

Program No 1205-S A1 Term Date of Award To 11/30/19												
TITLE: Various Green Military Log Books												
			IPMG		Gateway Press, Inc.		Monarch Litho		The Print House		Previous - United Book Press	
			New York, NY		Louisville, KY		Montebello, CA		Brooklyn, NY			
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>COMPLETE PRODUCT</b>											
(a)	Format A: 3521.....per book	300,000	\$ 3.33	\$999,000.00	\$ 3.75	\$1,125,000.00	\$ 3.379	\$1,013,700.00	\$3.30	\$990,000.00	\$1.40	\$420,000.00
(b)	Format A: 6207.....per book	20,000	\$ 3.90	\$78,000.00	\$ 4.25	\$85,000.00	\$ 4.257	\$85,140.00	\$3.42	\$68,400.00	\$1.44	\$28,800.00
(c)	Format B: 6942.....per book	1,000	\$ 6.00	\$6,000.00	\$ 11.50	\$11,500.00	\$ 11.539	\$11,539.00	\$7.00	\$7,000.00	\$2.40	\$2,400.00
(d)	Format C: 3525.....per book	50,000	\$ 4.33	\$216,500.00	\$ 4.75	\$237,500.00	\$ 5.850	\$292,500.00	\$5.85	\$292,500.00	\$2.04	\$102,000.00
(e)	Format D: 5028.....per book	1,200	\$ 7.11	\$8,532.00	\$ 13.75	\$16,500.00	\$ 12.554	\$15,064.80	\$17.68	\$21,216.00	\$4.43	\$5,316.00
(f)	Format E: 3524.....per book	10,000	\$ 6.70	\$67,000.00	\$ 4.00	\$40,000.00	\$ 9.291	\$92,910.00	\$11.00	\$110,000.00	\$4.09	\$40,900.00
(g)	Format E: 8363.....per book	7,000	\$ 5.44	\$38,080.00	\$ 4.00	\$28,000.00	\$ 9.669	\$67,683.00	\$10.62	\$74,340.00	\$4.06	\$28,420.00
(h)	Format F: 3527.....per book	300	\$ 9.11	\$2,733.00	\$ 39.00	\$11,700.00	\$ 28.666	\$8,599.80	\$47.40	\$14,220.00	\$4.83	\$1,449.00
(i)	Format F: 6211.....per book	300	\$ 9.11	\$2,733.00	\$ 39.00	\$11,700.00	\$ 28.666	\$8,599.80	\$47.40	\$14,220.00	\$5.14	\$1,542.00
			<b>CONTRACTOR TOTALS</b>		<b>\$1,418,578.00</b>		<b>\$1,566,900.00</b>		<b>\$1,595,736.40</b>		<b>\$1,591,896.00</b>	
			<b>DISCOUNT</b>		1%-10		1%-20		<b>\$15,669.00</b>		2%-20	
									<b>\$31,914.73</b>		0.25%-20	
			<b>DISCOUNTED TOTALS</b>		<b>\$1,418,578.00</b>		<b>\$1,551,231.00</b>		<b>\$1,563,821.67</b>		<b>\$1,587,916.26</b>	
							<b>AWARDED</b>					

December 18, 2018

This is Amendment No. 1. The specification in our invitation for bids on Program 1205-S, scheduled for opening at 2:00 PM, 12/18/18, is amended as follows:

1. Change the bid opening date to December 21, 2018.

All other specifications remain the same.

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

U.S. Government Publishing Office  
Philadelphia Regional Office  
928 Jaymor Road, Suite A-190  
Southampton, PA 18966-3820

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,

DEBRA L. ROZDZIELSKI  
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE  
Philadelphia, PA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Various Green Military Log Books***

as requisitioned from the U.S. Government Publishing Office (GPO) by the  
Defense Logistics Agency (DLA), Data Production Operations, J67F

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending November 30, 2019 plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 2:00 p.m., prevailing Philadelphia, PA, time, on December 18, 2018.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 928 Jaymor Road, Suite A-190, Southampton, PA 18966. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to (215) 364-6476. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO, 928 Jaymor Road Suite A-190, Southampton, PA 18966, between the hours of 9:00 a.m. and 4:00 p.m., prevailing Philadelphia, PA, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (215) 364-6465.

**BIDDERS, PLEASE NOTE:** 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.

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.

These specifications have been EXTENSIVELY revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Diane Peluso at (215) 364-6465 x4, or at [dpeluso@gpo.gov](mailto:dpeluso@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 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>.

**Predominant Production Function:** Presswork. The contractor may make contracts with any other party for the furnishing of any part of the supplies or work called for, with the exception of the predominant production function.

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

Product Quality Levels:

- (a) Printing (page related) Attributes - Level IV.
- (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	O.K. Proofs/Furnished Sample
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 November 30, 2019 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

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

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

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

**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. Government Publishing Office, Philadelphia, PA, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

**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 November 30, 2019, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to contractor in conformance with the schedule.

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

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

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

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

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

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

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

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of case-bound, smyth-sewn books requiring such operations as composition, stamping/printing, binding, packing, and distribution.

**TITLE:** Various Green Military Log Books.

**FREQUENCY OF ORDERS:** Based on past performance, it is anticipated that from 7 to 12 orders will be placed per year.

**QUANTITY:** Approximately 300 to 100,000 copies per format below.

<u>Format</u>	<u>Stock Numbers</u>	<u>Approximate No. of Orders Per Year</u>	<u>Approximate Number of Copies Per Order</u>
A	3521	3 to 4	100,000
A	6207	1 to 2	20,000
B	6942	1	1,000
C	3525	2 to 3	25,000
D	5028	1	1,200
E	3524	1	10,000
E	8363	1 to 2	7,000
F	3527	1	300
F	6211	1	300

\*Stock numbers listed represent the last four digits of each stock number.

**NOTE:** A separate print order will be issued at the beginning of the contract for all required proofs. (See "PROOFS.")

### FORMAT DESCRIPTIONS:

#### *Format A:*

Trim Size: 4-7/8 x 7-3/4"

Page Count: 192 pages (96 leaves).

Format A consists of two items as follow:

- Stock Number: 7530-00-222-3521.  
Each page prints 28 horizontal rules in blue ink with screen. Pages bleed.
- Stock Number: 7530-00-286-6207.  
Each page prints 29 horizontal and 4 vertical rules in blue ink with screen. Pages bleed horizontally.

**Format B:**

Trim Size: 7-1/4" x 9-1/2"

Page Count: 120 pages (60 leaves).

- Stock Number: 7530-00-286-6942.  
Each page prints 29 horizontal and 2 vertical rules in blue ink with screen. Pages 1 through 6 with tab A are numbered 2, 4 and 6 in the upper outside corners. The odd numbered pages start with page 7 through 120; all Arabic numerals. Pages bleed.

Bleed Tabs: Bleed index tabs print on all leaves in solid blue ink with letters reversed out in 27 positions as follows (the number in parenthesis represents leaves to each bleed tab): A(3), B(4), C(4), D(2), E(2), F(2), G(2), H(4), I(2), J(2), K(2), L(2), M(2), Mc(2), N(2), O(2), P(2), Q(1), R(2), S(4), T(3), U(1), V(1), W(4), X(1), Y(1), Z(1). Bleed tab sizes are all approximately 1/2 x 23/64".

**Format C:**

Trim Size: 7-5/8 x 10-1/4"

Page Count: 192 pages (96 leaves).

- Stock Number: 7530-00-222-3525.  
Each page prints 29 horizontal rules in blue ink with screen. Pages bleed.

**Format D:**

Trim Size: 7-1/8 x 12-1/2"

Page Count: 304 pages (152 leaves).

