

| | | | | | | | | | | | | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|--------------------------------------|--------------|-----------------------------------------|--------------|-----------------------------------------|--------------|-------------------------------------|--------------|---------------------|
| PROGRAM: | 4-S | | | | | | | | | | | |
| TITLE: | Citizen Airman | | | | | | | | | | | |
| AGENCY: | Department of the Air Force | | | | | | | | | | | |
| TERM: | November 1, 2016 thru October 31, 2017 | | | | | | | | | | | |
| | GATEWAY PRESS, INC. Louisville, KY | | | GRAY GRAPHICS Capitol Heights, MD | | INTELLIGENCER PRINTING Lancaster, PA | | PEAKE DELANCEY PRINTING Cheverly, MD | | S&S GRAPHICS/WESTLAND Laurel, MD | | |
| | BASIS OF AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | |
| I. | PRINTING AND BINDING: | | | | | | | | | | | |
| | <i>Magazine -</i> | | | | | | | | | | | |
| | Printing in four-color process, including binding and aqueous coating . . . per page | | | | | | | | | | | |
| (1) | Make-ready and/or Setup----- | 176 | 65.84 | 11,587.84 | 40.00 | 7,040.00 | 53.41 | 9,400.16 | 105.00 | 18,480.00 | 193.46 | 34,048.96 |
| (2) | Running Per 1,000 Copies----- | 12,997 | 9.63 | 125,161.11 | 12.85 | 167,011.45 | 9.62 | 125,031.14 | 8.75 | 113,723.75 | 9.90 | 128,670.30 |
| II. | PACKING AND DISTRIBUTION: | | | | | | | | | | | |
| 1. | <i>Bulk Shipments -</i> | | | | | | | | | | | |
| | Packing and sealing shipping containers . . . per container----- | | | | | | | | | | | |
| | | 45 | 1.50 | 67.50 | 2.00 | 90.00 | 5.05 | 227.25 | 3.00 | 135.00 | 1.50 | 67.50 |
| 2. | <i>Mailed Shipments -</i> | | | | | | | | | | | |
| (a) | Addressing single copies (self-mailers) . . . per 1,000 copies----- | | | | | | | | | | | |
| | | 412 | 25.00 | 10,300.00 | 28.00 | 11,536.00 | 18.18 | 7,490.16 | 40.00 | 16,480.00 | 33.63 | 13,855.56 |
| (b) | Multiple copies in kraft envelopes (up to 200 leaves) . . . per envelope----- | | | | | | | | | | | |
| | | 2,271 | 0.75 | 1,703.25 | 1.00 | 2,271.00 | 1.52 | 3,451.92 | 1.00 | 2,271.00 | 1.60 | 3,633.60 |
| (c) | Quantities over 200 leaves, up to 12 pounds, inserted in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds) . . . per bag or bundle----- | | | | | | | | | | | |
| | | 170 | 1.00 | 170.00 | 1.50 | 255.00 | 5.05 | 858.50 | 2.50 | 425.00 | 1.75 | 297.50 |
| (d) | Quantities over 12 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds) . . . per container----- | | | | | | | | | | | |
| | | 51 | 1.50 | 76.50 | 2.00 | 102.00 | 5.05 | 257.55 | 7.50 | 382.50 | 1.75 | 89.25 |
| | CONTRACTOR TOTALS | | | | | | | | | | | |
| | | | | \$149,066.20 | | \$188,305.45 | | \$146,716.68 | | \$151,897.25 | | \$180,662.67 |
| | DISCOUNT | | | | | | | | | | | |
| | | | 3.00% | \$4,471.99 | 2.00% | \$3,766.11 | 1.00% | \$1,467.17 | 5.00% | \$7,594.86 | 0.50% | \$903.31 |
| | DISCOUNTED TOTALS | | | | | | | | | | | |
| | | | | \$144,594.21 | | \$184,539.34 | | \$145,249.51 | | \$144,302.39 | | \$179,759.36 |

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Citizen Airman

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

Department of the Air Force

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning November 1, 2016 and ending October 31, 2017, 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 11:00 a.m., prevailing Washington, DC time, on October 13, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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

Abstracts of contract prices are available at <https://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

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

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

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

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

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

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level II.
- (b) Finishing Attributes (item related) – Level II.

