

Prog:	499-S				
Title:	Federal Aviation Administration (FAA) Charts for the Department of Defense (DoD)				
Agency:	DLA Data Management Services / DLA Aviation				
Term:	Beginning Date of Award and ending 01.31.2020				
			WILLIAMS & HEINTZ MAP CORP. Capitol Heights, MD		
		BASIS OF			
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE COST
I.	PRINTING AND BINDING:				
1.	21 x 40":				
	(a) Printing one side only in a single ink color, including binding.....per product				
	(1) Makeready and/or Setup	6	435.00	2,610.00	
	(2) Running Per 1,000 Copies	146	90.00	13,140.00	
	(b) Printing second side in a single ink color.....per product				
	(1) Makeready and/or Setup	5	250.00	1,250.00	NEW
	(2) Running Per 1,000 Copies	31	30.00	930.00	
	(c) Printing each side in an additional ink color not charged for under line items I. 1. (a) and (b).....per color/per side				
	(1) Makeready and/or Setup	33	250.00	8,250.00	
	(2) Running Per 1,000 Copies	833	30.00	24,990.00	TERM
2.	21 x 60":				
	(a) Printing one side only in a single ink color, including binding.....per product				
	(1) Makeready and/or Setup	13	750.00	9,750.00	CONTRACT
	(2) Running Per 1,000 Copies	292	110.00	32,120.00	
	(b) Printing second side in a single ink color.....per product				
	(1) Makeready and/or Setup	12	350.00	4,200.00	
	(2) Running Per 1,000 Copies	263	40.00	10,520.00	
	(c) Printing each side in an additional ink color not charged for under line items I. 2. (a) and (b).....per color/per side				
	(1) Makeready and/or Setup	75	350.00	26,250.00	
	(2) Running Per 1,000 Copies	1,662	40.00	66,480.00	
3.	31 x 40":				
	(a) Printing one side only in a single ink color, including binding.....per product				
	(1) Makeready and/or Setup	31	750.00	23,250.00	
	(2) Running Per 1,000 Copies	730	110.00	80,300.00	
	(b) Printing second side in a single ink color.....per product				
	(1) Makeready and/or Setup	28	350.00	9,800.00	
	(2) Running Per 1,000 Copies	657	40.00	26,280.00	
	(c) Printing each side in an additional ink color not charged for under line items I. 3. (a) and (b).....per color/per side				
	(1) Makeready and/or Setup	178	350.00	62,300.00	
	(2) Running Per 1,000 Copies	4,160	40.00	166,400.00	
4.	31 x 60":				
	(a) Printing one side only in a single ink color, including binding.....per product				
	(1) Makeready and/or Setup	31	750.00	23,250.00	
	(2) Running Per 1,000 Copies	730	110.00	80,300.00	
	(b) Printing second side in a single ink color.....per product				
	(1) Makeready and/or Setup	28	350.00	9,800.00	
	(2) Running Per 1,000 Copies	657	40.00	26,280.00	

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			WILLIAMS & HEINTZ MAP CORP.			
			Capitol Heights, MD			
		BASIS OF				
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
(c)	Printing each side in an additional ink color not charged for under line items I. 4. (a) and (b).....per color/per side					
(1)	<u>Makeready and/or Setup</u>	178	350.00	62,300.00		
(2)	<u>Running Per 1,000 Copies</u>	4,160	40.00	166,400.00		
5.	36 x 40":					
(a)	Printing one side only in a single ink color, including binding.....per product					
(1)	<u>Makeready and/or Setup</u>	25	750.00	18,750.00		
(2)	<u>Running Per 1,000 Copies</u>	584	110.00	64,240.00		
(b)	Printing second side in a single ink color.....per product					
(1)	<u>Makeready and/or Setup</u>	23	350.00	8,050.00		NEW
(2)	<u>Running Per 1,000 Copies</u>	473	40.00	18,920.00		
(c)	Printing each side in an additional ink color not charged for under line items I. 5. (a) and (b).....per color/per side					
(1)	<u>Makeready and/or Setup</u>	145	350.00	50,750.00		
(2)	<u>Running Per 1,000 Copies</u>	3,229	40.00	129,160.00		TERM
6.	60 x 60":					
(a)	Printing one side only in a single ink color, including binding.....per product					
(1)	<u>Makeready and/or Setup</u>	18	900.00	16,200.00		CONTRACT
(2)	<u>Running Per 1,000 Copies</u>	438	132.00	57,816.00		
(b)	Printing second side in a single ink color.....per product					
(1)	<u>Makeready and/or Setup</u>	16	420.00	6,720.00		
(2)	<u>Running Per 1,000 Copies</u>	394	48.00	18,912.00		
(c)	Printing each side in an additional ink color not charged for under line items I. 6. (a) and (b).....per color/per side					
(1)	<u>Makeready and/or Setup</u>	103	420.00	43,260.00		
(2)	<u>Running Per 1,000 Copies</u>	2,498	48.00	119,904.00		
II.	PAPER:					
	Computation of the net number of leaves will be based on the following:					
	Chart - Each page-size chart leaf.					
1.	White 50% Chart, Lithographic-finish (36-lb.)					
	<u>Per 1,000 Leaves</u>					
(a)	21 x 40".....	65	796.00	51,740.00		
(b)	21 x 60".....	131	1,048.00	137,288.00		
(c)	31 x 40".....	329	1,048.00	344,792.00		
(d)	31 x 60".....	329	1,747.00	574,763.00		
(e)	36 x 40".....	263	1,747.00	459,461.00		
(f)	60 x 60".....	197	2,096.00	412,912.00		
2.	White Offset Map, Lithographic-finish (60-lb.)					
(a)	21 x 40".....	37	171.00	6,327.00		
(b)	21 x 60".....	73	226.00	16,498.00		

November 28, 2018

This is Amendment No. 1. The specifications in our invitation for bids on Program 499-S, scheduled for opening at 11:00 a.m. on December 5, 2018 are amended as follows:

1. On Page 15 of 38, under "Trim Size", insert the following sentence: "NOTE: Please reference the "Finishing" section of these specifications for special instructions on charts requiring the 60 x 60" trim size."
2. On Page 20 of 38, under "Finishing" insert the following sentences: "NOTE: Charts requiring the 60 x 60" trim size may be achieved by splicing 2 or more panels together, at contractor's option. All other trim sizes must be a produced as a single panel."

All other specifications remain the same.

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

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPA
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission 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,

YVETTE VENABLE-BROOKS
Contracting Officer

December 3, 2018

This is Amendment No. 2. The specifications in our invitation for bids on Program 499-S, scheduled for opening at 11:00 a.m. on December 5, 2018, are amended as follows:

1. Change the bid opening date to December 6, 2018.

All other specifications remain the same.

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

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPS
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission 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,

YVETTE VENABLE-BROOKS
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Federal Aviation Administration (FAA) Charts
for the Department of Defense (DoD)***

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

DLA Data Management Services/
DLA Aviation
Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending January 31, 2020, 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.

NOTE: The period from Date of Award to January 31, 2019, shall be used by the contractor to establish/performance all necessary operations in preparation of live production on February 1, 2019, and to produce up to two (2) prior to live production orders. The contractor shall plan and implement the actions necessary for a smooth startup of full contract operations.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on December 5, 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: CSPPS, 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:

- 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.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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>.

PRIORITIES, ALLOCATIONS, AND ALLOTMENTS: This contract and any delivery order thereunder is rated and certified for national defense use (Priority Rating DO-C-9). The contractor shall follow the provisions of DMS Reg. 1 or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this contract.

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 – Level III.
- (b) Finishing (item related) Attributes – Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension in publication/ Electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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 January 31, 2020, 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.

NOTE: The term of the first contract year (base year) is expected to be approximately 14 months; however, the Economic Price Adjustment will be based on the date of actual production. Actual production begins February 1, 2019.

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 October 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 6 - 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:

NOTE: For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual production begins February 1, 2019.

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 January 2019, 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 months prior to the month being considered for adjustment.

All erroneous copies produced by the contractor are to be destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access (see “PREAWARD PRODUCTION PLANS, *Disposal of Waste Materials*”). (NOTE: Any extra copies shall be kept on hand for any shipping discrepancies or additional shelf stock until the end of the product’s Effective Date cycle. (See Attachment 1, “FAA File Download and Distribution Schedule” for the definition of “Effective Date” for the purpose of the contract schedule.)

QUALITY ASSURANCE: The contractor is cautioned that the accuracy of the information in these products is of paramount importance. Errors such as missing or wrong pages could jeopardize not only the safety of aircraft, but could be the primary factor in loss of life or property, and could also jeopardize the nation’s military readiness and safety. To achieve maximum accuracy in these products, the contractor’s quality assurance program must be organized toward the objective of reaching a goal of zero defects in each and every product.

QUALITY CONTROL PROGRAM: The contractor’s Quality Management System processes, policies, and procedures used for Quality Assurance purposes must ensure that all safety-critical navigational charts are printed, finished, and orders are fulfilled with zero defects. The contractor’s internal quality management system must comply with the ISO 9001 standard. The contractor must develop, document, and implement internal quality control processes for all work performed. The contractor must perform in compliance with the specified quality standards. The Government may periodically verify that the contractor is complying with the approved Quality Control Program through on-site examinations or requests of the contractor’s assurance records and reviewing the contractor’s random samples pulled for quality assurance purposes.

If the contractor develops one or more of their own quality programs, it shall be equal to or better than the programs outlined below, and the contractor shall submit a written copy of the programs to the Contracting Officer and the DLA/NGA Program Manager for evaluation.

At a minimum, the Quality Control Program shall include examples of the documentation and a detailed description of the random samples that document all of the contractor’s activities. Furthermore, the plan shall include the names of all Quality Assurance officials and describe their duties. For critical phases that directly affect aeronautical safety of navigation, the contractor must perform 100% inspection vice random sampling. The phases that require 100% inspection are marked with an asterisk (*).