- Stock Number: 7530-00-290-5028.  
Each page prints 37 horizontal and 1 vertical rule in blue ink with screen. Pages bleed. Number each page sequentially in the upper outside corner beginning with Arabic numeral 1 through 304.

**Format E:**

Trim Size: 8-1/8 x 13-5/8"

Page Count: 288 pages (144 leaves).

Format E consists of two items as follows:

- Stock Number: 7530-00-222-3524.  
Each page prints 39 horizontal rules in blue ink with screen. Pages bleed.

Bleed Tabs (stock number 7530-00-222-3524): Bleed index tabs print on all leaves in solid blue ink with letters reversed out in 26 positions as follows (the number in parenthesis represents leaves to each bleed tab):

A(5), B(6), C(9), D(6), E(4), F(3), G(4), H(8), I(3), J(3), K(5), L(5), M(12), N(4), O(3), P(6), Q(2), R(4), S(14), T(8), U(3), V(3), W(15), X(4), Y(3), Z(2). Bleed tab sizes are all approximately 5/8 x 1/2".

- Stock Number: 7530-00-286-8363.  
Each page prints 39 horizontal rules in blue ink with screen. Pages bleed.

**Format F:**

Trim Size: 8-1/8 x 13-1/2"

Page Count: 304 pages (152 leaves). Format F consists of two items as follows:

- Stock Number: 7530-00-222-3527.  
The first 16 pages print 41 horizontal and 2 vertical rules in blue ink with screen.  
The remaining numbered pages, Arabic numerals 1 – 288, print 39 horizontal rules in blue ink with screen and 2 rules print in red ink. The vertical rules, 10 print in blue ink with screen and 2 solid plus 11 print in red ink. Page numbers print in blue ink, upper outside corners.  
Pages bleed.
- Stock Number: 7530-00-286-6211.  
The first 16 pages print 41 horizontal and 2 vertical rules in blue ink with screen.  
The remaining numbered pages, Arabic numerals 1 – 288, print 38 horizontal rules in blue ink with screen and 2 rules print in red ink. The vertical rules, 8 print in blue ink with screen and 2 solid plus 17 print in red ink. Page numbers print in blue ink, upper outside corners.  
Pages bleed.

Alphabetic Tabs (both items): Tabs bleed and print in blue ink with letters reversed out in 8 positions as follows (the number in parenthesis represents leaves to each bleed tab): ABC(1), DEF(1), GHI(1), JKL(1), MNOP(1), QRS(1), TUV(1), WXYZ(1). Tab size: 1/2" width x 1-3/4" height.

**GOVERNMENT TO FURNISH:** Sample books will be available to the contractor upon request.

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.

**GPO Imprint Line for Contracts:** The GPO imprint line information can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/updates-and-notices>.

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

**COMPOSITION:** The contractor will be required to set type for numerals and/or letters for page numbers and/or bleed index tabs as required. These numerals and letters must be identical throughout the products ordered under these specifications.

**Typefaces and Sizes for text pages:** Required typeface for printing of page numbers and/or bleed index tabs may be one of the following: Helvetica Bold, Futura Bold, or ITC Avant Garde Gothic Bold.

While the above typefaces are preferred, suitable alternates of comparable weight, face, and size will be considered for page numbers and/or bleed index tabs only. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface(s) and composing machine to be used.

The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award, which is deemed to be in the best interest of the Government.

**Typeface sizes for text pages** are indicated under "PRINTING".

**Typefaces and sizes for covers** are indicated under "STAMPING/PRINTING".

Upon completion of the contract, the contractor must furnish final production native application files (digital deliverables) and Adobe Acrobat PDF files (most current version) for each format. The digital deliverables must be an exact representation of the final printed product and shall be returned via email, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, or any proprietary file formats, unless specified by the Government.

**PROOFS:** *On the first order only, the contractor must submit one (1) set of proofs as specified below for each format. Proofs ordered on the first order will be the quality standard for all orders placed for production of the books.*

One (1) set of digital color content proofs (of all text pages and stamped cover pages/spine) in book form. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

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

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

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

All text stock used in each copy must be of a uniform shade.

*Text:* White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60. The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

*Cover:* Green Drab Drill as follows:

Color: To match furnished sample.

Fabric: Shall be made of cotton or poly-cotton, thoroughly cleaned, and free from waste. It shall be evenly woven and free from an excessive number of imperfections of manufacture.

Weight: Shall be 6 ounces per square yard. A tolerance of minus 5% will be allowed.

Weave: Three harness twill.

Yarn: Shall be single ply.

Thread Count: Warp - Not less than 65 threads per inch.  
Filling - Not less than 35 threads per inch.

Breaking Strength: Warp - Not less than 90 pounds.

Strip Method: Filling - Not less than 50 pounds.

**Porosity:** Not less than an average of 15 seconds.

*Additional Stocks:*

White Machine-finish Book End Paper, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A50.

Book Cover Board, 0.08" thick, equal to JCP Code R30.

**PRINTING:**

***Text Pages:*** Print or machine rule text, head-to-head, in one or two ink colors, as required. Contractor will be required to match Pantone Numbers 312 (Blue) and 185 (Red).

Contractor will be required to use a 133-line screen for rules screened at 40 percent. All rules must align across the bind.

Blank pages are not permitted.

Bleed index tabs begin printing in the upper outside corner and end in the bottom outside corner in descending order (stair step). Bleed index tabs print face only.

Format A: Rules- 1 pt.

Format B: Page numbers- 18 pt. Tab blocks- 3/8" square with reverse out letters- 14 pt. Rules- 1pt.

Format C: Rules- 1pt.

Format D: Page numbers- 20 pt. Rules- 1pt.

Format E: 3524- Tab blocks- 1/2" square with reverse out letters- 26 pt. Rules- 1pt.

Format E: 8363- Rules- 1pt.

Format F: 3527- Page numbers- 14pt. Tab blocks- 1-3/4" h x 3/4" w with reverse out letters- 26 pt.

Rules- 1 pt. except starting with page number 1, 2 vertical rules- 2 pt.

Format F: 6211- Page numbers- 14pt. Tab blocks- 1-3/4" h x 1/2" w with reverse out letters- 26 pt.

Rules- 1 pt. except starting with page number 1, 2 vertical rules- 2 pt.

**STAMPING/PRINTING:**

***Covers:*** Stamp front cover and spine in matte black pigmented foil or at contractor's option, print in black ink.

Stamping must have solid impressions – no picking, pinholes, or filled letters and numerals.

Contractor will be required to set type and create stamping media.

Typefaces for front cover:

Titles (one line) are upper case with letterspacing - 72 point Kennerly typeface, centered.

Stock numbers (one line) - 12 point Helvetica typeface, at bottom.

DEFENSE LOGISTICS AGENCY (one line) is upper case – 10 point Helvetica typeface, below stock number. No alternate typefaces for cover stamping media will be allowed.

***Spine*** rules are 4 point and extend the full width of the spine.

Formats A and B: Stock number and agency name.  
Formats C and D: Title (RECORD), stock number, agency name; 8 spine rules.  
Formats E: Title (RECORD), stock number, agency name; 10 spine rules.  
Format F: 3527 - Title (CASH), stock number, agency name; 10 spine rules.  
Format F: 6211- Title (LEDGER), stock number, agency name; 10 spine rules.

**MARGINS:** Maintain margins of furnished sample books. Text pages may bleed from one to three sides.

**BINDING:** Smyth (signature) sew with pasted, plain endleaves. Trim three sides, round and back. Reinforce back with crash and strong paper liner. Case bind with suitable squares.

**PACKING:**

Shrink-film wrap in units of 1 (one) each.

Pack in shipping containers. Pack suitable per shipping container.

