order numbers, as appropriate.

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 package 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.

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 economical method to ensure prompt delivery and safe arrival at all destinations. Contractor will be reimbursed for shipping costs by submitting all applicable shipping receipts with billing invoice for payment. Charges included on contractor's billing invoice shall be the actual cost that the contractor paid for shipping service. Inside delivery to room number(s) specified is required. A signed receipt is required.

GPO Distribution –

Deliver f.o.b. destination a total of approximately 100 to 200 copies (subscription, file, and depository) to approximately three (3) addresses within the commercial zone of Washington, DC. (Inside delivery to room number(s) specified may be required.)

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

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mailed/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 134-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailed/shipping method, and title of publication. Contractor must be able to provide copies of all delivery, mailing, and/or shipping receipts upon agency request.

Upon completion of each order, digital deliverables and one (1) sample copy must be delivered to: Powell Tate, Attn: Amy Leonardi, 733 10th Street, NW, 6th Floor, Washington, DC 20001 or Amy Leonardi, 9805 Kiskonko Road, Fort Washington, MD 20744.

Within 10 workdays of completion of each order, contractor must deliver an itemized copy of each billing invoice to: Army Publishing Directorate, Attn: Karen Rodriguez, 9301 Chapek Road, Building 1458, 1NE4313, Fort Belvoir, VA 22060-5447.

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

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

Print order and electronic files will be furnished via FTP and/or email.

Proofs must be delivered to and picked up from:

- One (1) set of digital content proofs and one (1) set of the digital one-piece composite laminated halftone proofs to: Powell Tate, Attn: Amy Leonardi, 733 10th Street, NW, 6th Floor, Washington, DC 20001 or Amy Leonardi, 9805 Kiskonko Road, Fort Washington, MD 20744.
- One (1) set of digital content proofs and one (1) set of the digital one-piece composite laminated halftone proofs to: Warrior Citizen Magazine, Attn: Melissa Russell – Editor, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231.

No definite schedule for placement of orders 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.

- Contractor must complete production and distribution within 15 workdays of notification of availability of print order and furnished material.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof, press sheet inspection, and transit time is included in the 15-workday schedule.

Advance copies must be delivered three (3) workdays prior to complete distribution.

NOTE: If revised proofs are required due to Author's Alterations, contractor must submit revised proofs within two (2) workdays of notification of required revised proofs. Notification of approval or additional changes/corrections will be provided within one (1) workday of receipt of revised proofs.

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and all shipments mailed/shipped f.o.b. contractor's city must be delivered to the U.S. Postal Service or small package 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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD

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

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

	(1)	(2)
I. (a)	192	57,600
(b)	4	1,200
(c)	1	300

II. (a)	28,800
(b)	2,400
(c)	300

III. 1.	40
2. (a)	1,020
(b)	400

SECTION 4. – SCHEDULE OF PRICES

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

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

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

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

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

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

A charge will be allowed for each text page, whether printed or blank.

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

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

Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including proofs) 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)
(a) <i>Text</i> – Printing in four-color process, including binding..... per page.....	\$ _____	\$ _____
(b) <i>Cover</i> – Printing in four-color process, including binding and aqueous coating..... per complete cover.....	\$ _____	\$ _____
(c) <i>Poster</i> – Printing in four-color process, including folding and tipping into publication..... per side.....	\$ _____	\$ _____

(Initials)

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 products 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.

Cover – Two page-size leaves will be allowed for each complete cover.

Poster – Each poster leaf.

Per 1,000 Leaves

(a) White Litho (Gloss) Coated Book (60-lbs.)\$_____

(b) White No. 2 Coated Text, Gloss-Finish (100-lbs.)\$_____

(c) White No. 2 Coated Text, Gloss-Finish (70-lbs.)\$_____

III. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; bar coding (as applicable); labeling and marking; NCOA/CASS verification; and complete 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) Quantities over 200 leaves, up to 36 pounds,
inserted into cushioned shipping bags,
wrapped in shipping bundles, or
packed in shipping containers
(maximum gross weight 40 pounds)per bag, bundle, or container\$_____

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

Post Office located at Street Address_____.

City_____, State_____, Zip Code_____.

(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

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

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

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

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email Address)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