<u>PRODUCTION PHASE</u>	<u>IMPORTANT QUALITY CHARACTERISTICS</u>
<i>Raw materials</i>	<i>Equal to or exceeds specifications</i>
<i>Layout/Stripping</i>	<i>Pagination</i>
<i>Platemaking*</i>	<i>Resolution, completeness, image size</i>
<i>Printing</i>	<i>Litho quality, legible</i>
<i>Trimming</i>	<i>Size and appearance</i>
<i>Binding</i>	<i>Folding to correct size</i>
<i>Order Filling*</i>	<i>Correct products and quantity; correct packing slip included in package</i>
<i>Packaging*</i>	<i>Material, label positioning, and sealing</i>
<i>Distribution*</i>	<i>Packages released to proper shipper by the distribution deadline</i>

Quality standards are provided based on a system of “defects” for all work phases. The quality standards are provided to prevent defects from occurring by conducting in-process inspections, self-evaluation, and corrective action, when appropriate, before extensive correction or rework is required.

All deviations of the final deliverable products (specifications, standards, or process) whether classified herein or not, must be called to the attention of the designated Government representative immediately upon discovery.

Defects: Any imperfection, deficiency, flaw, lack of completeness, or other undesirable condition is considered a variance from the specifications or standards. The contractor is required to deliver products and services free from defect. Reasonable tolerance ranges have been established for all production phases and are provided herein. Products outside of these tolerances result in defects that are classified into three (3) groups as follows:

1. **Critical** - A critical defect (No. 6) is one that either:
 - Judgment and experience indicate could result in hazardous or unsafe conditions for individuals using the products, or could prevent performance of a navigational function; or,
 - Is a serious departure from specifications, established standards, or average process capability.
2. **Major** - A major defect (No. 3) is a defect, other than critical, that either:
 - Could materially reduce the usability of the unit of product for its intended purpose;
 - Is a significant deviation from specifications, established standards or average process capability; or,
 - Materially affects the appearance of the charts.
3. **Minor** - A minor defect (No. 1) is one that either does not
 - Materially reduce the usability of the product for its intended purpose;
 - Is a departure from established standards or specifications having no significant bearing on the intended use; or,
 - Affects the appearance only to a minor degree.

Disposition of Defective Items: When a departure from specified contract requirements exceeds the tolerance limits in workmanship, the service is considered defective. As soon as the contractor recognizes a defect in the final product, whether identified specifically in this contract or not, the contractor must immediately notify the designated Government representative. Disposition, whether the defect is recognized by the contractor, the Government, or customer complaints, must be as follows for each defect category:

- If a critical defect is discovered before the distribution deadline, the contractor must immediately notify the designated Government representative. Charts with known Category No. 6 defects **MUST NEVER** be distributed unless this action has been directed by the designated Government representative. The contractor, if at fault and if necessary to meet the effective date deadline, will bear the additional postage to ship the charts by a faster mode of transportation.
- If a critical defect is discovered after the distribution deadline, the contractor must immediately notify the designated Government representative. The contractor, if at fault, will bear the additional costs of curing each Category No. 6 defect, including the additional postage required to ship the charts by a faster mode of transportation to meet the effective date deadline and, if required, the cost of printing and distributing a Special Notice (which alerts chart users to the defect).
- If a major defect is discovered at any time, the contractor must immediately notify the designated Government representative, who will determine if the chart needs to be reprinted. If it does, and if the contractor is at fault, the contractor will bear the additional costs of curing the defect, including the additional postage required to ship the charts by a faster mode of transportation to meet the effective date deadline and, if required, the cost of printing and distributing a Special Notice (which alerts chart users to the defect).
- If a minor defect is discovered, the contractor must notify the designated Government representative the next workday, but may proceed with the distribution, unless otherwise notified by the designated Government representative.

- If a defect is discovered which has not been classified in this document, the contractor must immediately notify the designated Government representative who will assign a classification based on the severity of the defect. The designated Government representative will then determine the proper disposition.

1.1 QUALITY STANDARDS

DIGITAL FILES CONTROL			
	Requirement	Defect	Class
Count	A count must be made, before final print, to determine that all necessary digital files have been received	Over or under required number received	6
Identification	Digital files must be inspected to ensure all are properly identified before printing	Missing, incorrect, unreadable files are received	6
Condition	All digital files must be inspected to ensure that they are print ready	Defects are not usable	6
Register Marks	Inspection must be conducted to ensure that all register marks required by specifications are included (at the contractor's site)	Register marks are not correct, missing, not usable	6

PROOFING			
	Requirement	Defect	Class
Size	100%	Not 100%	6
Inks	Digital Proof must be inspected to ensure all chart files are present	Missing, incorrect, unreadable files are received	6
Layout	Digital Proof must be inspected to ensure proper image placement and alignment for registration	Missing registration marks and color bars. Files not registered to each other	6

PLATEMAKING (Lithographic)			
	Requirement	Defect	Class
Completeness	All plates must be inspected to ensure that all required digital files have been exposed and size is 100%	All required digital files have been exposed. Size is not 100%	6
Resolution	All plates must be inspected to ensure that specified dot size and line widths correspond with FAA/AeroNav Products digital files	Dot size greater than + 0.001 inch or line or type greater than + 0.0014 inch	3

PLATEMAKING (Lithographic)			
	Requirement	Defect	Class
Cleanliness	All plates must be inspected to ensure that they are free from all foreign matter	Minor dirt or scratches which would not detract from the	1
		Major dirt or scratches which would detract from the product or make information difficult to	3
		Critical dirt or scratches which would make information	6
Layout	All plates must be inspected to assure proper image placement and alignment for registration.	Incorrect image placement	6

PRINTING			
	Requirement	Defect	Class
Registration	All printed charts must be properly backed up for trimming and fold alignment.	Back up registration deviation more than + 0.020 inch	3
		All printed colors must be registered for chart clarity and correct color.	Color registration deviation fore than + 0.003 inch
Ink Film Density	All printed inks must be checked for correct color match and ink density.	Densitometer readings are not within the standards set for the GAM or equivalent equipment	3
Lithographic Quality	All printed charts must be checked for clarity defects to ensure printed charts are legible and that all information is provided and quality standards are met.	Clarity defects of a minor degree such as scratches, hickies, picking, pilling, weak print, or minor voids	1
		Major clarity defects such as very weak but readable print or slightly plugged area, doubling, slurring,	3
		Critical clarity defects such as print illegible, missing type, or plugged screens	6
Image Resolution	All printed charts resolution must be checked to ensure printed charts are legible, and Government and IACC standards are met.	Dot size greater than +0.003 inch	6
		Line or type greater than +0.003 inch	6
		Writing quality less than standard	3

PRINTING			
	Requirement	Defect	Class
Paper Stock	Product meets standards in the Government Paper Specification Standards No. 12, March 2011, as published by the Joint Commission on Printing, Congress of the United States	Any deviation from specification basis weight	6
		Wet tensile strength less than specification	6
		Folding endurance less than specification standard	6
		Bursting strength less than specification standard	6
		Opacity less than specification	6
		Any deviation from thickness standard	6
		Water resistance less than standard	3
		Smoothness less than standard	3
		Writing quality less than standard	3
		Erasing quality less than standard	3
Color Match	In order to obtain reliable reflecting readings for the color correctness test, a high quality simulated color print needs to be made. Sample prints made of the same color within an optical density of 0.03 of each other meet this requirement. The print may be made on a regular press, a proof press, or on an IGT Printability Tester.	Tested Sample does not match Government furnished values	6
Light Fastness	The light fastness test is made with an Atlas Fade-O-Meter, or equivalent, operated in accordance with the manufacturer's instructions. A simulated color print is prepared for exposure by masking part of the print with black or opaque tape. Exposure of how well the color may stand up under actual sunlight. After exposure, the mask is removed and the color correctness test is made on both the exposed and unexposed area of the simulated color print. The numerical results are then compared with the Pantone Matching System specification requirements	Tested sample does not match Government furnished values in intensity after 48 hours in Fade-O-Meter	6

FINISHING (Trimming, Folding, Collating)			
	Requirement	Defect	Class
Trimming	All charts are trimmed correctly prior to the start of the next production operation	Oversize by 3/16 inch	1
	All charts must trim at 90 degrees based on trim guide marks	Chart trim not parallel and perpendicular to each other	3
	Bleed-off edge adjustments made for data (VFR)	Under specified size to edge of image detail legible	1
	Bleed-off edge adjustments made for data (VFR)	Under specified size image trimmed detail illegible	6
Folding	Folds (creases) must be as loose as possible without affecting the flatness of the folded chart Title panel centered on 5" fold	Panels are to be folded flush with each other and within the specified size with a tolerance is + 1/8 inch	1
Finished Size	All charts are to be folded per Attachment 2.	Oversize or undersize to + 1/8 inch Title panel not centered on 5" fold	3
		Oversize or undersize in excess of +1/8 inch	6
Type of fold	Chart folded correctly	Chart folded incorrectly	6
Uniformity	All charts folded the same	All charts not folded the same	3
Flush Edges	Folded edges are flush with one another	Folded edges are not flush with one another	3
Grouping of products	Products collated as stated on label	Products are not collated as stated on label	6
Collating and Banding	All charts must be collated in accordance with Government's requirement. The collations must be banded correctly	Full sets are not banded or are banded incorrectly	1

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.

Examples of the areas that may be investigated are listed below –

- Technical equipment/capability
- Quality assurance
- Electronic Data Interface/capability
- Financial capability and Accounting systems
- Other, as appropriate

PREAWARD PRODUCTION PLANS: As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

If the Government, during the preaward survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the contractor will be declared non-responsive.

Contingency Plan: The Government has a need to ensure that DoD is able to continue operations of FAA chart products in the event the contractor is unable to perform due to a broad range of circumstances, including but not limited to, all-hazard emergencies, natural emergencies, and man-made emergencies.