Books are to be packed in accordance with RP001 (see below) and in accordance with MIL-STD-2073-1E (which can be accessed at <http://quicksearch.dla.mil/>). For additional information regarding packing, see ASTM D-3951-15, "Standard Practice for Commercial Packaging." The contractor needs to meet package levels A and B to protect the products from damage.

**LABELING AND MARKING:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

All labeling and marking shall be in accordance with MIL-STD-129R (see Attachment 1). For an example of shipping container label, refer to page 4 &253 of MIL-STD-129R. In addition to regular markings, include the stock number and control number on all labels. MIL STD 129R which can be accessed at [http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-129R\\_49693/](http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-129R_49693/).



Line 1 - NSN w/ Dashes  
Line 2 - Contractors CAGE  
Line 3 - Part Number  
Line 4 - Item name in CAPS  
Line 5 - QTY and the Unit of Issue  
Line 6 - DLA TS contract# with dashes  
Line 7 - MCP - the date the material is either preserved or packaged (format MM/YY)

**NOTE:** Line 4 - Item name in CAPS will be indicated per print order.

*Barcode Markings:* The stock number is to be barcoded on shipping containers. Palletized unit loads are specifically called out for identification and barcode marking. The military shipping label (MSL) format includes a transportation tracking number (TTN) as a conditional data element that is only included if the system can generate and encode it.

The 2D (PDF417) barcode recommended for use in all packing identification marking and some figures are modified to remove the linear (Code 39) barcodes. The barcode shall be positioned in accordance with MIL-STD-129R on packaged material.

DLA Contract Number (SPE8EN-\*\*-Z-\*\*\*\*) must be shown on the shipping container label.

**PALLETIZATION:** Pallets are required and must be constructed in strict accordance with DLA Palletization Requirements, MD00100452 Revision C, and Dated 09/2016, which can be accessed at: <http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging/Palletization.aspx>.

Palletization of books will be in accordance with MIL-STD-147E and ISPM Publication No. 15. This requirement can be found within ASTM D-3951-15, "Commercial Packaging Standard," or at the following link: [http://www.dla.mil/Portals/104/Documents/LandAndMaritime/V/VS/Packaging/LM\\_ISPM15WoodPackagingMaterialinInternationalTrade\\_151007.pdf](http://www.dla.mil/Portals/104/Documents/LandAndMaritime/V/VS/Packaging/LM_ISPM15WoodPackagingMaterialinInternationalTrade_151007.pdf).

MIL STD 147E-1 can be accessed at [http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-147E\\_CHG-1\\_49067/](http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-147E_CHG-1_49067/). Reference Pages 14-16.

Pallet size: 40" L x 48" W (See Attachment 2).

Pallet material: All wood must conform to ISPM-15, and must be Heat Treated (HT). This marking must be visible to the receiving inspector and cannot be covered for any reason).

Pallet type: Must be four-way lift access and "winged". Must be in good shape and functional. Page 14 shows acceptable "winged" pallets.

The acceptable and correct pallets are:

- MH1/9-02SW4048 is the correct one for loads 1500 lbs. and less.
- MH1/9-03SW4048 is the correct one for loads 1500 lbs. to 3000 lbs.
- MH1/9-05SW4048 is the correct one for loads 1500 lbs. to 3000 lbs. (alternate).
- MH1/9-10BW4048 is the correct one for loads 1500 lbs. to 3000 lbs. (alternate).

Additional information regarding palletization can be accessed at: <http://quicksearch.dla.mil/>.

## **RP001 DLA PACKAGING REQUIREMENTS FOR PROCUREMENT:**

### 1) Additional Packaging and Marking Requirements:

(a) Prohibited cushioning and wrapping materials: Use of asbestos, excelsior, newspaper, shredded paper (all types, including wax paper and computer paper), and similar hygroscopic or non-neutral materials and all types of loose-fill materials, including polystyrene, is prohibited for application such as cushioning, fill, stuffing, and dunnage. In addition, the use of yellow wrapping or packaging material is prohibited, except where used for the containment of radioactive material.

(b) MIL-STD-129 establishes requirements for contractors that ship packaged materiel to the Government to provide both linear bar codes and two-dimensional (2D) symbols on shipping labels. Shipping labels with 2D symbols are referred to as Military Shipping Labels (MSL) and are required on all CONUS and OCONUS shipments with the following exceptions:

(1) Subsistence items procured through full-line food distributors (prime contractors), "market ready" type items shipped within the Continental United States (CONUS) to customers within CONUS;

(2) Any item for which ownership remains with the contractor until the item is placed in designated locations at the customer location prior to issuance to the customer. Government control begins upon placement of the item by the contractor into the designated location or issuance from the designated location by contractor personnel (i.e., the contractor is required to stock bins at the customer location and/or issue parts from a contractor controlled parts room).

(3) Bulk petroleum, oil and lubricant products delivered by pipeline; or tank car, tanker and tank trailer for which the container has a capacity greater than 450 L (119 gallons) as a receptacle for a liquid; a

maximum net mass greater than 400 kg (882 pounds) and a capacity greater than 450139 L (119 gallons) as a receptacle for a solid; or a water capacity greater than 454 kg (1000140 pounds) as a receptacle for a gas.

(4) Medical items procured through Customer Direct suppliers or prime contractors that do not enter the Defense Transportation System.

(5) Delivery orders when the basic contract has not been modified to require MIL-STD-129.

(c) MIL-STD-129 provides numerous illustrations of what should be bar-coded and the recommended placement of the bar code. Further information is available on the DLA Packaging Web Site at: <http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging.aspx>.

(d) PIID and MIL-STD-129 label marking requirements. The FAR has been amended to 157 implement a uniform award identification system. This uniform numbering system is referred to 158 as the Procurement Instrument Identification (PIID). For current DFARS compliant DOD 159 contracts, cite the 13 character PIID (e.g. SPE8EJ16F0001) on the MIL-STD-129 label as the 160 contract marking. For legacy contracts, cite the PIIN (contract number or purchase order number 161 (e.g. SPE8EJ14D0002)) including four-digit delivery order or call number (e.g. 959U) if 162 applicable) and lot number.

2) Requirements for Treatment of Wood Packaging Material (WPM):

(a) Assets packed in or on wood pallets, skids, load boards, pallet collars, wood boxes, reels, Dunnage, crates, frames, and cleats must comply with the Heat Treatment (HT) or Heat Treatment/Kiln Dried (HT/KD) (continuous at 56 degrees Centigrade for 30 minutes) standard in DOD Manual 4140.65-M "Compliance for Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)". WPM must be stamped or branded with the appropriate certification markings as detailed in DOD 4140.65-M and be certified by an accredited American Lumber Standards Committee (ALSC)- recognized agency. The WPM certification markings must be easily visible, especially in pallet loads, to inspectors.

3) Palletization shall be in accordance with MD00100452, REVISION C, DATED 09/2016 found at <http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging/Palletization.aspx>. Among the required pallet's characteristics are winged sides and 4 way entrance. Complete specification of the acceptable pallets can be found in Part 9 of ANSI MH1.

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

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

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: W25G1U, W1A8 DLA Distribution, DDSP New Cumberland Facility, 2001 Normandy Drive, Door 113 to 134, New Cumberland, PA 17070-5002.

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

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

**DISTRIBUTION:** Deliver f.o.b. destination to: W25G1U, W1A8 DLA Distribution, DDSP New Cumberland Facility, 2001 Normandy Drive, Door 113 to 134, New Cumberland, PA 17070-5002, ATTN: Weaver, Joshua, 717-770-5908.

Contractor is required to call 1-800-307-8496 to schedule deliveries.