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

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

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

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

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

P-7. O.K. Proofs; Average Type Dimension in Publication; Electronic Media.

P-8. O.K. Proofs; Electronic Media.

P-10. O.K. Proofs; Electronic Media.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from November 1, 2016 to October 31, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending July 31, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PREAWARD TEST PROOF AND PRESS PRODUCTION RUN: The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the Government will furnish an electronic file containing eight (8) sample pages using the same media stipulated in these specifications. The electronic file will be representative of the items that are to be produced under these specifications. The prospective contractor shall provide one (1) set of digital one-piece composite laminated halftone proofs of the sample pages and also perform a press production run of the same sample pages. (At contractor's option, in lieu of digital one-piece composite laminated halftone proofs, contractor may provide one (1) set of inkjet proofs that are G7 profiled and use pigment-based inks.)

The preaward test proofs must be of the type required by these specifications.

The contractor must submit the preaward test proofs to: U.S. Government Publishing Office, Agency Publishing Services, Attn: Linda Giacomo, Stop: CSAP, Room C-836, 732 North Capitol Street, NW, Washington, DC, 20401.

Contractor must submit the preaward test proofs within two (2) workdays of receipt of the Government furnished preaward test materials.

The preaward test proofs will be withheld no longer than two (2) workdays from receipt by the Government until made available for pickup by the prospective contractor.

If the preaward test proofs are disapproved by the Government, the Government, at its option, may require the contractor to submit revised proofs for evaluation. The contractor shall submit these revised proofs within two (2) workdays upon notification of the required changes. The Government will require the time specified above to evaluate the revised proofs, if required.

In the event the revised test proofs are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications for electronic prepress and proofs, which may be reason for a determination of non-responsibility.

Within two (2) workdays of receipt of approval of the test proofs, the prospective contractor shall demonstrate their printing capability by producing printed press sheets of the sample pages. This test must be performed in the presence of Government representatives, under normal production conditions, on the equipment and in the facility proposed to be used for the final production. The sample press sheets must be printed on the paper required under these specifications.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet. The minimum run time shall be one hour, exclusive of makeready time. The final press sheet will be allowed no more than 32 demerits.

Products from this test run will be used by the Government to evaluate the contractor's capability to comply with applicable requirements of these specifications and the contractor's ability to maintain that quality level throughout the test production run. Failure to produce sample press sheets meeting the specified quality level or to demonstrate the ability to maintain the required quality throughout the production test press run may be reason for a determination of non-responsibility. In addition, the contractor's failure to successfully complete this test within two (2) hours may also result in a determination of non-responsibility. The Contracting Officer may grant a period in excess of the two (2) hours if, in his opinion, he has reason to believe that the contractor is making great progress in meeting the contract standards.

No charges will be allowed for costs incurred in the performance of this preaward test.

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, Washington, DC, immediately after award. (At the option of the Government, 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 November 1, 2016 through October 31, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT: Submit all invoices, via fax, utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application 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.

SECTION 2. – SPECIFICATIONS

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

TITLE: Citizen Airman.

FREQUENCY OF ORDERS: Approximately 4 to 6 orders per year.

QUANTITY: Approximately 70,000 to 80,000 copies per order.

The exact quantity will not be known when an order is placed. The ordering agency will notify the contractor of the exact quantity approximately three (3) workdays prior to the established print date.

At the beginning of the contract period, the Government will provide a proposed magazine production schedule, complete with printing and ship/deliver dates, which will cover the duration of a 12-month contract period. These dates are to be used for planning purposes only and are subject to change.

NUMBER OF PAGES: 24 or 32 pages per order.

TRIM SIZE: 8-1/8 x 10-3/4”.

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

Platform: Macintosh OS X (Version 10.8.5)

Storage Media: FTP; CD-ROM; DVD

Software: Adobe Acrobat (current or near current version)
Files created in Adobe InDesign and Photoshop (Creative Cloud 2014)

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

Fonts: All printer and screen fonts will be embedded.