The failure to deliver the products required under this specification in a timely manner would have an impact on the daily operations of DoD. Therefore, if for any reason(s) (as specified above), the contractor is unable to perform at said locations for a period longer than five (5) workdays, contractor must have a contingency plan to produce the products required under this specification.

Plans for contingency production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility. The plan must also include the transportation of Government materials from one facility to another, if applicable.

NOTE: All terms and conditions of this contract will apply to the contingency plan. Due to the time sensitive nature of the products produced on this contract, the contractor must maintain the original schedule set forth in this contract.

Quality Control Plan – This plan should explain how the contractor will be in accordance with and maintain the requirements as specified under “QUALITY CONTROL PROGRAM.”

Security Control Plan – The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-Government business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party.
- (2) How the disposal of waste materials will be handled.
- (3) How all applicable Government-mandated security as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

Distribution Help Desk Plan – This plan shall detail how the contractor will establish, maintain, and staff a Distribution Help Desk in accordance with the requirements specified herein (see “DISTRIBUTION HELP DESK”).

Disposal of Waste Materials – The contractor is required to demonstrate how all waste materials used in the production of this contract will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *Sensitive* records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed 1/4 inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor's printing site. The contractor must specify the method planned to dispose of the material.

Option Years: For each option year that may be exercised, the contractor will be required to review their production plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.

NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

GOVERNMENT SURVEILLANCE: The Government may conduct quality assurance surveillance to assure the effectiveness of the contractor's control of quality. The Government may conduct on-site inspection visits at the contractor's plant during the printing, binding, and distribution phases. These visits may extend throughout the duration of the contract. Nothing contained in this paragraph, or in subsequent paragraphs shall be construed to limit any inspection rights of the Government specified under this contract.

The Government also reserves the right to conduct random unannounced visits at the contractor's site(s) for the purpose of production surveillance. At no time, however, does the Government inspection replace the contractor's inspection requirements at the contractor's installation(s).

The contractor shall provide necessary workspace and assistance at the site of contract performance for the Government Representative(s) who is designated by the Government to inspect and evaluate the contractor's work performance and products. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

Customer comments/complaints will provide the Government with a final form of contract surveillance. The Government will also verify and log customer comments/complaints. The Government will maintain a discrepancy log and provide a copy of this log to the Program Manager.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. GPO, Washington, DC, or DLA Document Services, Fort Belvoir, VA, immediately after award. (Location to be determined after award.) At the Government's option, the postaward conference may be conducted via teleconference.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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 January 31, 2020, 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: At the time of delivery, the contractor must submit an itemized billing invoice for examination and verification by the ordering agency. Contractor to submit to an authorized representative of the ordering agency as specified on the print order.

At contractor’s option, after ordering agency verification, separate billings for production and distribution may be submitted to GPO.

Contractor must submit this signed, verified receipt with their billing invoice to the U.S. Government Publishing Office.

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>.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of charts requiring such operations as electronic prepress, printing in multiple inks, finishing, packing, and distribution. Additionally, the contractor will be required to provide/implement, staff, and manage a Distribution Help Desk, as specified herein.

TITLE: Federal Aviation Administration (FAA) Charts for the Department of Defense (DoD).

BACKGROUND: DoD and non-DoD customers require hard copy FAA products for worldwide aeronautical safety of navigation. Products include FAA Instrument and Visual Charts (hereinafter referred to simply as charts). The majority of the products are time sensitive in accordance with the international Aeronautical Information Regulation and Control (AIRAC) cycle and critical to flying safety. Therefore, the timely printing and distribution of FAA charts is critical to the safety of DoD air operations and the Nation's defense readiness. The contractor's failure to adhere strictly to product specifications and to meet rigid schedules could not only jeopardize the safety of aircraft, but could be the primary factor in loss of life, loss of Government equipment, and mission failure.

The required services encompass the receipt of digital files, printing, finishing, quality assurance, sorting, packing, and distribution of FAA charts, including unscheduled products such as replacement charts and crisis support items. Additionally, provisioning, and implementation of a Distribution Help Desk will be required. Distribution shall occur from the contractor's location or that of a specified subcontractor. **It is critical to the safety of aircraft that the contractor strictly adheres to the schedule, as specified in this contract on Attachment 1 ("FAA File Download and Distribution Schedule").**

TRIM SIZES: 21 x 40"; 21 x 60"; 31 x 40"; 31 x 60"; 36 x 40"; 60 x 60".

FREQUENCY OF ORDERS/QUANTITY/NUMBER OF PAGES: Precise quantities for any product cannot be accurately predicted prior to the issuance of the print order. The Government does not guarantee any minimum or maximum quantities for any individual product or print cycle under this contract.

A print order will be issued to the contractor for work to be performed prior to the printing cycle. The print order will identify the required products, quantities, and delivery.

The required services are based upon 13 printing/distribution cycles annually. The AIRAC cycle updates specific products every 28 calendar days. Because most products are updated every 56 calendar days, each alternating 28-day cycle may be considered either a "Heavy" or a "Light" cycle.

For planning purposes, the total number of Heavy and Light Cycles for the entire term of this contract (including extension periods and test cycles) with estimated average quantity ranges for each type of cycle is as follows:

Each Light Cycle (every 56 days):

- (1) Approximately 10 to 20 total Titles
- (2) Approximately 34,000 to 63,000 total Charts

Each Heavy Cycle (every 56 days):

- (1) Approximately 39 to 55 total Titles
- (2) Approximately 389,000 to 471,000 total Charts

NOTE: Charts may be ordered and distributed in sets or singly. Each address on a distribution list may receive a different quantity and/or combination of products.

UNSCHEDULED ITEMS:

Unscheduled items may be ordered outside of the normal 28-day cycle. Replacement Charts and Crisis Support items shall be produced/ labeled/packed/shipped, as required. The digital files will be made available on the FAA site, and DLA will provide the quantities and delivery addresses.

NOTE: Separate print orders will be placed for these unscheduled items. It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract for unscheduled items. However, based on past performance, it is anticipated that there will be approximately 20 to 30 orders per year.

GOVERNMENT TO FURNISH:

The Government will assume full responsibility for the content of the products and the condition of the furnished material at the time it is made available to the contractor.

The contractor must download digital print files from the FAA's File Transfer Protocol (FTP) site for each aeronautical chart print cycle over a 4 or 5-calendar day period including revised/re-sent files. The FAA will make data files available to the contractor via the FAA FTP site not later than noon Eastern Time (ET) Thursday, 21 calendar days prior to the effective date, see Attachment 1 "FAA File Download and Distribution Schedule." Federal Holidays may cause the schedule to be accelerated 1 or 2 workdays. As the digital files are posted, they must be tracked by the contractor and the Government to ensure all files are received and accepted by the contractor. Any discrepancies must immediately be brought to the attention of the Government. Discrepancies may include: missing digital data files or digital file quality unsuitable for reproduction. Immediately following award, the Government shall provide the contractor with the FTP site and password.

The Visual Charting Digital Files are 2400 DPI, CCITT T.6 compressed, prescreened, 1bit TIFF with file dimensions of 59.780 (width) x 45.000 (height) or 59.780 (width) x 45.506 (height) inches. One Tiff file will be provided for each color per chart except for Sectional charts, which require a non-step-up and step-up TIFF file for each color per chart.

NOTE: In the event of new output digital formats, the Government will notify the contractor as soon as possible, preferably no less than 90 calendar days in advance of the effective date of the products to be produced with the new format. Additionally, changes, upgrades, or enhancements to the digital maintenance software that produce the output digital files are required and anticipated. When this occurs, technical exchange and implementation meetings will be scheduled, and contractor participation is required.

DLA will provide identifying distribution requirements for each product Effective Date (cycle) via electronic method, and will identify distribution requirements and shipping addresses. The contractor shall check the database upon receipt and notify the Government immediately of any apparent discrepancy in the database. There will be occasions when the contractor shall be required to merge databases for distribution requirements and shipping addresses into one file (e.g., out of cycle products, replacement products, system failures, and/or missing data).

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 the finished product.

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

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

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.

For the Visual Charting Platemaking Requirements, the plate size should be a minimum of 60 (width) x 47 (height) inches to accommodate digital file size. Sectional charts will require the merging of the non-step-up and step-up digital files on each plate and the shifting of the step-up digital file 1/2 inch on the Y axis of the plate. All digital files may also need to be inverted or mirrored on the X or Y axis depending on the chart.

The contractor shall control and be responsible for the registration of all graphics in the products.

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.

PRIOR TO LIVE PRODUCTION ORDERS:

Depending on date of award, during the months of December 2018, and January 2018, the Effective Date cycles will be considered “Prior to Live Production Orders,” during which the contractor’s ability to effectively print and deliver FAA products will be evaluated by the Government.

The Government will begin issuing “Prior to Live Production” orders immediately after award. Up to two (2) consecutive “Prior to Live Production” orders must be accomplished and certified by the Government (date of orders and effective dates to be provided after award).

Separate print orders will be placed for the “Prior to Live Production” orders. For each successful order, the contractor shall be allowed to charge for production in accordance with the “SCHEDULE OF PRICES.”

Upon successful completion (production and distribution) and evaluation of up to two (2) consecutive “Prior to Live Production” orders, the contractor will be approved to perform on this contract. (NOTE: If approved, they will commence full-time “live” operations in February 2019, with a February 28, 2019 Effective Date. Files (for addresses and quantities) for February live production will be furnished in February 7, 2019.)

Failure to complete the “Prior to Live Production” order(s) properly (as specified herein) may result in default of contract.

NOTE: These orders will be required in the first (base) contract year. The Government reserves the right to waive the prior to live production orders if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor has the capability to successfully produce and distribute the items required in accordance with these specifications.

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

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 paper used in each order must be of a uniform shade.

White 50% Chart, Lithographic-finish, basis weight: 36 lbs. per 500 sheets, 17 x 22" equal to JCP Code E50.