Option 1 – instruction to schedule a delivery, will explain you must email [PRELODGE@DLA.MIL](mailto:PRELODGE@DLA.MIL) . When emailing Prelodge, will need to fill out the Appointment Request Form (see Attachment 3) and send the bill of lading (shows what's being shipped, where consigned, weight, piece count, etc.). Both the attached appointment request form and the BOL must be sent in the same email. If not, it's cause for delay. You must allow an ample amount of time to get your requested delivery appointment confirmed/scheduled once emailing Prelodge all the required information.

Once your delivery appointment has been confirmed with Prelodge, you must notify *Lisa Eggeling* at [lisa.eggeling@dla.mil](mailto:lisa.eggeling@dla.mil) with your appointment date and time. The subject line of the message shall include DLA Contract number, NSN (National Stock Number), program 1205-S and print order number.

On the same day that the product delivers, the contractor must notify the ordering agency and GPO via email (addresses provided after award) of the distribution. The subject line of the message shall be “Distribution Notice for Program 1205-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery method, program title, and title of product.

Upon completion of each order, the contractor MUST email copies of all delivery receipts to the address specified on the print order.

Upon completion of the contract, all furnished material and digital deliverables must be returned to: DLA Troop Support, Attn: Construction, Equipment, and IFO Equipment, 700 Robbins Avenue, Building 3-C, Philadelphia, PA 19111-5096.

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

Furnished material to be picked up from: DLA Troop Support, Attn: Construction, Equipment, and IFO Equipment, 700 Robbins Avenue, Building 3-C, Philadelphia, PA 19111-5096.

Furnished material may either be made available for pickup, or, at the contractor's option, sent via mail or small parcel carrier to the contractor the day after notification of availability of the print order.

NOTE: If the contractor chooses to have furnished material mailed/shipped to their plant, they will not receive additional time to the production schedule. Time consumed in mailing/shipment will be deducted from the production schedule.

Proofs are to be delivered to: U.S. Government Publishing Office, Attn: Contract Compliance, Stop: CSPS, Room, C848, 732 North Capitol Street, NW, Washington, DC 20401.

Proofs are to be picked up from: DLA Troop Support, Attn: Construction, Equipment, and IFO Equipment, 700 Robbins Avenue, Building 3-C, Philadelphia, PA 19111-5096.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

***Proof Schedule (First Order Only):***

- Contractor must submit all required proofs within 15 workdays of notification of the availability of print order and furnished material.
- Proofs will be withheld no more than seven (7) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

***Production Schedule (Balance of Orders):***

- Contractor must make complete production and distribution within 30 to 40 workdays (as specified on the print order) of notification of the availability of print order.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination shipments must be delivered to the destination specified.

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 is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the GPO Philadelphia Regional Office via email at [infophiladelphia@gpo.gov](mailto:infophiladelphia@gpo.gov) or via telephone at (215) 364-6465. Personnel receiving email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquires.

### **SECTION 3. - DETERMINATION OF AWARD**

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

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

- I. (a) 300,000
- (b) 20,000
- (c) 1,000
- (d) 50,000
- (e) 1,200
- (f) 10,000
- (g) 7,000
- (h) 300
- (i) 300

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#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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.

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

**I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials (including proofs, paper and shrink-film wrap) and operations necessary for the complete production and distribution of the products listed in accordance with these specifications.

- (a) Format A: 3521 ..... per book .....\$ \_\_\_\_\_
- (b) Format A: 6207 ..... per book .....\$ \_\_\_\_\_
- (c) Format B: 6942 ..... per book .....\$ \_\_\_\_\_
- (d) Format C: 3525 ..... per book .....\$ \_\_\_\_\_
- (e) Format D: 5028 ..... per book .....\$ \_\_\_\_\_
- (f) Format E: 3524 ..... per book .....\$ \_\_\_\_\_
- (g) Format E: 8363 ..... per book .....\$ \_\_\_\_\_
- (h) Format F: 3527 ..... per book .....\$ \_\_\_\_\_
- (i) Format F: 6211 ..... per book .....\$ \_\_\_\_\_

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

**TYPEFACES:** If alternate typefaces for the printing of page numbers and/or bleed index tabs are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface and composing machine to be used.

Preferred Typefaces:

1. Helvetica Bold
2. Futura Bold
3. ITC Avant Garde Bold

Alternate Typeface

Name of Composing Machine

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_  
Initials

Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Initials

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**\*\*\*PPL GUIDE\*\*\*****MIL STD 129R LABELING REQUIREMENTS:**

Referenced pages are from the standard listed above. The Unit Package Label (UPL) Page 24 lists the label requirements and they must be followed to the letter and **must be in the following order:**

The slightest defect will prevent you from being paid. The UPL must have:

- Bar code of either type:
  - 1. Linear Type -At top of label, with human eye interpretation below barcode without dashes.
  - 2. 2D Type -At top or bottom of label, with or without human eye interpretation below barcode without dashes.
- Label information. The following information must be presented in the following order without unessential information and spaces. Pages 24,25,70:
  - A – NSN with dashes
  - B – Cage code preceded by CAGE (Supplier's cage)
  - C – Part number preceded by PN or P/N as per solicitation/contract and/or Web FLIS.
  - D – Item name as per solicitation/contract. This will also match Web FLIS.
  - E – Quantity and Unit of Issue. (ex.: 10EA, 1KT, 1BX (12 EA), 1CN (4.2OZ)
  - F – Contract number. If there is a requirement for a lot/batch number, it will follow the contract number (ex.: BATCH: 15). NEW REQUIREMENT: If there is a delivery/call number (usually for Long Term Contracts), that 13-character number must be entered on the label, and not the contract/purchase delivery/call 13+4-character number as before. Active legacy contracts remain unaffected by this change.
  - G – Military method and date of preservation. Page 24. Method is found on the contract/solicitation in the "Prep for Delivery" section listed as PRES MTHD. Most common codes will be 10, HM, CP, but there could be others. The definitions of these codes are found in MIL STD 2073. Code type will be preceded by M (ex. MHM). Date format will be MM/YY. If packaging requirement is as per ASTM D3951 the code will be MCP. Ex. MCP - 11/15.
  - H – Shelf-Life (When required) Examples are on page 70. All TY-I will have an EXP DATE; all TY-II will have an INSP/TEST DATE. All types will start with either a MFD DATE, ASSEMBLED DATE, or CURED DATE. Date format will be MM/YY or #Q/YY. Cured date and quarters format will always be used in together. Shelf life always starts on the first day of the following month, and ends on the last day of the indicated month.
  - I – Gross weight. Expressed in pounds rounded up to the nearest pound, preceded by WT (ex. WT 14). This requirement is only for the external/shipping container.

See ATTACHMENT A (Page 9 of 13)

**Military Shipping Label (MSL)** - Must be as per pages 28-36. The sample listed as Generic MSL will almost always be the one to use. If you do not have the ability to create the MSL there is software available (VSM) and there are also Packaging/Labeling companies that can do it for you for a fee. It is the supplier's responsibility to comply with the MSL requirements and find the required information.

- Non-palletized Loads: MSL required on each external container.
- Palletized Loads: MSL required on each pallet as long as all material is the same, going to the same place.

**Hazardous Material (HM)**: Page 88. All HM items must be marked from the shipping container all the way to the unit pack level. Additionally, United Nations / Performance Orientated Packaging (UN/POP) is required. All HM labeling requirements are listed in PRES MTHD=HM, and HM will ALWAYS be a QUP=1. If the material has a SDS/MSDS, DLA will manage the material as if it were hazardous. However, if 49CFR states that it is not in its presented configuration, then all HM requirements do not apply.