Additional Information: Files will be furnished in a locked PDF format.
Separate PDF files will be created and provided for each magazine page.
Specifications and parameters regarding how the PDF files are created in a locked format will be established and agreed upon by the contractor and Government.
Proofs and final copies of the magazine will be produced from furnished PDF files.
All changes to furnished files will be the responsibility of the Government.
Laser-generated visual of furnished files consisting of composite color or black-and-white page proofs will be provided.
Digital images will be furnished in place in the electronic files.
Individual image files will not be provided.

Addresses for distribution will be furnished electronically on CD-ROM or via electronic transfer (under a mutually agreed upon format). Addresses for self-mailer distribution (individual copies for each member of the Air Force Reserve) will be furnished separately from the multiple-copy distribution. Addresses have quantities indicated thereon. Addresses will not be ZIP code sorted.

NOTE: The Government considers furnished address information to be sensitive in nature, and the contractor is required to take all reasonable measures to safeguard it and prevent its unauthorized use. The information may only be used to generate mailing labels for the magazine specified. No other use is permitted. The contractor shall not provide the information to any other source. If possible, the contractor shall generate mailing labels directly from the copy of the data provided by the Government. If the contractor has to make a copy of the database, either on its own internal computer system or on some variety of removable media, for the purpose of generating labels, this copy must be destroyed or deleted after each order is distributed. The contractor shall not maintain or carry over a database from one issue to another. Each database will be used for one issue only. The contractor must safeguard the database to ensure only those employees who are directly involved in generating mailing labels and preparing magazines for mailing have access to the information. Once an order is distributed, the contractor will return the original database to the Government. If, for any reason, the disc(s) containing a database is lost, the contractor must immediately notify the Government.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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

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

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

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: Bo Joyner at (478) 327-1771.

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

All halftones are to be 175-line screen or finer.

The Government will make all revisions to the electronic files.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

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

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure.

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

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

Viewing Light: Proofs will be compared under controlled conditions using overhead luminaries with 5000 Kelvin.

The contractor will be responsible for performing all necessary proofreading to ensure proofs are in conformity with the furnished media and visual.

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

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

All final "O.K. to Print" proofs must be provided by the contractor on-site at the time of the press sheet inspection (when required).

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

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

PRINTING: All pages print head-to-head in four-color process.

Magazine will include multiple facing pages with process color and/or halftone image(s) printing full/partial bleed(s) and must align across the bind. Facing pages print to and must align across the bind.

After printing, apply a flood aqueous coating to each page.

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

PRESS SHEET INSPECTION: Final makeready press sheets *may* be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

NOTE: Unless waived by the Government, contractor will be required to print a small symbol within the trim area on each signature which will be honed off after color standards are established and approved during the press sheet inspection.

The contractor must be able to provide the following equipment in working order for use during press sheet inspections:

1. A calibrated densitometer at press site for the purpose of monitoring density, dot gain, contrast, trapping, hue error, and ink coverage.
2. A proofite such as a color balanced system that closely approximates a phase of natural daylight equal to at least 5000 degree Kelvin. It should be mounted in a viewing booth with the lights set at the proper angles.

All of the above equipment should be mounted in the color booth and made available for the press sheet inspection.

Advance Copies: At the conclusion of the press sheet inspection (when required), the contractor shall furnish 75 advance copies of the product ordered to the departmental representative. These copies cannot be deducted from the total quantity ordered and may be hand- or machine-folded (at contractor's option), trimmed, and stitched.

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

Some pages will require bleeds on one to four sides.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING: 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/ mailing process.

Bulk Shipments –

Pack in shipping containers.

Pallets are required.

Mailed Shipments –

Single copies must be mailed as self-mailers.

Insert multiple copies (up to 200 leaves) into kraft envelopes.

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

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk Shipments –

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

Mailed Shipments –

Create and affix a recipient address label to each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor's option, addresses may be directly imaged onto self-mailers, kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

For the addressing of self-mailers, contractor must affix and/or image address to the lower half of self-cover one, as specified.

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

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

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: HQ AFRC/PAP, 155 Richard Ray Boulevard, Robins AFB, GA 31098-1661.

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

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications.

The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

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

DISTRIBUTION:

Ordering Agency Distribution –

- Mail f.o.b. contractor's city. (The majority of each order will mail.)
- Deliver f.o.b. destination a total of approximately 100 to 500 copies to approximately three (3) addresses within the commercial zone of Washington, DC. (Inside delivery to room number(s) specified may be required.)
- Deliver f.o.b. destination any balance to approximately one (1) address within the commercial zone of Atlanta, GA. (Inside delivery to room number specified may be required.)