White Offset Map, Lithographic-finish, basis weight: 60 lbs. per 500 sheets, 25 x 38, equal to JCP Code E30.

White Chemical Wood Map, Lithographic-finish, basis weight: 22 lbs. per 500 sheets, 17 x 22", equal to JCP Code E40.

White Uncoated (Tear-resistant) Synthetic Paper, 4.5 mils, equal to JCP Code O-91.

NOTE: It is the responsibility of the contractor to stock the required paper 56 calendar days prior to the scheduled distribution date for each issue of FAA Charts. In the event the contractor is unable to procure a supply of paper 56 calendar days prior to the scheduled distribution date, the contractor shall immediately notify, in writing, the DLA/NGA Program Manager and the Contracting Officer.

PRINTING:

Print charts face only or face and back, head-to-head or head-to-foot in up to five ink colors. Match Pantone number as specified on the print order.

NOTE: Visual Flight Rules and Enroute High US (EHUS) 3/4, 5/6, 9/10, and 11/12, Enroute Low US (ELUS) 19/20, 21/22, 25/26, 27/28, 29/30, 35/36 charts which print head-to-foot.

Visual Charting Printing: Sectional and VFR Caribbean charts will print as a "Work-and-Tumble" process. Terminal Area/Flyway charts will print as a "Work-and-Turn" process, with a few charts printing face and back. Helicopter charts will print as face and back or a face only process. All charts should print as indicated.

Registration of color plates will be to the black plate (or any colors as determined by the Government) neckline by chart. These marks are to be left on during the entire reproduction cycle and must be used as basis for printing registration.

Color bars for each color must be printed on each chart outside the chart's trim (1/4 inch). Color Bars must be printed as squares, rectangles, or circles. Color bars must be printed in solid inks or as various screen percentage images. Color bars must be evenly spaced across each sheet of paper. Colors must be alternated across the sheet. Colors must be repeated at least as frequently as every 3 inches. For charts printing face and back, the color bars must be printed on the face side at the trailing edge of the sheet of paper and on the back side at the trailing edge of the sheet of paper.

Each file must have color bars to assure consistent ink density across the entire sheet. Test(s) should be conducted to determine optimum density range for each ink color to assure the highest quality possible from the contractor's presses.

Back-up image placement must be parallel to opposing side and accomplished when the marks match one another.

No other credit note will appear anywhere on the finished products.

Color Match: In order to obtain reliable reflection readings for the color correctness test, a high quality simulated color print must be made. Sample prints made of the same color within an optical density of 0.03 of each other meet this requirement. The print may be made on a regular press, a proof press, or on an IGT Printability Tester. NOTE: Though the digital chart files are compiled in accordance with the specifications in this document, the final product may vary slightly in appearance due to differences in printing techniques or equipment types.

Light Fastness: The light fastness test is made with an Atlas Fade-O-Meter, or equivalent, operated in accordance with the manufacturer’s instructions and calibrating carbon arcs for color tolerance of the fade fastness to light. A simulated color print is prepared for exposure by masking part of the print with black or opaque tape. Exposure in the Fade-O-Meter for forty-eight (48) hours will yield a comparative evaluation of how well the color may stand up under actual sunlight. The ink must withstand 48 hours when the light fastness test is made with an Atlas Fade-O-Meter Model 18-FR. After exposure, the mask is removed and the color correctness test is made on both the exposed and unexposed area of the simulated color print. The numerical results are then compared with the Pantone Matching System specification requirements. The color must be stated tolerance when comparing the faded and unfaded portions of the ink specimen print, rather than comparing the faded portions with the color standard. Test sheets will be made using a sample print made on JCP E40 paper from either a press pull or Quick Peak Test. Results should be documented and kept on-hand until next effective date of product.

Ink Film Density:

VFR Charts: Chart measurement is determined by a test procedure in which a TOBIAS SDT Scanning Densitometer, X-RITE hand held densitometer (508 or 518) checks the densities readings of all color bars across the printed sheet. Tolerance must be Standard reading plus or minus 0.05.

Aero (Sectional, Terminal, Caribbean) Charts’ Standard Color Densities

Ink	Standard
PR-430 Aero Magenta (90022618*)	0.85
PR-502 Non-Skid Brown (90022617*)	0.60
PR-100 Non-Skid Yellow (90924304*)	0.55
PR-350 Blue (90022621*)	0.95
Triumph LT Black (90986926*)	1.00

Gulf of Mexico Charts’ Standard Color Densities

Ink	Standard
Triumph LT Black (90986926*)	1.10
498U FR Brown (91048733*)	0.90
PR-350 Blue (90022621*)	0.95
PR-430 Aero Magenta (90022618*)	0.85
PR-100 Non-Skid Yellow (90924304*)	0.55

Instrument Flight Rules/Visual Flight Rules Planning Charts’ Standard Color Densities

Ink	Standard
Triumph LT Black (90986926*)	1.10
498UFR Brown (91048733*)	0.90
C-221 Reflex Blue Uncoated (90027934*)	1.00
185U FR Red (90029442*)	1.05
PR-225 Green (Pantone 354)	0.85

Helicopter Charts’ Standard Color Densities

Ink	Standard
Triumph LT Black (90986926*)	0.90
C-221 Reflex Blue Uncoated (90027934*)	0.90
498U FR Brown (91048733*)	0.90
NOS Green Ink No. 225 (Pantone 354**) New York	0.95

*Sun Chemicals Ink Part Numbers

Enroute Charts: Ink density measurement is determined by a test procedure in which a GAM Reflection Densitometer, or equivalent, is used on a dry ink sample. Dark/light readings must be the standard reading plus or minus 0.05.

Ink	Filter	Dark	Standard	Light
NOS Blue Ink No. 310 (Pantone Reflex Blue**)	Red	1.00	0.95	0.90
NOS Brown Ink No. 510 (Pantone 498**)	Blue	1.00	0.95	0.90
NOS Black Ink No. 001 (Pantone Black**)	White	1.00	0.95	0.90
NOS Green Ink No. 225 (Pantone 354**)	Red	0.80	0.75	0.70

** Pantone colors/color numbers furnished above are for purposes of color matching only. The Government believes that Pantone inks do not satisfy the light fastness requirement specified above.

Results should be documented and kept on-hand until next effective date of product.

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

FINISHING:

Trimming: The contractor must trim each chart to the finished size listed in the furnished digital file prior to each cycle (DD Form 282, Supplemental Information). Charts must be trimmed without cutting off any printed image except the color bar and where the image is supposed to bleed off the chart. VFR products, (Sectional and Caribbean charts) have two bleed-off sides, requiring minor adjustments when trimming to avoid data. These minor trim adjustments will not impede on folding requirement. Charts will be trimmed as per Attachment 2, “Chart Trim and Fold Guides.” Trim sizes will be provided by the Government prior to each cycle.

Folding: All charts must be uniformly folded, using accordion type folds of 5 inches each, and then one or two right angle folds, with the title panel (odd numbered side for Enroute charts) on the outside, to form the finished folded chart size of 5 x 10”. Folding machine calibrations should be set as loose as possible while maintaining the flatness necessary for mailing. Charts will be folded with title panel including bar codes and agency seal facing out (see Attachment 2, “Chart Trim and Fold Guides”).

Banding: Charts are distributed singly or in sets that require collating and rubber banding (or similar means).

PACKING: These instructions are for the packaging and distribution of the FAA Products. No deviation shall be made from these instructions unless specifically authorized by the Government. Conformance to these instructions will ensure all products are distributed in accordance with approved methods and standards.

Definitions:

- Overseas/Outside the Continental United States (OCONUS) shipments are those addressed to foreign countries, U.S. territories, APO/FPO, and Department of State Pouch Room.
- Domestic/Within the Continental United States (CONUS) shipments are those addressed to within the Continental United States including Alaska and Hawaii.

- Military Post Office is a branch of the U.S. Civil Post Office operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel afloat or overseas. The term includes Army-Air Force Post Offices (APO) and Navy Fleet Post Offices (FPO). Military Post Offices provide postal service for military personnel in areas where the U.S. Civil Postal Service does not operate and in places where the military situation requires. These units are authorized and discontinued by the Postal Service and changes are published in the USPS Postal Bulletins.

Mode and Packing Requirements:

- a. Data File Transfer: Contractor shall be provided a data file in text format from Defense Logistics Agency (DLA).
- b. Contractor shall determine the mode of delivery which ensures all FAA products are delivered in undamaged condition to all customers not later than three (3) calendar days prior to the product effective date. Contractor shall ensure mode of delivery, packing, and distribution are in compliance with the following documents:
 - (1) Domestic Mail Manual (DMM)
 - (2) International Mail Manual (IMM)
 - (3) USPS Postal Bulletins
 - (4) Military Standard (MIL-STD) 129M
- c. FAA products shall be rate-shopped for mode of delivery. Contractor may obtain single copies of the Military Standard and Federal Specifications from the nearest General Services Administration (GSA) Regional Office. The mail manuals may be purchased from the Superintendent of Documents, U.S. Government Publishing Office, Washington, DC 20402. The contractor shall be required to maintain a current file of these publications.

APO/FPO Bulk Shipments:

Each APO and FPO address label shall be packaged individually and then consolidated according to APO/FPO destination, as described under "LABELING AND MARKING."

Pack suitable in shipping containers not to exceed 60 pounds when fully packed.

Consolidated groupings shall be either palletized or placed into containers if the volume does not warrant palletization. When palletizing, contractor to ensure containers are stacked, wrapped, and strapped suitable to prevent damage to the containers. Single containers that will be palletized will not exceed 60 pounds when fully packed.

Non-Palletized Mailed Shipments:

Insert single or multiple copies (up to 200 "folded" leaves) into kraft envelopes.

Quantities over 200 "folded" leaves, up to 12 pounds, must be inserted into cushioned shipping bags.

Quantities over 12 pounds, up to 45 pounds, must be packed in shipping containers.