**Quantity Unit Pack (QUP)**: Page 16. This is one of the most misunderstood and/or most ignored requirements that cause a high percentage of material litigation. QUP number is the MAX amount, not the SET amount of items that can be packaged into one specified type of container containing one label. If the QUP=1, then only one item can be packaged by itself and be labeled. This is even true if it was a \$0.01  $\frac{1}{4}$ " washer! It doesn't matter if you think this is foolish or wasteful; it is what we want and what the Military Services need. It is possible to change QUPs to a more practical number if it makes sense to us. Know that there are a lot of reasons why a QUP is what it is. For example: We have a \$2.00 paint brush with a QUP=12. This means that you can put 12 brushes into a container and then label the container (12EA). If the brush was a QUP=1 then each brush must be in its own container with its own label.

**Kits**: Page 53. All kits (when required) must always be self-contained with all items that make the ONE kit complete. This is how our customer wants their kits to be packaged. Kits will be labeled as 1KT, and will ALWAYS be a QUP=1. The following are packaging specific configurations:

#### 5-15 GALLON KITS

- 5 gallon or more kit (5 gal. pail & 1 gal. can). MIL STD 129 label required on each container  
5 gallon pail will be identified as Part A, and 1 of 2  
1 gallon can will be identified as Part B, and 2 of 2, and will be placed in a D3 box (4G box if hazardous) and braced with proper dunnage to prevent damage and movement.
- 10 gallon or more kit (2ea. 5 gallon pails) MIL STD 129 label required on each pail  
One 5 gallon pail will be identified as Part A, and 1 of 2  
One 5 gallon pail will be identified as Part B, and 2 of 2
- 5 gallon or more kit (3ea. 5 gallon pails) MIL STD 129 label required on each pail  
One 5 gallon pail will be identified as Part A, and 1 of 3  
One 5 gallon pail will be identified as Part A, and 2 of 3  
One 5 gallon pail will be identified as Part B, and 3 of 3

#### 1-4 GALLON KITS

- 1-4 gallon kit (total kit volume from 128-512 fl.oz). MIL STD 129 labels required on each box. All contents making up one kit (unit pack) will be placed in a D3 box (4G box if hazardous) and braced with proper dunnage to prevent damage and movement. Itemized list of contents required.

## ATTACHMENT 1

Page 3 of 13

### LESS THAN 1 GALLON KITS

- Less than 1 gallon (127 fl.oz. or 231ci) kit of material. MIL STD 129 label required on each assembled kit. Intermediate container will be a D3 box (4G box if hazardous) and braced with proper dunnage to prevent damage and movement. Itemized list of contents required.
  - o Option A: All contents making up one kit will be placed in a E6 box and braced with proper dunnage to prevent damage and movement.
  - o Option B: Kits that contain 32 fl.oz. or 58 ci or less of material will be packaged by way of either: a heavy weight clear plastic bag, heat-shrink method, heat-sealed method, or blister pack method.
  - o Option C: Cans only. Adhesive disk with adhesive properties of at least equal strength of the containers being bonded will be used to bond containers together creating a singular and complete entity (kit).
  - o Option D: Cans only. Heat-shrink with bonding properties that would keep the cans secure before any damage to the cans would occur. Bonded containers together create a singular and complete entity (kit).

### LABELING KITS

- If the compounds that make up a kit have different shelf-life dates, the dates of the earliest expiring material will be used for the MIL STD 129 label.
- If the kit is going to be multi-packaged (1 of 2;2 of 2), the same shelf-life must be used on all MIL STD 129 container labels.

**Additional Label Information:** Whenever there is additional cautions/warnings/directions/etc., they can be entered below the 129 label mandatory information on the same label or you can put this information on a second label. Additional options are to insert it into the item (when practical), or attach it by any method so it doesn't become lost. You may be able to shrink it to size. MIL STD 129 states: The text for all entries shall be no smaller than 10 lines per 1 inch (25.4 mm) (approximately a 7-point font). The preferred font size is 10 to 14 points.

**Deciphering and locating the part number:** If the part number is not obviously listed somewhere in the contract, it can be found in the document tables. Ensure you look in the "BASIC" table (usually first) and not "REFERENCE", then look at the number after "PART PIECE NUMBER". This number is the part number; you can never go wrong by entering this number. If it is blank, use the drawing/ specification/ standard number after BASIC as the part number without the revision letter. Anything written after PART PIECE NUMBER in the REFERENCE table should be considered as a note.

**Non-Definitive Unit of Issue (NDUI):** Whenever you have a NDUI, you must show a call-out. Examples of the most common NDUIs: Box(BX), Cartridge(CA), Coil(CL), Can(CN), Container(CO), Case(CS), Package(PG), Roll(RO), Spool(SP), Tube(TU). NDUI's are vague without a call out. If DLA wanted the UI to be a box of 10 screws it would be written as: 1BX(10EA); a 12-ounce tube would be 1 TU(12OZ). The non-definitive UI describes what is in the unit container, not what is in the intermediate container: i.e. UNCT:1BX(10EA), IUNCT: 4BX(10EA). The QUP for NDUI unit pack will always be 1.

**Multiple Packages:** When material is broken down due to size, the following requirements apply:

- Each package must be boldly marked (catches the eye) with i.e. "1 of 2" and "2 of 2" if there are two packages to a complete item. Putting the box 1 of 2 and box 2 of 2 together will make one complete unit of issue. Same for items containing more than two parts.
- Items with Part A and part B, each item must be boldly marked (catches the eye) with i.e. "Part A" and "Part B". This can be part of a kit going into one shipping box, or a part of "1 of 2" and "2 of 2".

**ASTM D3951-10 PACKAGING REQUIREMENTS:**

Often called “commercial packaging”, however this term does not mean as done in the commercial industry, nor does it mean the way a supplier normally does business. Actually this standard would be clearer if the word commercial was removed. When a contract has this requirement it only is replacing one requirement (MIL STD 2073) with another (ASTM D3951). This ASTM replaces all MIL STD 2073 requirements except for the QUP. The rules for QUP and MIL STD 129 labeling will never change and are always what is stated in the contract. The contract may state exceptions to the ASTM standard and place special requirements. “Generally speaking”, you can pack as you like as long as the material is clean and serviceable, abide by the QUP, and labeled as per MIL STD 129.

**MIL STD 2073-1D PACKAGING REQUIREMENTS:**

Referenced pages are from the standard listed above. There are two packaging references we use: MIL STD 2073 (military) and ASTD D3951 (commercial). It is always either/or but never both. Hazardous material will always be MIL STD 2073. There are newer versions of 2073 but we still are using the D version.

**MIL STD 2073:** Always look to the “PREP FOR DELIVERY” packaging block on the contract. This is the base requirement unless modified elsewhere in the contract. The following information is to be used as a shortcut, and addresses most but not all requirements. Take special notice to the **bold** items.

**QUP:** (Quantity Unit Pack) Addressed earlier

**PRES MTHD:** Pg 142 (Preservation Method) Addressed earlier

**CLING/DRY:** Pg149 Almost always 1 (means any)

**PRESV MAT:** Pg 150 (Preservation Material) Usually 00 WRAP

**MAT:** Pg 150 (Wrapping Material) Usually 00

**CUSH/DUNN MAT:** Pg 157 (Cushioning & Dunnage Material) Usually 00 CUSH/DUNN

**THKNESS:** Pg 159 (Cushioning & Dunnage Material) Usually 0

**UNIT CONT:** Pg 160 (Unit Container, sometimes abbreviated as UNCT) Often coded as 10 meaning “Any”, meaning any container listed in MIL STD 2073. Other common codes are D3, E5, E6 all = a type of fiberboard box, A1 = bag.

**OPI:** Pg 171 (Optional Procedure Indicator) Almost always either O (optional) or M (mandatory).

M=Must follow packaging requirements as stated with no exceptions or substitutes. O=Can substitute as long as the change provide equal to or better than the original requirement.

**INTRMDTE CONT:** pg 160 (Intermediate Unit Container) Same as unit container but specifies the next level container.

INTRMDTE CONT QTY: pg 141 (Intermediate Unit Container Quantity) Same as QUP but specifies the next level container.

