

(PAGE 1 OF

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Warrior Citizen Magazine

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

Department of the Army

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2013 and ending April 30, 2014, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time on April 10, 2013.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 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.

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: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>.

For information of a technical nature before award, call Linda Giacomo at (202) 512-0307. For contract administration after award, call Keith Togans at (202) 512-0307. (No collect calls.)

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. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II.
- (b) Finishing (item related) Attributes – 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 May 1, 2013 to April 30, 2014, 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 January 31, 2013, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of April 2013 will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two (2) months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

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

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

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

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

PREAWARD TEST: The contractor being considered for award shall 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 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 of an 8-page signature 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 furnished test material must be picked up from and delivered to: U.S. Government Printing Office, Agency Publishing Services – AST 2, Stop: CSAPS, Room C-817, 27 G Street, NW, Washington, DC 20401.

The prospective contractor shall provide one (1) set of digital color content proofs and one (1) set of digital one-piece composite laminated color proofs, in exact accordance with "PROOFS" as stated herein.

Preaward test proofs must be submitted to the address indicated above within four (4) workdays of notification of availability of furnished test material. The Government will approve or disapprove the preaward test proofs within three (3) workdays from receipt thereof.

If preaward test proofs are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test proofs if so notified by the Contracting Officer.

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

Failure to deliver completed preaward test proofs within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the complete performance of this preaward test shall be performed at the facilities in which the contract production will be performed.

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.

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 May 1, 2013 through April 30, 2014, 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," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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.

WARNING: Proper control and secured handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. The contractor is cautioned that any other use of the information furnished on the electronic media is prohibited, except in fulfilling the requirements of this contract. Unless otherwise indicated herein, any resultant printouts, extra copies, materials, and/or waste must be kept accountable and then destroyed.

SECTION 2. - SPECIFICATIONS

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

TITLE: Warrior Citizen Magazine.

FREQUENCY OF ORDERS: Quarterly.

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

NUMBER OF PAGES:

Pamphlet – Approximately 32 to 64 pages per order.

Poster – Face only or face and back.

TRIM SIZE:

Pamphlet – 8-3/8 x 10-7/8”.

Poster – 18 x 23”.

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

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

Storage Media: CD-ROM; FTP

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

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

Fonts: All printer and screen fonts will be furnished.

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

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

Visual of furnished electronic files will be provided.

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

CMYK will be used for color identification.

Color separations have not been made.

Contractor required to provide trapping (chokes and spreads).

Contractor to ensure electronic files are psychologically color corrected

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

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

Distribution list of recipient addresses will be furnished electronically, via CD-ROM or FTP, in a Microsoft Excel or ASCII text-delimited file format.

One reproduction proof, Form 905 (Rev. 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.

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

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

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

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.)

STORING OF DATA: Furnished electronic media must be stored on a contractor-furnished data base. When edited laser dummy is furnished, contractor must incorporate the edited portion into the data base prior to submission of proofs.

CD-ROM/FTP: Fixed block ASCII format, CONUS record length 110, sorted in ZIP code sequence, OCONUS record length 200. Contractor may reformat, if necessary, to suit their equipment at no additional cost to the Government.

PROOFS: Two (2) sets of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution 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.

Two (2) sets of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Polaroid PolaProof, Latran Prediction, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must show dot structure and be in press configuration. Direct to plate must be used to produce the final product.

Proofs must contain color 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 minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

When required, one (1) set of revised digital color content proofs and digital one-piece laminated color proofs.

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

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 reproofering, such operations must be accomplished within the original production schedule allotted in the specifications.

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

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

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

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

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

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

PRINTING:

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

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

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

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

For viewing of press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin illumination. The viewing conditions must conform to ANSI PH2.30-1989.

NOTE: Press sheet inspections will be conducted Monday through Friday.

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

BINDING:

Pamphlet – 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.

Poster – Trim four (4) sides. Fold from 18 x 23" down to 7-5/8 x 9". Posters are to be tipped into the publications, as specified, using an adhesive that will permit ready separation without damage to the poster or pamphlet. (Posters will not be trimmed to the finished size of the pamphlet.)

PACKING:

Bulk Shipments –

Pack in shipping containers.

Mailed Shipments –

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

Insert single copies to foreign destinations and 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 wrapped in shipping bundles or 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 – Affix a recipient address label to the back of 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, imaging systems may be used for self-mailers. Conventional labels must be produced for all kraft envelopes, shipping bags, shipping bundles, and shipping containers.

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

BAR CODING: The furnished CD-ROM/FTP media will have the standard five position zip-code. The contractor will be required to expand to Zip + 4 with check digit format. In addition, the contractor will be required to produce a report with zip-code information in accordance with current USPS regulations.

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

CASS CERTIFICATION: Contractor must implement coding accuracy support system (CASS) to verify the mailing list to 100% accuracy.

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>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
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: Melissa Russell, Editor – Warrior Citizen Magazine, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231.