NOTE: The contractor shall fill orders based on chart groupings to ensure timely delivery. The contractor shall fill orders so as to minimize the number of packages shipped to a customer and not exceed the maximum package weights established in the contract, as well as being consistent with other packaging specifications.

The contractor shall use packing and filler of sufficient strength so as to ensure that the consignee's order arrives intact and undamaged. In addition, plastic strapping shall be used on all containers, where appropriate.

Reinforced tape shall be used to seal flaps.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/shipping/ mailing process.

Order Packing Slips: The contractor shall format and print packing slips for each order. The Government will specify the format for the order packing slips.

Special Packing Requirements for Prior to Live Production Orders: During the prior to live production orders, the contractor shall print and include a paper insert into each package. The format/wording for the insert will be provided by the Government.

LABELING AND MARKING:

The contractor shall be required to neatly label and mark packages and shipments and create and affix labels, stickers, or forms for all packages and shipments. Labels shall be taped with clean tape that covers the entire label. Pressure sensitive, self-adhering labels shall be utilized where available.

Shipping labels shall be firmly affixed to the widest surface of all packages. No part of the shipping label shall be placed over a seam or on top of sealing tape and no part may obstruct or be obstructed by other labels, stickers, markings, or banding.

When there are multiple packages in an order to the same address, the packing slip shall be placed in all packages. The words "Packing Slip Enclosed" shall be placed on either the label or stamped on the label-side of the package.

Shipments shall be limited to one package per address label. In shipments that contain more than one package, each container shall be marked "1 of ___, 2 of ___, " etc., to indicate the total number of containers in the shipment.

The contractor shall format and print shipping labels for all customer orders. The contractor may use their own format for the shipping labels, but it must be approved by the Government. **(NOTE: The contractor's label format shall be submitted to the Government for approval prior to performance of the contract).**

The Government will specify print formats for all contractor-printed materials other than shipping labels from carriers.

The contractor shall be responsible for obtaining carrier approval for the use of shipping labels and bar codes.

USPS stickers (i.e., Priority Mail, Par Avion, etc.) shall be applied to all USPS shipments. Stickers shall be placed directly above and to the center of the shipping label to designate USPS delivery service and to ensure proper handling by the USPS. In lieu of the stickers, priority packages shall be identified by incorporating the word "Priority" on the label or on the package.

Due to the criticality of Government receipt of FAA charts, special label/marking is required to be affixed/preprinted on each package (i.e., kraft envelopes, shipping bags, shipping containers). The contractor shall use yellow tape (3" wide) with "Critical to Flying Safety" message preprinted in red ink with yellow flood (Pantone number to be specified on the print order) on all packages which are large enough that the address label is not obscured. For packages that are too small to use the yellow preprinted tape, the contractor shall use NGA Form 4501-1 (to be furnished by the Government). The label will be either gummed or pressure sensitive or pre-printed on containers.

Tracking Bar Code Labels: The contractor shall create and affix a shipper's bar code label with a tracking number (which shall be traceable to the order number) on each package. At contractor's option, the bar code with tracking number may be imaged directly onto the container.

Foreign Military Sales (FMS) and Foreign Exchange (FX) Case Shipments: The contractor shall prepare specified FMS and FX shipments as specified by the Government. All FMS and FX Case Shipments shall have statements marked on the shipping container as follows: “FMS Case/FX Case is reported directly by the Department of Defense” and “Contents for Official Use exempt from Customs requirement. Official mail from Government agencies does not require Customs declaration or exempt endorsement.” “The materials enclosed are between Government Agencies under the terms of official FMS arrangements. Contents are to be used for Government Purposes ONLY and are not releasable for commercial use.”

As needed, the Government will identify which accounts will require a detailed listing of the contents in each shipping container to be placed on the outside of the container. To facilitate Customs clearance, each shipping container shall include a list detailing the entire contents presented for distribution. Each list shall state in adequate detail what merchandise is contained in each individual container. The detailed list may include, but is not limited to the following items: National Stock Number (NSN), NGA Reference Number (NRN), number of copies of each product title, and the total dollar value for each product title. Some addresses may require the dollar value to be zero. The dollar values per item will be provided by the Government. The contractor shall provide a copy of shipping labels to the Government for approval prior to implementing as the standard FMS/FX shipping labels. NOTE: Spanish language labels shall be used where applicable.

QUALITY ASSURANCE RANDOM COPIES: 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 on 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: Ship/mail f.o.b. contractor’s city (reimbursable) to both domestic (nationwide, including Alaska, Hawaii, American Territories, and APO/FPO) and foreign destinations (worldwide). (NOTE: Based on historical data, the distribution ranges from 1,550 to 1,900 total FAA chart addressees per heavy cycle.)

Contractor is to ship/mail (reimbursable) by traceable means. Contractor will be reimbursed for all shipping/ mailing costs by submitting shipping/ mailing receipts with billing invoice for payment.

NOTE: The mode of shipment selected by the contractor must be able to deliver to the Government-specified customers/addresses. The Government reserves the right to specify mode of distribution.

All mailing/ shipping shall be completed by the contractor and be in the possession of the appropriate carriers no later than 3:00 p.m., local time, on Wednesdays (eight (8) calendar days prior to the Effective Date) to deliver on or before Mondays (three (3) calendar days prior to the Effective Date).

NOTE: Mailing/ shipping of APO/FPO shipments, advance copies, and DLA shelf stock shall be completed significantly earlier as outlined below.

The contractor shall have a minimum of four (4) reputable carriers (e.g., FedEx, FedEx Ground, USPS, UPS, International and Freight) to establish best value for product delivery. Best value includes lowest cost, ability to deliver products on time, and in an undamaged condition. Best value comparisons shall be made among like carriers. Best value shall be used for all shipments with the exceptions of APO/FPO, specified Foreign Military Sales (FMS) and Foreign Exchange (FX) cases, and Post Office Boxes. The contractor shall perform best value reviews of the contractor's chosen carriers and provide the Government access to the review data. Reviews shall be performed at the beginning of each contract year exercised, at a minimum, or more frequently as requested by the Government. The contractor's best value selections and selection process shall be provided to the Government for review and approval prior to implementation.

The contractor shall establish and maintain a customer database for accounts that need to be shipped by special means (e.g., International Mail, Freight pick-up at dock, etc.) This database shall be made available to the Government.

The contractor is responsible for complying with each carrier's specific shipping requirements. The contractor shall not knowingly ship products that do not conform to a carrier's shipping requirements.

If the mode of shipment selected by the contractor was unable to deliver to the Government specified customers/addresses, it shall be the contractor's responsibility to reship the package(s) at the contractor's expense.

The contractor shall notify the Government of undelivered packages.

Specified customers/addresses with a Post Office Box shall be shipped via the USPS, unless directed otherwise by the Government.

When different titles are to be distributed to the same address(es), they shall be consolidated into one shipment.

There are specific customers/addresses where the mode of shipment is provided by the Government.

APO and FPO Shipments:

APO/FPO shipments shall be handled as "drop mail".

APO/FPO consolidations shall be delivered to the following Gateway mail facilities:

- APO/FPO (AE and AP) Chicago, IL Consolidations: Unless otherwise instructed, packages for mixed APO/FPO AE and AP locations shall be delivered to: JT Wecker International Service Center (ISC), 11600 West Irving Park Road, Chicago, IL 60688-9998.

All shipments going into Chicago shall be separated into at least three (3) groups based on the first three digits of the zip code. These three (3) groups are:

- 1) Zip codes starting with 090 through 092; zip codes starting with 094 through 099
 - 2) Zip codes starting with 093
 - 3) Zip codes starting with 962 through 966
- APO/FPO (AA) Miami, FL Consolidations: Unless otherwise instructed, packages for mixed APO AA and FPO AA locations shall be delivered to: Miami International Service Center (ISC), 11698 NW 25th Street, Miami, FL 33112-9997.

Each shipping container or pallet sent to the Miami ISC shall be marked as follows:

<u>APO Designator</u>	<u>Destination Code</u>	<u>Placard Identifier</u>
APO AA (Miami)	Y	MIA/Mixed APO
FPO AA (Miami)	Y	MIA/Mixed FPO

For shipments through the Miami ISC, the destination code shall be visible in the upper right-hand corner of the packing list side of the mailing label.

NOTE: The addresses for the Gateway mail facilities for APO/FPO shipments may change temporarily (e.g., Federal Holidays).

Consolidated APO/FPO shipments must arrive at their respective ISCs no later than Tuesday, nine (9) calendar days prior to Effective Dates. The contractor shall submit to the Government a written response, electronically or by fax, showing the actual skid count and weight for each gateway “drop mail” shipment prior to time of carrier pick-up. The contractor shall schedule a delivery appointment with each APO/FPO drop point seven (7) calendar days prior to the anticipated delivery date. All APO/FPO shipments shall be delivered to the designated airport facility/gateway by the deadline in accordance with the “FAA Charts Printing and Distribution Schedule” (see Attachment 1).

The contractor shall provide to the appropriate ISC, either Chicago or Miami, piece count, number of skids, and weight for all of the different shipments to that location seven (7) calendar days prior to delivery. The contractor shall obtain a “Proof of Delivery (POD)” receipt from the carrier certifying the date, legible signature, and time delivery was received at each gateway. The contractor shall provide this information, by email or by fax, to the Government no later than 11:00 a.m., local time, on the following morning (Wednesday) after delivery. The contractor shall retain the written POD receipt and shall furnish a copy of said receipt to the Contracting Officer or Program Manager when requested.

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

All shipping must be in accordance with the Service Manuals of those carriers used in the performance of this contract.

Upon completion of the contract, the contractor shall return or destroy all furnished materials (if applicable), as directed by the Government.