INTRMDTE CONT QTY AAA: pg 141, and pg 67

- Maximum of 100 unit packs to the intermediate container.
- Maximum net load of 40 pounds.
- Maximum size of 1.5 cubic feet with at least two dimensions not exceeding 16 inches.

PACK CODE: Almost always U or Q

SPECIAL MARKING CODE: pg 176 Usually 00, or 32 = SL TY-I, 33 = SL TY-II, or ZZ = special (often hazmat)

**Common code definitions:**

0 or 00 = no requirement or not required

X or XX = Requirements if any are to be found in the method of preservation

Z or ZZ = Requirements supersede MIL STD 2073 and are listed elsewhere in the contract

The three bolded items **QUP**, **PRES MTHD**, and **UNCT CONT**; you should always pay special attention to because they by far cause the most problems.

**Loose fill materials:** Pg 11 All types of loose fill materials (peanuts) are prohibited in all military packages. This means all types of loose fill with no exceptions. Also prohibited in ASTM D3951.

**Vermiculite:** Is an acceptable cushioning and dunnage “loose-fill” type of material that is allowed for hazardous materials only. It also acts as an absorbent.

**MIL STD 147E PALLETIZED UNIT LOADS REQUIREMENTS:**

Referenced pages are from the standard listed above.

**Pallets:** Must comply with the requirements below, paying significant attention to

- Pallet size: Must be 40x48. The ONLY exception to this is when there is ONE item that is too big and requires a larger pallet to fit, and only one item to pallet.
- Pallet type: Must be four-way lift access and “winged”. Pg 14Fig 1 shows an acceptable “winged” pallet. The acceptable and correct pallets are:
  - MH1/9-02SW4048 is the correct one for loads 1500lbs and less.
  - MH1/9-03SW4048 is the correct one for loads 1500lbs to 3000.
  - MH1/9-05SW4048 is the correct one for loads 1500lbs to 3000 (alternate).
  - MH1/9-10BW4048 is the correct one for loads 1500lbs to 3000 (alternate).
- Pallet material: All wood must conform to ISPM-15, and must be Heat Treated (HT).
  - Pallets must be certified as HT with the international ISPM-15 HT marking.
  - This marking must be visible to the receiving inspector and cannot be covered for any reason.
- Pallet height: Pg 16 Cannot be more than 54”. There are no exceptions,
  - except for a single (one) item that is over the height limit.
- Pallet material overhang: Generally, is not permitted
- Pallet condition: Must be in good shape and functional.
- Specifications: Must be built as per MIL-DTL-15011

**55 Gallon Drums:** Must comply with the following:

TY-XIIc (fig 20): This includes wood caps on top and bottom of the 3 drums (maximum).

Maximum size of the caps is 47x52 on a 40x48 pallet, and there will be some overhang.

This is the only acceptable configuration.

**5 Gallon Pails:** Must comply with the following:

To ascertain which palletization configuration to use the material must be first identified as:

1. Hazardous or Non-hazardous
2. Open-head container or Closed-head container.

**A. Open-head** - is when the entire top (lid) comes off the container, like a paint can.

**B. Closed-head** - is when the top does not come off and there is some type of cap (bung) or spout, you would pour or pump out of.

Once you determined which features that apply, you can then pick from the three load types below:

TY-III (fig 7): For hazardous closed-head, requiring top and bottom caps.

These pails are nested into each-other and do not require any separators.

*“Load type III consists of closed-head, top-nesting, cylindrical or rectangular cans, pails, or buckets stacked in multiple layers utilizing an inverted wood cap under the load and a wood cap over the load.”*

TY-IIIa (fig 8): For non-hazardous closed-head, not requiring top and bottom caps.

These pails are nested into each-other and do not require any separators.

*“Load type IIIa consists of closed-head, top-nesting, cylindrical cans, pails, or buckets stacked in multiple layers for shrink- or stretchwrap palletization. Wood caps should not be used with this type load. Shrink-wrap bonding shall be used for nonflammable loads only.”*

TY-IV (fig 9): For hazardous or non-hazardous closed-head or open-head, requiring top cap. These pails are nested into each-other and require a separator cap between each layer.

*"Load type IV consists of cylindrical or rectangular cans or pails with removable covers containing paints, plastics, and semiliquids (grease and lard) and non-top-nesting, closed-head cans stacked in multiple layers with wood caps between layers."*

## RFID TAG REQUIREMENTS:

**RFID TAG:** Page 67 (MIL STD 129). Passive RFID tags shall be applied to case shipments and palletized unit load shipments, meaning they are required on all exterior/shipping containers and/or pallets. If all the exterior/shipping containers on a pallet are the same contract number (including DO and CLIN) and NSN and it's all going to the same destination, then only the pallet requires a RFID Tag. Each exterior container of non-palletized material requires a RFID. The key features of all RFID Tags will have:

*NSN	*Barcode
*Contract Number	*Delivery Order (if any)
*CLIN	*Antenna/chip

RFID Label: It is permissible to integrate RFID Tag and MSL (Military Shipping Label) requirements into one label. When to use RFID Tag and MSL are the same. Additional details and requirements can be found in MIL STD 129 and DOD Suppliers' Passive RFID Information Guide. This guide can be found at:  
[http://www.acq.osd.mil/log/sci/.RFID\\_FAQs.html/DoD\\_Suppliers\\_Passive\\_RFID\\_Info\\_Guide\\_v15update.pdf](http://www.acq.osd.mil/log/sci/.RFID_FAQs.html/DoD_Suppliers_Passive_RFID_Info_Guide_v15update.pdf)

**NOTE:** Shipments to CONUS locations no longer require RFID.

## OSHA LABELING REQUIREMENTS:

All hazardous material will require an additional OSHA (GHS) label filled out IAW 29 CFR 1910.1200 f. The label must have the following:

- Product Identifier (Name)
- Signal Word (i.e. Danger)
- Hazard Statement (i.e. Flammable, Liver Damage)
- Hazard Pictograms
- Precautionary Statements (i.e. Directions for Storage, Wear Gloves, First Aid, Case of Fire)
- Supplier Identification (Name, Address, Phone)
- Supplemental Information (i.e. Directions for Use; Shelf-life)

**Limited Quantity:** A good short to the point web site concerning what could be considered Limited Quantity and how to package and label it. <https://www.lion.com/lion-news/september-2015/shipping-hazmat-limited-quantities-by-ground-air-a>

**Consumer Product Exemption (ORM-D):** "The consumer product exemption of the HCS (Hazard Communication Standard) applies to the use of consumer products only if the employer can demonstrate that they are used in the same manner as a normal consumer would use them," the agency wrote. "If the employees are routinely exposed to these chemicals, then they would be required to provide the chemical hazard information through the SDS and HAZCOM training." "If the use of Windex, for instance, were used with the frequency and duration of the normal consumer, then the use would fall under the HCS exemption." To access this letter of interpretation go to [www.osha.gov](http://www.osha.gov)

See ATTACHMENT B

## SAFETY DATA SHEET REQUIREMENTS:

Required only for hazardous material as defined by either 29 CFR or 49 CFR. If shipped by either air or sea it may also be regulated by IATA, IMDG, or AFM 24-204. Only one copy is required per shipment per one destination regardless of the amount of containers or pallets. However, be aware that at every stop before final destination, a copy may be taken. A copy of the SDS must be sent electronically to the Contracting Officer prior to shipment.