GPO Distribution –

- Deliver f.o.b. destination a total of approximately 15 to 20 copies (file and depository) to approximately two (2) addresses within the commercial zone of Washington, DC. (Inside delivery to room number(s) specified may be required.)
- Deliver f.o.b. destination approximately 60 copies (subscription) to one (1) address in Laurel, MD. (Inside delivery to room number specified may be required.)

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

All mailing shall be made at the *Periodicals* rate, unless otherwise specified – *reimbursable*.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

All mailed copies must be sorted (including zip code and carrier route sorted, if applicable) and prepared in trays and sacks, in accordance with the regulation of the U.S. Postal Service manual for *Periodicals* mail, to obtain the maximum postal discount(s) possible.

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

NOTE: In accordance with United States Postal Service (USPS) regulations, contractor may be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing.

No additional reimbursement will be authorized.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mails)

via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 4-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/ mailing methods, and title of product. Contractor must be able to provide copies of all delivery/ shipping receipts upon agency request.

Upon completion of each order, all furnished material (including electronic media, if applicable, and distribution database) and two (2) sample copies must be returned to: HQ AFRC/PAP, 155 Richard Ray Boulevard, Robins AFB, GA 31098-1661.

All expenses incidental to picking up and returning material (if applicable), submitting proofs, furnishing advance copies (at the press sheet inspection, when required), and furnishing sample copies must be borne by the contractor.

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

At the beginning of the contract period, the Government will provide a proposed magazine production schedule, complete with printing and ship/ deliver dates, which will cover the duration of a 12-month contract period. These dates are to be used for planning purposes only and are subject to change.

On the majority of print orders issued, the print order and furnished material will be furnished via FTP. When required, print order and furnished material must be picked up from and delivered to: HQ AFRC/PAP, 155 Richard Ray Boulevard, Robins AFB, GA 31098-1661. (Contractor must provide overnight and express mail service for pickup and delivery of furnished material, at contractor's expense.)

Proofs must be delivered to and picked up from: HQ AFRC/PAP, 155 Richard Ray Boulevard, Robins AFB, GA 31098-1661. (Contractor must provide overnight and express mail service for pickup and delivery of furnished material and proofs, at contractor's expense.)

The Government will furnish to the contractor all materials necessary for producing an order approximately 10 workdays prior to the established print date. Dates for when materials are due to the contractor will be provided by the Government as part of the annual production schedule.

Exact print order quantity and complete distribution information/ mailing database for each order will be furnished approximately three (3) workdays prior to the established print date.

No definite schedule for pickup of material can be predetermined.

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

- Contractor must complete production and distribution within 13 workdays.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs, if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof time, transit time, and PSI time is included in the 13-workday schedule.

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 48 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542 *and* Air Force – Robins AFB, Attn: Cliff Tyler at (478) 327-1770 or Bo Joyner at (478) 327-1771. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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

SECTION 3. – DETERMINATION OF AWARD

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

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

| | (1) | (2) |
|--------|-------|--------|
| I. | 176 | 12,997 |
| II.1. | 45 | |
| 2. (a) | 412 | |
| (b) | 2,271 | |
| (c) | 170 | |
| (d) | 51 | |

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for all mailed shipments and f.o.b. destination for all other shipments.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item will be declared non-responsive.

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

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

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

A charge will be allowed for each page of a product, whether printed or blank.

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

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

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

| | <u>Makeready and/or Setup</u> (1) | <u>Running Per 1,000 Copies</u> (2) |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------|
| <i>Magazine –</i> Printing in four-color process, including binding and aqueous coating.....per page..... | \$ _____ | \$ _____ |

(Initials)

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

1. *Bulk Shipments* –

Packing and sealing shipping containers per container\$ _____

2. *Mailed Shipments* –

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

(b) Multiple copies in kraft envelopes (up to 200 leaves)per envelope\$ _____

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

(d) Quantities over 12 pounds, up to 36 pounds,
packed in shipping containers
(maximum gross weight 40 pounds) per container\$ _____

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

Bidder _____

(City – State)

By _____

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

(Person to be contacted)

(Telephone Number)