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

SPECIAL COPIES: Two (2) types of special copies (as specified below) of the FAA products, not identified by mailing labels, shall be placed into the distribution system in accordance with the following requirements –

Advance Copies –

Advance copies shall be considered part of the ordered quantity for each issue. The maximum number of addresses to receive advance copies shall be 20. More than 20 addresses shall require the contractor’s concurrence. Addresses will be provided by Government with each cycle.

Advance copies shall be shipped f.o.b. contractor’s city (reimbursable) no later than four (4) hours after completion of the first binding.

The contractor is expected to continue the printing and distribution of all copies ordered unless an authorized Government representative has given verbal instruction otherwise. If major corrections are deemed necessary by the Government, the Program Manager will direct the contractor to stop and make any necessary corrections.

DLA Shelf Stock Copies –

Contractor shall ship all Enroute products directly to customers. All non-Enroute products shall be shipped to DLA for distribution.

Shelf Stock (bulk quantity) shall be shipped f.o.b. destination to DLA, Distribution Center, Richmond, VA, to arrive no later than Thursday, 12:00 noon, EST, seven (7) calendar days prior to the Effective Date.

If a change in the Government distribution contractor results in added transportation costs to the contractor, the contractor may request an equitable adjustment in the contract price.

Shelf stock shipments shall be placed in containers and secured to skids or pallets. No more than one (1) chart title shall be put in a container. Each container shall be marked as to chart title, effective date, and number of copies. The contractor shall mark each container to indicate the total number of containers in the shipment (e.g., 1 of 3, 2 of 3, 3 of 3). The small quantity of each chart title that does not completely fill a container shall be packed separately in its own container.

The contractor shall generate a delivery document for the shelf stock shipments, identifying the number of containers for each volume without identifying the quantity of publications in the containers, and shall deliver the document with the bulk shipment of shelf stock.

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 orders will be emailed to the contractor.

The required schedules for each production cycle are defined as follows.

Effective Date – The date and time when one edition of FAA products becomes obsolete and the next edition must be in use. It is critical to flight safety that customers receive their new publications before the effective date. Effective Dates are always on Thursdays.

Digital Files Made Available – The digital data files are made available to the contractor, usually on Thursday, 21 calendar days prior to the Effective Date.

Digital Production Support Files – The digital address, consolidated quantities, and quantities per account will be provided to the contractor, usually on Tuesday, 44 calendar days prior to the Effective Date.

Advanced Copies – All advanced copies shall be shipped no later than four (4) hours after completion of first binding.

APO/FPO Delivery – The date when consolidated APO/FPO shipments must arrive at their respective ISCs, no later than Tuesday, nine (9) calendar days prior to the Effective Date.

Shelf Stock (bulk quantity) – Shelf stock shall be shipped to DLA, Distribution Center, Richmond, VA, to arrive no later than Thursday, 12:00 noon, EST, seven (7) calendar days prior to the Effective Date.

Automated Initial Distribution (AID) Delivery – Date when all remaining products shall be delivered to the customers, no later than Monday, three (3) calendar days prior to the product Effective Dates.

Detailed production schedules for each individual cycle will be provided by the Government with each print order.

NOTE: These products supply the United States Military Services with mission-critical aeronautical safety of navigation information in accordance with Title 10 United States Code (USC) 451, Chairman of the Joint Chiefs of Staff (CJCS) Instruction 3901.01B, Department of Defense (DoD) Directive 5105.60, and the International Civil Aviation Authority (ICAO) Aeronautical Information Regulation and Control (AIRAC) cycle. Without exception, these products must be produced and shipped in accordance with the specified timelines identified herein and/or on the GPO Form 2511. In the event of unforeseen circumstances, such as shipping delays due to weather events, the contractor shall make every possible effort to deliver the product on time or as close to the required time as possible. The contractor shall immediately communicate any potential schedule delay or intrusion to the Government and immediately coordinate any possible workaround. Failure to do so may incur a significant risk of a safety of flight incident, potentially resulting in injury or loss of life and equipment among U.S., foreign militaries, and civil entities. **Surge/Crisis Support Orders:** Printing and Distribution of FAA charts shall also be provided during surge and crisis conditions. Surge or crisis jobs shall be defined as jobs which require a completion time shorter than the timeframes specified herein and/or in quantities over the estimated quantities specified herein. Surge/Crisis jobs will be identified by the Government on the GPO Form 2511 for that specific job along with the completion timeframe requirements and quantities. During a surge or crisis state, if there is a timing conflict with other jobs, the surge/crisis work shall take precedence over all other print jobs on this contract.

The ordering agency will notify the contractor via email or telephone when a surge/crisis order is being issued.

It is difficult to estimate how many orders may be identified as surge/crisis orders. Because of varying degrees of size and complexity of each of these orders, the schedule requirements for each individual surge/crisis order, when needed, will be determined jointly by the Government and the contractor based on the amount of work involved and the time that can be allowed for that order. The Government will contact the contractor when a surge/crisis order needs to be issued. The schedule must be agreed upon within 24 hours prior to the ordering agency providing the Government furnished material, and must be indicated on the print order for payment.

Orders must be completed and delivered within the time specified as mutually agreed upon between the Government and the contractor.

NOTE: There may be contract years when no surge/crisis orders are needed.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and products ordered for shipping/ mailing f.o.b. contractor's city must be delivered to the USPS or picked up by the small package carrier, as applicable.

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.

DISTRIBUTION HELP DESK (DHD):

The contractor shall establish, maintain, and staff a Distribution Help Desk (DHD). The DHD shall maintain tracking data on all shipments distributed by the contractor. The contractor shall analyze industry and DoD processes, compare, and implement the higher standards. The contractor shall periodically check industry best practices for changes and upgrades. Changes and upgrades shall be approved by the Government prior to being implemented.

For the DHD, the contractor shall provide the following:

- The contractor shall provide commercial and toll-free telephone numbers.
- The contractor shall staff the DHD from 8:00 a.m. through 4:30 p.m., contractor's local time, Monday through Friday. The DHD is to be staffed even if a Federal Holiday falls on a workday.
- The contractor's telephones shall have voice-mail capability.
- The DHD shall be the DLA and NGA initial point of contact for all issues relating to the distribution of products by the contractor.
- The DHD shall also be a customer point of contact for all issues relating to the printing and distribution of products by the contractor.
- The contractor shall direct customers to the appropriate organization for problems other than printing and distribution (e.g., NGA, DLA, Map Support Offices, etc.). The Government shall provide Points of Contact.
- The contractor shall research all calls to determine the reason for any given problem and take the necessary actions to prevent the same issue(s) from reoccurring.

Immediately after award and prior to implementation of the DHD, the contractor shall submit a plan for the establishment of the help desk. The plan should explain in detail how the contractor will accomplish the above requirements. The proposed DHD plan is subject to Government review and approval. Contractor must not implement the Distribution Help Desk prior to Government approval.

The contractor shall, for each Effective Date cycle, send to customers an advance delivery e-mail. The e-mail shall contain the contractor's e-mail address, Distribution Help Desk phone numbers (commercial and toll-free), product information (e.g., title, number of copies, and price), and shipping information (e.g., mode, tracking if available, and cost). The contractor's contact information will also be shown in DoD's FLIP General Planning book that ships to customers. The contractor shall have a website email contact so DLA, NGA, or customers can leave information and the contractor can either ship the products and/or contact the customer to address their issue. The contractor's recorded voice message and advance e-mail shall instruct customers to provide the following information: 6-digit Department of Defense Address & Activity Code (DoDAAC), product title (with NGA Reference Number), product quantity, and customer's contact information (name of customer, address, commercial telephone number, and e-mail address).

No later than 30 calendar days prior to the first Effective Date cycle of this contract, the contractor shall send a sample advance delivery e-mail to the Government for review and approval. Issuance to customer shall commence after review and approval. Any further changes to the e-mail will require Government review and approval.

The contractor shall establish and maintain a printing and distribution database on the contractor's secure website. The contractor shall provide the Government with access to the secure database for review and approval prior to the contractor's implementation. Data to be collected shall include, but is not limited to: Effective Dates; DoDAAC; customers' name(s), address, commercial and military phone numbers; customers' product titles with the NRN; corresponding quantities and costs; mode of delivery, (e.g., USPS, UPS, FedEx, freight carrier, etc.) including tracking number(s) when available; confirmation that delivery (date, time, and name) was made (proof of delivery); and, data from all DHD calls relating to issued products.

Proof of delivery confirmations for carriers who have an automated tracking system (e.g., FedEx, UPS, etc.) shall be available in the database as real time via carriers' links. Proof of delivery confirmations for carriers who do not have an automated tracking system shall be available in the database the next day, no later than 12:00 noon, local time, after deliveries are completed. The contractor shall provide a single point (one server/IP address) and establish data summary reports that are available for access by the Government. The data summary reports shall consist of the following data: date and time call received, customer DoDAAC account, customer point of contact, customer telephone number, description of the problem, corrective action, and date/time of completion. The Government shall have real-time 24/7 access to the contractor's website, data, and reports.

Customers will contact the contractor directly to receive information and resolve shipping discrepancies. Shipping discrepancies include but are not limited to: mis-packs, quantity shortages, incorrect products (wrong product or wrong issue), late shipments, missing shipments, damaged shipments, and delivery to location other than customer(s) specified address.

The contractor shall respond to DHD inquiries within four (4) hours of receiving a request for information (e.g., mode of shipment, tracking number, proof of delivery, and delivery date). NOTE: If the inquiry is received outside of the 8:00 a.m. to 4:30 p.m. Help Desk hours, the contractor shall respond within four (4) hours of the 8:00 a.m. DHD start time.)