### Additional information:

<http://www.landandmaritime.dla.mil/Offices/packaging/default.asp>  
[http://www.distribution.dla.mil/news/articles/2011/2011\\_06\\_27\\_dla834.aspx](http://www.distribution.dla.mil/news/articles/2011/2011_06_27_dla834.aspx)  
[http://everyspec.com/MIL-STD/MIL-STD-2000-2999/MIL-STD-2073-1D\\_2408/](http://everyspec.com/MIL-STD/MIL-STD-2000-2999/MIL-STD-2073-1D_2408/)  
[http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-129R\\_49693/](http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-129R_49693/)  
[http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-147E\\_CHG-1\\_49067/](http://everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-147E_CHG-1_49067/)  
<http://www.fao.org/3/a-mb160e.pdf>  
[https://campbell.leidos.com/code\\_lookup.nsf/codecheck](https://campbell.leidos.com/code_lookup.nsf/codecheck)  
<http://www.dla.mil/landandmaritime/offers/services/technicalsupport/logistics/packaging.aspx>  
<https://www.osha.gov/Publications/OSHA3492QuickCardLabel.pdf>

Some contracts make reference to document MD00100452. You can access the document here:  
<http://www.dla.mil/Portals/104/Documents/LandAndMaritime/V/VS/PalletizationRqmtWPMClause.pdf>

**VSM Labeling** website: VSM will make a correct MSI, and certain UPLs. Unit Pack, and Intermediate Pack labels are good. Do not use for Exterior Pack.

***Disclaimer:** This PPL Guide was created to assist vendors as a tool to navigate through the vast array of contract labeling and packaging, requirements and regulations. This PPL Guide in no way supersedes any existing regulations or contractual requirements. It would however be safe to assume that if you follow this PPL Guide, you will have success with your DLA contractual obligations concerning PPL issues. Although this guide focuses heavily on FSG 80 hazardous and shelf-life material, its concepts can be applied to all DLA Troop Support Construction & Equipment and Industrial Hardware material.*

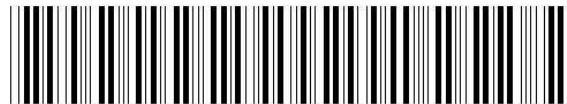
**Recommended documents to have access to:**

- \*MIL STD 129R - Labels
- \*MIL STD 2073-1D - Packaging
- \*MIL STD 147E CHG-1 - Palletization
- \*ISPM No. 15 (2017) - Wood Packaging/Pallets
- \*MD00100452 (2016) - Palletization
- ASTM D3951-15 - Packaging
- ANSI MH1-2016 - Pallets
- ANSI MH10.8.6-2013 - Bar Codes

\*Links above are free, and fees are involved for ASTM/ANSI.

**ATTACHMENT A:**

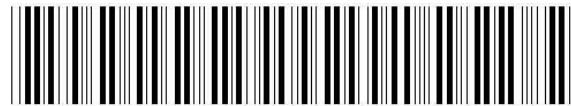
These samples are to point out how to make EACH line. Details are very important, because one missing character is cause for rejection, and everything must be in this order. The vertical lines represent a linear barcode.

**MIL STD 129 LABEL SAMPLES  
(non-HAZMAT)**

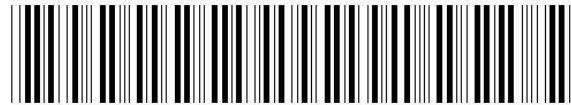
8040-01-208-6003  
CAGE: 00000  
P/N: 1111111111  
ITEM NAME  
10 EA  
SPM800-00-0-0000  
M10: 11/14



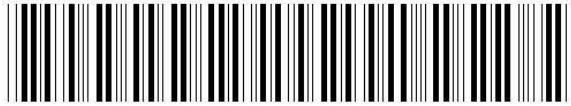
8040-01-208-6003  
CAGE: 00000  
P/N: 1111111111  
ITEM NAME  
1 SL (500 FT)  
SPM800-00-0-0000  
M10: 10/16



8040-01-208-6003  
CAGE: 00000  
P/N: 1111111111  
ITEM NAME  
1 BX (12PT)  
SPM800-00-0-0000  
MCP: 10/16



8040-01-208-6003  
CAGE: 00000  
P/N: 1111111111  
ITEM NAME  
1 PG (100 EA)  
SPM800-00-0-0000  
MCP: 10/16



8040-01-208-6003  
CAGE: 00000  
P/N: 1111111111  
ITEM NAME  
1 TU (.5OZ)  
SPM800-00-0-0000  
M32: 10/16  
MFD DATE: 11/14  
INSP/TEST DATE: 11/16

**MIL STD 129 LABEL SAMPLES (HAZMAT with Shelf-Life)**

8040012086003

8040-01-208-6003  
CAGE: 00000  
P/N: 1111111111  
ITEM NAME  
1 KT  
SPM800-00-0-0000 LOT 9876  
MHM 11/14  
ASSEMBLED DATE: 11/14  
INSP/TEST DATE: 11/16



8040012086003

8040-01-208-6003  
CAGE: 00000  
P/N: 1111111111  
ITEM NAME  
1 CN (5GL)  
SPM800-00-0-0000 LOT 9876  
MHM - 11/14  
MFD DATE: 11/14  
INSP/TEST DATE: 11/16



8040012086003

8040-01-208-6003  
CAGE: 00000  
P/N: 1111111111  
ITEM NAME  
1 QT  
SPM800-00-0-0000 LOT: 15  
MHM - 11/14  
MFD DATE: 11/14  
EXP DATE: 11/19



8040012086003

8040-01-208-6003  
 CAGE: 00000  
 P/N: 1111111111  
 ITEM NAME  
 1 BX (12BT)  
 SPM800-00-0-0000  
 MCP - 11/14  
 CURED DATE: 4Q14  
 INSP/TEST DATE: 4Q16  
 (this sample only applies to specific material types)

**ATTACHMENT B:**

Below are two samples of an OSHA label. Notice that it contains all seven requirements.

**MIL-DTL-24607B Enamel Chlorinated Alkyd****Interior Use, Color #27880**

Example Products Co., Inc  
 700 Robbins Rd. Philadelphia, PA 19111  
 Emergency No: 215-737-4749 (Chemtrec)

**Precautionary Statements**

Keep away heat/sparks/open flame/hot surfaces  
 No Smoking  
 Keep container tightly closed  
 Ground/bond container and receiving equipment  
 Use explosion-proof electrical/ ventilating/ lighting  
 Take precautionary measures against static discharge  
 Wash Skin thoroughly after handling  
 Wear protective gloves/ eye protection/ face

**In Case of Fire:** use alcohol resistant foam or dry chemicals or Carbon Dioxide (CO<sub>2</sub>) fire extinguishers.

**First Aid:** seek medical attention in all cases.  
 Eye contact: immediately flush eye(s) with water for 15 minutes holding eyelids apart.  
 Inhalation: move to fresh air, and administer oxygen.  
 Skin Contact: remove contaminated clothing and rinse skin with water.  
 Ingestion: keep respiratory track clear. Do not induce vomiting.