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

A copy of the Government-furnished certificate must accompany the invoice sent to the U.S. Government Printing 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 –

Within two (2) workdays after O.K. press sheet inspection, deliver 250 advance copies f.o.b. destination as follows:

200 Melissa Russell, Editor – Warrior Citizen Magazine, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231

50 Powell Tate, Attn: Amy Leonardi, 733 10th Street, NW, 6th Floor, Washington, DC 20001

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

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

Foreign mail must be delivered utilizing a freight forwarding company. Contractor will be required to set up a freight forwarding account for USAPD for the distribution of foreign mail.

Approximately 1,000 to 6,000 copies per order will require multiple-copy distribution. Contractor will be required to determine the most cost effective mode (USPS or small package carrier) for distribution of multiple copies (approximately 2 to 1,500) to a single address.

Contractor will mail using departmental permit imprint; however, orders which result in mailing of less than 200 pieces or less than 50 pounds will require the contractor to apply appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

The contractor is cautioned that mailing permit imprint may be used only for the purpose of mailing material produced under this contract.

When using permit imprint mail, contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO, and the appropriate mailing statement or statements, supplied by USPS.

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

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.

Within five (5) workdays after completion of mailing, contractor must submit a complete copy of all USPS mailing statements (including weights and mailing costs validated with USPS stamp) to the following addresses:

U.S. Army Publishing Directorate, Attn: Mark Rydberg, Building 1456, 9351 Hall Road, Fort Belvoir, VA 22060-5527

Melissa Russell, Editor – Warrior Citizen Magazine, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231

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

GPO Distribution –

| Deliver f.o.b. destination a total of approximately 120 copies (subscription, file, and depository) to approximately three (3) addresses within the commercial zone of Washington, DC. (Inside delivery to room number(s) specified may be required.)

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

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

Upon completion of each order, all furnished material (if applicable), digital deliverables, and one (1) sample copy must be returned to: Powell Tate, Attn: Amy Leonardi, 733 10th Street, NW, 6th Floor, Washington, DC 20001.

Within 10 workdays of the completion of each order, a copy of contractor's billing invoice must be sent to: U.S. Army Publishing Directorate, Attn: Mark Rydberg, 9351 Hall Road, Building 1456, Fort Belvoir, VA 22060-5527.

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

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

If applicable, furnished material must be picked up from: U.S. Army Publishing Directorate, Attn: Mark Rydberg, 9351 Hall Road, Building 1456, Fort Belvoir, VA 22060-5527.

Contractor must deliver proofs (including electronic media and originals, if applicable) as follows:

Deliver one (1) set of digital content proofs and one (1) set of the digital one-piece laminated color proofs to: Powell Tate, Attn: Amy Leonardi, 733 10th Street, NW, 6th Floor, Washington, DC 20001.

Deliver one (1) set of digital content proofs and one (1) set of the digital one-piece laminated color proofs to: Melissa Russell, Editor – Warrior Citizen Magazine, 6075 Goethals Road, Building 1901, Office 302, Fort Belvoir, VA 22060-5231.

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.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor to submit proofs	6
Contractor to pick up proofs	4
Contractor to submit revised proofs (when required)	2
Contractor to pick up revised proofs (when required)	1
Contractor must complete production and distribution after receipt of “O.K. press sheet inspection”	7 *

* Advance copies must be delivered within two (2) workdays after “O.K. press sheet inspection.”

NOTE: No additional time will be permitted in above schedule for author’s alterations due to text corrections.

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-1162. 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 all shipments mailed/shipped f.o.b. contractor’s city must be delivered to the U.S. Postal Service or small package carrier.

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Printing Office of the date of shipment or delivery. 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.

Travel expenses and per diem to be incurred by the Government for press sheet inspections will be a factor in determining award. This will be based on sending two (2) Government representatives from the Washington, DC area on four (4) inspection trips lasting two (2) calendar days per trip.

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

I.	(a)	(1) 192	(2) 59,650
	(b)	1	310

II.	(a)	29,825
	(b)	310

III.	1.	60
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2.	(a)	1,195
	(b)	5
	(c)	210
	(d)	700

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailing and shipping 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 may be declared non-responsive.

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

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

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

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

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

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

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

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) <i>Pamphlet</i> – Printing in four-color process, including binding.....per page.....\$ _____		\$ _____
(b) <i>Poster</i> – Printing in four-color process, including folding and tipping into publication.....per side.....\$ _____		\$ _____

(Initials)

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text – Each page-size leaf.

Poster – Each poster leaf.

Per 1,000 Leaves

(a) White Litho (Gloss) Coated Book (60-lbs.)	\$ _____
(b) White No. 2 Coated Text, Gloss-Finish (70-lbs.).....	\$ _____

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

1. *Bulk Shipments* –

Packing and sealing shipping containers per container\$ _____

2. *Mailed Shipments* –

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

(b) Single and multiple copies in kraft envelope
(up to 200 leaves)..... per 1,000 envelopes\$ _____

(c) Quantities over 200 leaves, up to 12 pounds,
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,
wrapped in shipping bundles or
packed in shipping containers
(maximum gross weight 40 pounds)..... per bundle or container\$ _____

(Initials)

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

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

Bidder _____

_____ (City - State)

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

_____ (Person to be contacted)

_____ (Telephone Number)