When a shipping discrepancy is deemed to have been under the control of the contractor, the following actions will apply through the next Effective Date cycle for each product involved:

- 1) The contractor, at contractor's expense, shall:
 - a) Reship the required products to the customer within four (4) hours of receiving notification for next day receipt;
 - b) The mode of transportation shall be as required to meet customer needs (preferred will be by next day mode). In these cases, a street address is required;
 - c) Provide the customer with available shipment confirmation information (e.g., mode of shipment, tracking number, and expected delivery date); and,
 - d) Provide the same data to the DLA/NGA Program Manager, no later than 8:00 a.m., local time, the following morning.
- 2) If a product to be reshipped is not available, the contractor shall notify the Government within two (2) hours of notification of product unavailability.
- 3) When the contractor does not have a required product(s), the Government will request shipment from the DLA Distribution Center. The cost of the product(s) and transportation cost will be charged to the contractor.
- 4) If DLA does not have the required product(s), the contractor shall be required to reprint and ship the products at the contractor's expense, as directed by the Contracting Officer and Program Manager.

The contractor shall be responsible for maintaining a Point of Contact (POC) listing of Chart production contacts, list of military POCs for each service, and a list of special shipment addresses.

TECHNICAL EXCHANGE MEETINGS (TEMs): For each print order, the contractor shall make the relevant personnel available for after-action technical exchange meetings with Government personnel to discuss data exchange, digital file issues, shipping, and any other relevant topics. At a minimum, the TEMs should be conducted after each Effective Date production cycle, or as deemed necessary by the Government or the contractor. In addition, the contractor shall make relevant personnel available for any necessary informal or ad hoc communications with the Government prior to each printing cycle. The Contracting Officer and Government Program Manager shall be included and/or informed of all communications.

NOTE: The majority of TEMs will take place via teleconference.

SECTION 3. - DETERMINATION OF AWARD

The Government will apply the prices offered by each bidder 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. 1. (a)	6	146
(b)	5	31
(c)	33	833
2. (a)	13	292
(b)	12	263
(c)	75	1,662
3. (a)	31	730
(b)	28	657
(c)	178	4,160
4. (a)	31	730
(b)	28	657
(c)	178	4,160
5. (a)	25	584
(b)	23	473
(c)	145	3,229
6. (a)	18	438
(b)	16	394
(c)	103	2,498
II. 1. (a)	65	
(b)	131	
(c)	329	
(d)	329	
(e)	263	
(f)	197	
2. (a)	37	
(b)	73	
(c)	182	
(d)	182	
(e)	146	
(f)	110	

- 3. (a) 29
- (b) 58
- (c) 146
- (d) 146
- (e) 117
- (f) 87

- 4. (a) 15
- (b) 30
- (c) 73
- (d) 73
- (e) 58
- (f) 44

- III. 1. (a) 592
- (b) 13

- 2. (a) 3,739
- (b) 5,700
- (c) 11,475

- IV. (a) 84
- (b) 12

SECTION 4. - SCHEDULE OF PRICES

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

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

For products printing in more than one color, a charge under line items I.1.(c), 2.(c), 3.(c), 4.(c), 5.(c) and 6.(c), will be allowed only for the sides of the chart actually printed with the additional color.

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 (minus the paper) and operations necessary for the 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)
1. 21 x 40”:		
(a) Printing one side only in a single ink color, including binding.....	per product..... \$ _____	\$ _____
(b) Printing second side in a single ink color	per product..... \$ _____	\$ _____
(c) Printing each side in an additional ink color not charged for under line items I.1.(a) and (b)	per color/per side..... \$ _____	\$ _____

 (Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
2. 21 x 60":		
(a) Printing one side only in a single ink color, including binding..... per product.....	\$ _____	\$ _____
(b) Printing second side in a single ink color per product.....	\$ _____	\$ _____
(c) Printing each side in an additional ink color not charged for under line items I.2.(a) and (b) per color/per side.....	\$ _____	\$ _____
3. 31 x 40":		
(a) Printing one side only in a single ink color, including binding..... per product.....	\$ _____	\$ _____
(b) Printing second side in a single ink color per product.....	\$ _____	\$ _____
(c) Printing each side in an additional ink color not charged for under line items I.3.(a) and (b) per color/per side.....	\$ _____	\$ _____
4. 31 x 60":		
(a) Printing one side only in a single ink color, including binding..... per product.....	\$ _____	\$ _____
(b) Printing second side in a single ink color per product.....	\$ _____	\$ _____
(c) Printing each side in an additional ink color not charged for under line items I.4.(a) and (b) per color/per side.....	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
5. 36 x 40":		
(a) Printing one side only in a single ink color, including binding..... per product.....	\$ _____	\$ _____
(b) Printing second side in a single ink color per product.....	\$ _____	\$ _____
(c) Printing each side in an additional ink color not charged for under line items I.5.(a) and (b)..... per color/per side.....	\$ _____	\$ _____

6. 60 x 60":		
(a) Printing one side only in a single ink color, including binding..... per product.....	\$ _____	\$ _____
(b) Printing second side in a single ink color per product.....	\$ _____	\$ _____
(c) Printing each side in an additional ink color not charged for under line items I.6.(a) and (b)..... per color/per side.....	\$ _____	\$ _____

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:

Chart – Each page-size chart leaf.

	<u>Per 1,000 Leaves</u>
1. White 50% Chart, Lithographic-finish (36-lb.)	
(a) 21 x 40"	\$ _____
(b) 21 x 60"	\$ _____
(c) 31 x 40"	\$ _____
(d) 31 x 60"	\$ _____
(e) 36 x 40"	\$ _____
(f) 60 x 60"	\$ _____

(Initials)

Per 1,000 Leaves

2. White Offset Map, Lithographic-finish (60-lb.)

- (a) 21 x 40"\$ _____
- (b) 21 x 60"\$ _____
- (c) 31 x 40"\$ _____
- (d) 31 x 60"\$ _____
- (e) 36 x 40"\$ _____
- (f) 60 x 60"\$ _____

3. White Chemical Wood Map, Lithographic-finish (22-lb.)

- (a) 21 x 40"\$ _____
- (b) 21 x 60"\$ _____
- (c) 31 x 40"\$ _____
- (d) 31 x 60"\$ _____
- (e) 36 x 40"\$ _____
- (f) 60 x 60"\$ _____

4. White Uncoated (Tear-resistant) Synthetic Paper (4.5 mils)

- (a) 21 x 40"\$ _____
- (b) 21 x 60"\$ _____
- (c) 31 x 40"\$ _____
- (d) 31 x 60"\$ _____
- (e) 36 x 40"\$ _____
- (f) 60 x 60"\$ _____

(Initials)

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

1. *APO/FPO Bulk Shipments* –

(a) Packing and sealing shipping containers per container\$ _____

(b) Palletizing..... per pallet.....\$ _____

2. *Non-Palletized Mailed Shipments* –

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

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

(c) Quantities over 12 pounds, up to 45 pounds,
packed in shipping containers per container\$ _____

IV. DISTRIBUTION HELP DESK:

NOTE: Line item IV.(a) must include the costs of all operators and computer/telephone equipment necessary. Line item IV.(b) must be charged against the print order specified by the Government for that month.

(a) Toll-Free Service Center Line..... per call.....\$ _____

(b) Monthly Service Center Operating/Maintenance Fee per month.....\$ _____

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

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

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

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

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

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

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

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

(Street Address)

(City - State - Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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

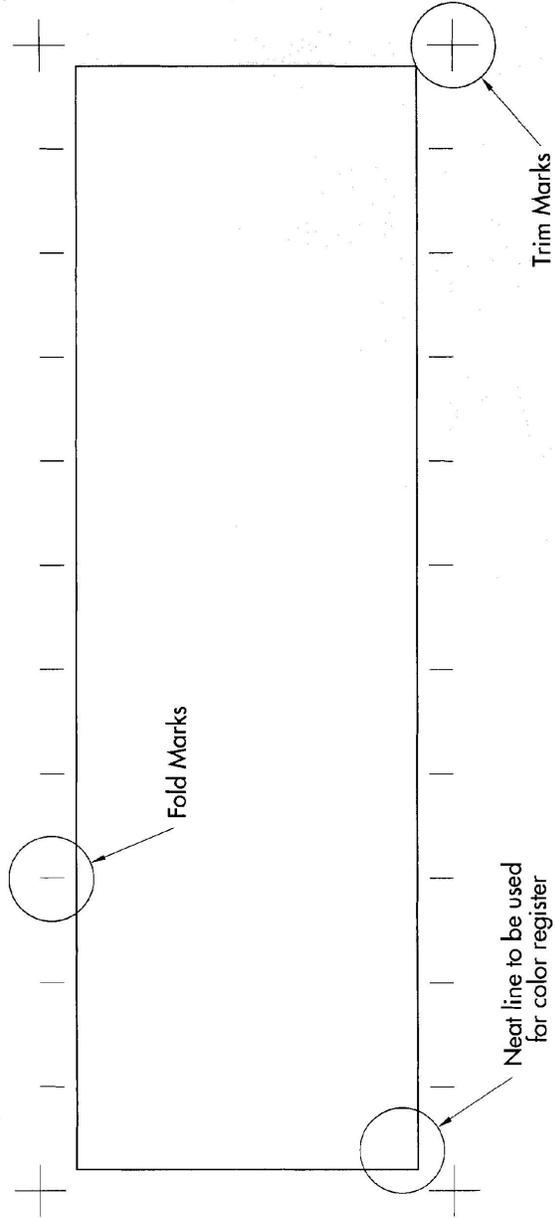
FAA FILE DOWNLOAD AND DISTRIBUTION SCHEDULE

Effective Date	File Download on FAA FTP Site NLT 1200 (noon) EST	Advance Copies Shipped NLT 4 Hours	APO/FPO Delivered to ISCs NLT 1200 (noon) Local Time	Shelf Stock Delivered to DLA	Delivery to All Remaining Customers
8-Nov-18	18-Oct-18			NLT 1200 (Noon) EST Thursday Seven Days Prior to Effective Date	5-Nov-18
6-Dec-18	15-Nov-18	N/A	N/A		
3-Jan-19	13-Dec-18				31-Dec-18
31-Jan-19	10-Jan-19	N/A	N/A		
28-Feb-19	7-Feb-19				25-Feb-19
28-Mar-19	7-Mar-19	N/A	N/A		
25-Apr-19	4-Apr-19				22-Apr-19
23-May-19	2-May-19	N/A	N/A		
20-Jun-19	30-May-19				17-Jun-19
18-Jul-19	27-Jun-19	N/A	N/A		
15-Aug-19	25-Jul-19				12-Aug-19
12-Sep-19	22-Aug-19	N/A	N/A		
10-Oct-19	19-Sep-19				7-Oct-19
7-Nov-19	17-Oct-19	N/A	N/A		
5-Dec-19	14-Nov-19				2-Dec-19
2-Jan-20	12-Dec-19	N/A	N/A		
30-Jan-20	9-Jan-20				29-Dec-19
27-Feb-20	6-Feb-20	N/A	N/A		
26-Mar-20	5-Mar-20				23-Mar-20
23-Apr-20	2-Apr-20	N/A	N/A		
21-May-20	30-Apr-20				18-May-20
18-Jun-20	28-May-20	N/A	N/A		
16-Jul-20	25-Jun-20				13-Jul-20
13-Aug-20	23-Jul-20	N/A	N/A		
10-Sep-20	20-Aug-20				7-Sep-20
8-Oct-20	17-Sep-20	N/A	N/A		
5-Nov-20	15-Oct-20				2-Nov-20
3-Dec-20	12-Nov-20	N/A	N/A		
31-Dec-20	10-Dec-20				28-Dec-20