**Hazardous Pictograms**

**Signal Word**  
**Warning**

**Hazard Statement**

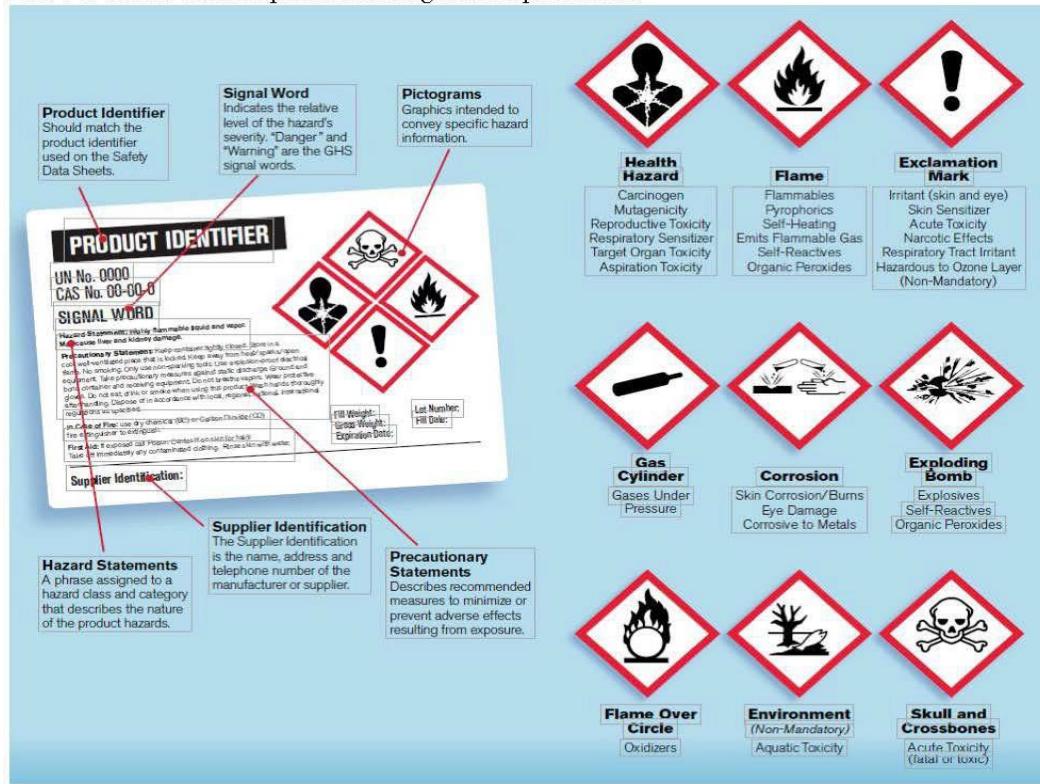
Flammable liquid and vapor  
 Causes mild skin irritation  
 Causes serious eye irritation

**Supplemental Information**

**Use:** May be applied with brush, roller or airless spray.  
 Thinning is not required.  
**Mixing:** Stir paint thoroughly from bottom to top prior to using. Stir occasionally while using.  
**Storage:** Close cover after use. Keep at room temperature away from heat, flames and sparks.  
**Volatile Organic Compound:** Less than 2.1lb/gl (250 g/l)  
**Lead Notice:** This enamel contains no lead  
**Flash Point:** 105 °F (40 °C)

Not photo chemically reactive as defined by Rule 102 of SCAQMD

Below is a more detailed picture showing label requirements:

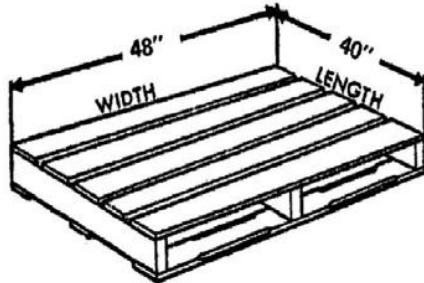


Thomas Damiani  
Lead Packaging Specialist/ QA  
Construction & Equipment Directorate DLA  
Troop Support Thomas.Damiani@dla.mil  
215-737-4749  
215-737-5461 fax

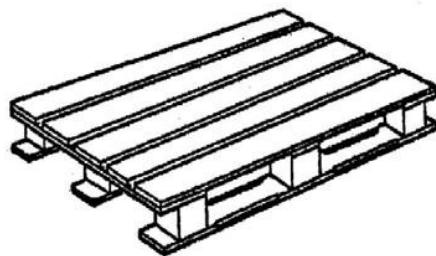
7-Dec-17 V1.19

## ATTACHMENT 2

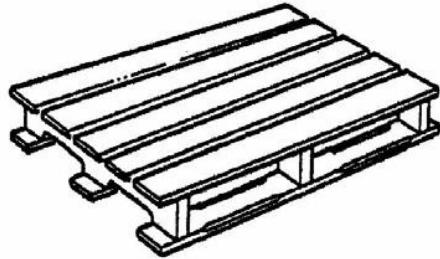
MIL-STD-147E



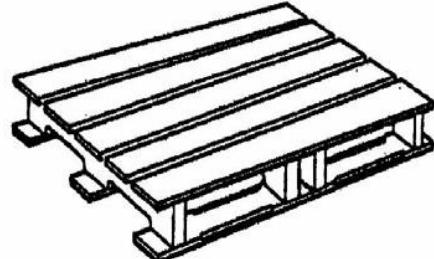
2-way entry, flush, stringer  
(MH1/9-04SF4048)



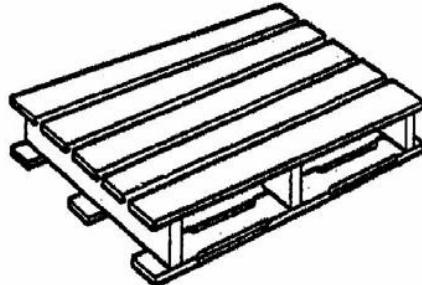
4-way entry, double-wing, block  
(MH1/9-10BW4048, MH1/9-11BW4048P)



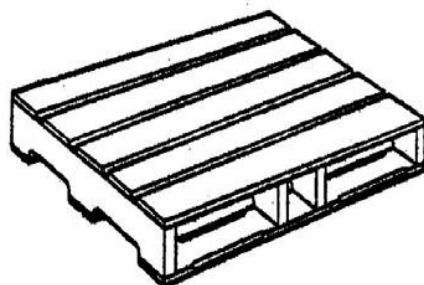
Partial 4-way entry, double-wing, stringer  
(MH1/9-02SW4048)



Partial 4-way entry, double-wing, stringer  
(MH1/9-03SW4048)



2-way entry, double-wing, stringer



Partial 4-way entry, flush, stringer

FIGURE 1. Types of pallets (see 4.1.6).

### ATTACHMENT 3



Appointment Request.pdf

 **DLA Distribution Susquehanna**  
*Building 2012 SUPER TRANS*

**CARRIER APPOINTMENT FORM**

Carrier	<input type="text"/>	SCAC	<input type="text"/>
Shipper	<input type="text"/>	Date of Request	<input type="text"/>
Trailer	<input type="text"/>	Type	<input type="text" value="VAN"/>
Bill of Lading # (put VARIOUS if more than one)	<input type="text"/>	Number of Bills	<input type="text"/>
Number of Pieces/Skids	<input type="text"/>	Total Weight	<input type="text"/>
Preferred Appointment Date mm/dd/yyyy	<input type="text"/>	Preferred Appt Time	<input type="text"/>

---

Standing Appointment	<input type="text" value="NO"/>		
If Yes: Door	<input type="text"/>	Time	<input type="text"/>

---

Mission Freight (doors 113-134)	<input checked="" type="radio"/> YES	Load Type	<input type="text" value="Multiple with single NSN more than one"/>
If single NSN or 10+ pallets of one NSN, provide NSN	<input type="text"/>	If 10+ pallets of one NSN on truck, where is it located?	<input type="text"/>

---

CCP Freight (doors 135-168)	<input type="radio"/> YES	Number of TCNs	<input type="text"/>
If only one TCN, please provide that TCN	<input type="text"/>	Freight over dimensions of 456" L x 85" x 85" H	<input checked="" type="radio"/> YES

---

Other Addresses	<input checked="" type="radio"/> YES	Address on BOL	<input type="text"/>
-----------------	--------------------------------------	----------------	----------------------

---

Name	<input type="text"/>	Phone Number	<input type="text"/>
Email Address	<input type="text"/>	Extension	<input type="text"/>

**\*\*the red box indicates required field\*\*** Email form to [preodge@dla.mil](mailto:preodge@dla.mil) and include carrier name in SUBJECT