FAA FILE DOWNLOAD AND DISTRIBUTION SCHEDULE

Effective Date	File Download on FAA FTP Site NLT 1200 (noon) EST	Advance Copies Shipped NLT 4 Hours After First Finishing	APO/FPO Delivered to ISCs NLT 1200 (noon) Local Time	Shelf Stock Delivered to DLA	Delivery to All Remaining Customers
28-Jan-21	7-Jan-21	N/A	N/A	NLT 1200 (Noon) EST Thursday Seven Days Prior to Effective Date	
25-Feb-21	4-Feb-21				22-Feb-21
25-Mar-21	4-Mar-21	N/A	N/A		
22-Apr-21	1-Apr-21				19-Apr-21
20-May-21	29-Apr-21	N/A	N/A		
17-Jun-21	27-May-21				14-Jun-21
15-Jul-21	24-Jun-21	N/A	N/A		
12-Aug-21	22-Jul-21				9-Aug-21
9-Sep-21	19-Aug-21	N/A	N/A		
7-Oct-21	16-Sep-21				4-Oct-21
4-Nov-21	14-Oct-21	N/A	N/A		
2-Dec-21	11-Nov-21				29-Nov-21
30-Dec-21	9-Dec-21	N/A	N/A		

CHART TRIMMING/FOLDING DIAGRAM

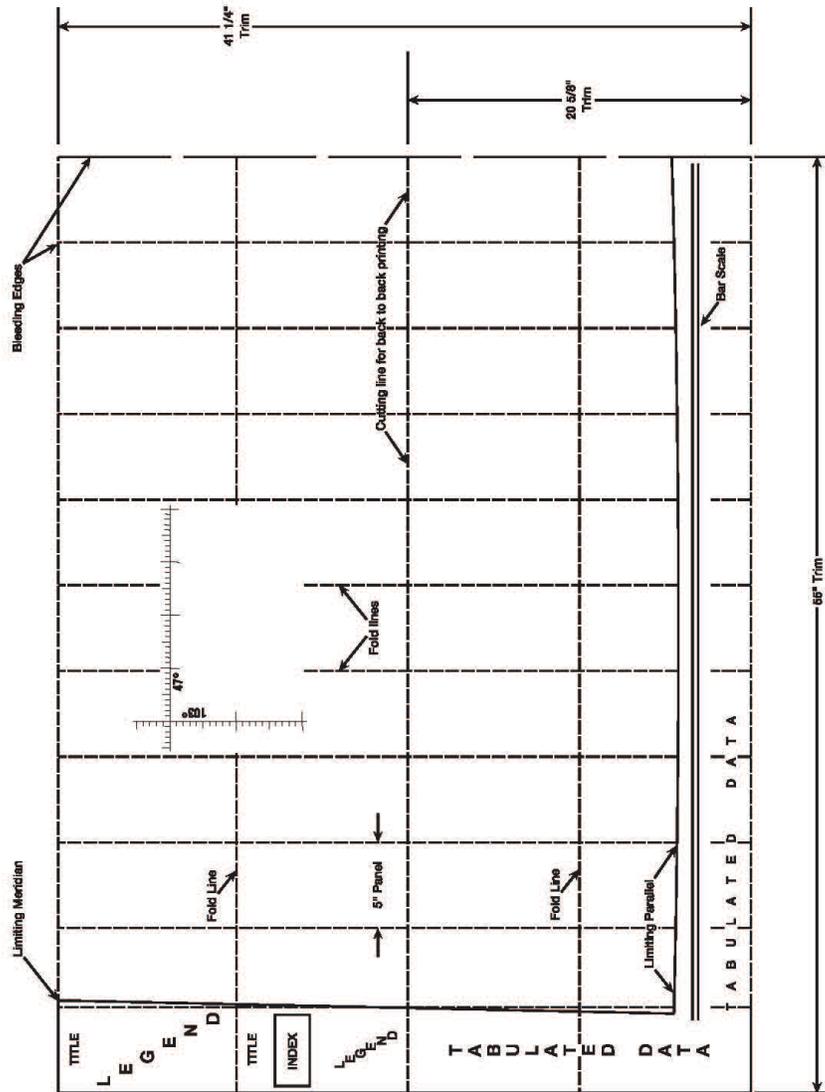


24 April 2017

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APPENDIX 14
 STYLE SHEET - NORMAL COVERAGE

CHART LAYOUT
 NORMAL COVERAGE

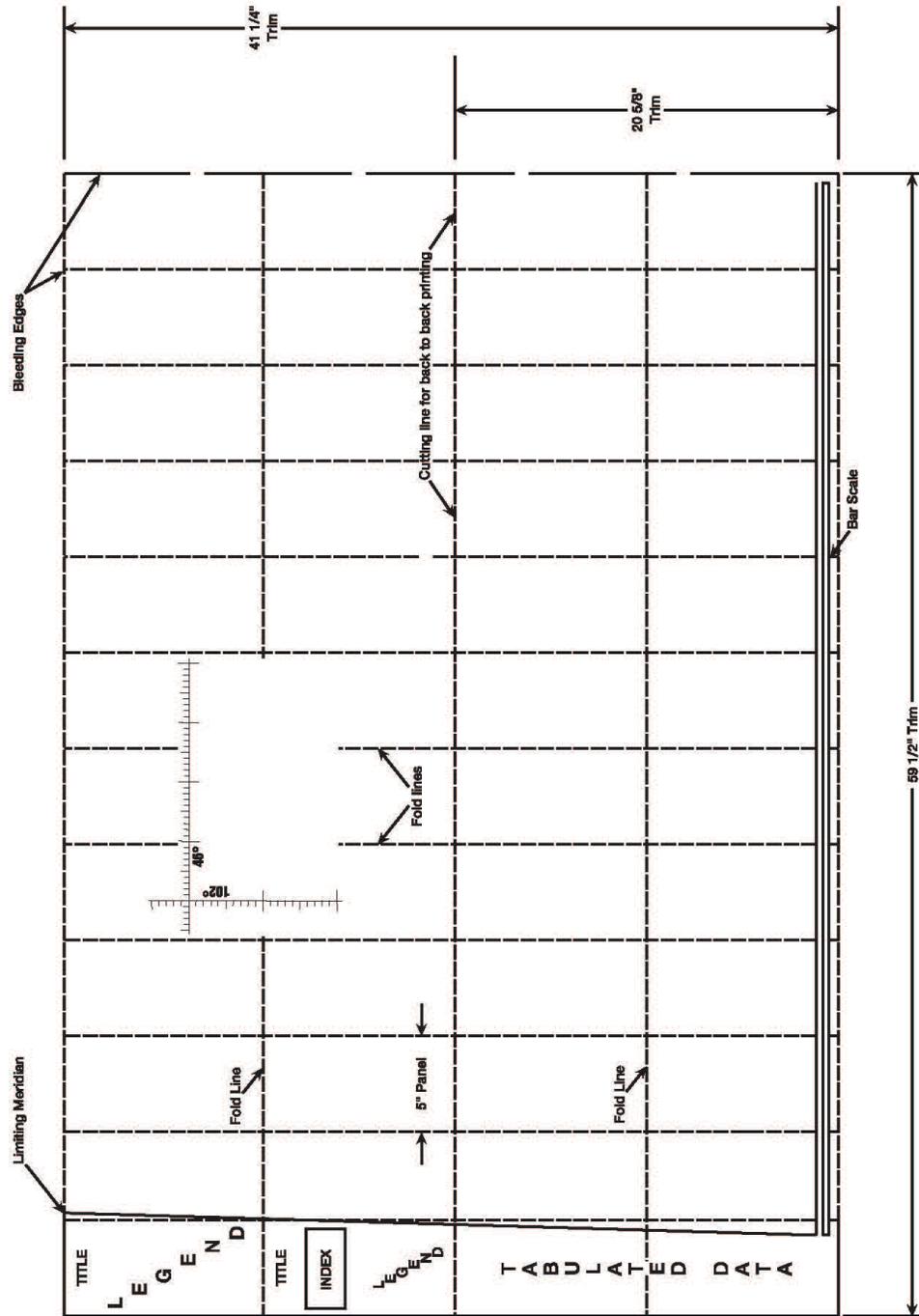


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APPENDIX 15
 STYLE SHEET - EXTENDED COVERAGE

CHART LAYOUT
 EXTENDED COVERAGE



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APPENDIX 16
 STYLE SHEET - VFR TERMINAL AREA CHART

CHART LAYOUT
 VFR TERMINAL AREA CHART

