

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Various Army Publications
(AMCOM)***

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

Department of the Army

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending February 28, 2017, 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 March 11, 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: CSPPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised 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 the specifications before bidding.

Abstract of contract prices are available at: <http://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.

SUBCONTRACTING: The provisions of GPO Publication 310.2 are modified to permit subcontracting of polyethylene covers, laminated products, and fold-ins that exceed the contractor's press capacity.

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

Product Quality Levels:

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

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

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

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

| <u>Attribute</u> | <u>Specified Standard</u> |
|----------------------------------|---|
| P-7. Type Quality and Uniformity | Average Type Dimension/Electronic Media/ Camera Copy |
| P-9. Solid and Screen Tint Color | Pantone Matching System |

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to February 28, 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 November 30, 2015, 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 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 Date of Award through February 28, 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," 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.

| |
|---|
| <p>WARNING: Orders may be marked "<i>FOR OFFICIAL USE ONLY.</i>" Proper control and handling must be maintained on these orders to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.</p> |
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SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of self- and separate-covered books and pamphlets requiring such operations as electronic prepress, printing, binding, laminating, packing, and distribution.

TITLE: Various Army Publications (AMCOM).

FREQUENCY OF ORDERS: Approximately 25 to 75 orders per year.

QUANTITY: Approximately 100 to 20,000 copies per order.

NUMBER OF PAGES: Approximately 4 to 500 pages (plus cover, when ordered) per order.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective format classification as follows:

Format A: 4 x 7" up to and including 5-1/2 x 8-1/2".
(Approximately 75% of all orders placed.)

Format B: Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11".
(Approximately 20% of all orders placed.)

Format C: Over 8-1/2 x 11" up to and including 17 x 11".
(Approximately 5% of all orders placed.)

Occasionally, fold-ins will be required for Format A orders only. Units will range from two to six, with a maximum width of 27". No fold-ins exceed page depth. Width includes blank apron as indicated on the print order (i.e., 4", 6", 8-1/2", 9", etc.).

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

Platform: Window Vista 7.0

Storage Media: CD; DVD

Software: Adobe Acrobat 7.0 and 9.0

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 embedded.

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 PDF format.

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

An occasional order may furnish camera copy consisting of reproduction line copy to be reproduced at various focuses.

An occasional order may furnish printed copy of a publication to be used as camera copy.

Distribution list will be furnished with each print order.

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 electronic files or on copy, 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 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.

When camera copy is furnished, contractor will be required to scan all copy to a CD in an Adobe Acrobat (PDF) file.

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

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

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

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.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

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

All cover paper must have the grain parallel to the spine, when applicable.

The paper to be used will be indicated on each print order.

Text and Fold-ins –

White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

White Printable Plastic Film (Synthetic Paper), 4.3 to 4.5 pt., (Yupo, Polyart, or equal), equal to JCP Code O-90.

Cover –

Green (equal to Pantone 348) Delustered 0.055” High Impact Linear Polyethylene.

Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

NOTE: When required, the majority of covers for Format B will be for Buff Index.

PRINTING:

Text – Print head-to-head or head-to-foot, as indicated on the print order, in black ink.

Broad pages print head-to-left.

Occasional blank pages scattered throughout.

Fold-ins – Print one or two sides with aprons in black ink.

Majority of fold-ins print face only.

Covers – Print or screen-print Cover 1, Covers 1 and 4, or Covers 1, 3, and 4 in a single ink color, usually black.

Contractor to match Pantone number as indicated on the print order.

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

Occasionally, Covers 1 and 4 will require full ink coverage, bleeding all sides.

When indicated on the print order or furnished copy/electronic media, other bleeds such as rules, borders, or thumb indexes may be required on cover and text pages throughout the publication.

Contractor is responsible for establishing margins to allow for drilling holes which will not interfere with image.

BINDING: Trim four sides and bind as indicated on the print order.

Various binding styles will be ordered as follows –

Side-Stitching: Stitch with two wire stitches on the left binding edge or along the top edge, as indicated. Wire stitches must not be thicker than 20 gauge wire and may be staggered to avoid bulking; however, they must be located between the drilled holes and confined to the 3” space nearest top and bottom edges of publication for satisfactory use with automated mailing equipment.

EXCEPTION: Products with 32 pages or less produced in one signature may, at the contractor’s option, be perforated on the fold without stitching. Perforations furnished for this purpose must be such that pages will not separate during normal distribution and handling and must allow pages to be separated by tearing without damage to the pages or drilled holes.

Shrink-film Wrap: Individual books must be shrink-film wrapped with shrink film of sufficient strength to protect contents during mailing to second destination. Paper banding or string tying publications is not acceptable.

Fold-ins: Fold-ins will require parallel folding. The identification number in the lower right corner must be visible after folding. Insert or gather and bind with text as specified on the print order. All fold-ins will print with an apron.

NOTE: Occasionally, a cover leaf will collate at the back of a publication, as specified.

Drilling: Requirements will be indicated on the individual print orders as follows –

Three Holes – Drill three round holes, centered on the binding edge, 3/8” in diameter, spaced 4-1/4” center-to-center, 3/8” from center of holes to left binding edge; or,

Five Holes – Drill five round holes, centered on the binding edge, three holes 7/16” in diameter, spaced 3-1/2” center-to-center and two additional holes 3/8” in diameter, spaced 8-1/2” center-to-center, 3/8” from center of all holes to left binding edge; or,

Seven Holes – Drill seven round holes, centered on the binding edge, 1/4” in diameter, spaced 1” center-to-center, 3/8” from center of hole to binding edge.

NOTE: Some orders may have alternate drilling requirements as specified on the print order. An occasional order may not require drilling.

LAMINATING: *When ordered* –

Lamination will only be required for Index text pages and/or Index cover pages.

When required, laminate after printing, as indicated, with 0.003” thick, delustered, clear polyester film.

Polyester must be suitable for inscribing with grease pencil and erasing without surface damage. Lamination must be completely bonded without distortion of the printed matter, bubbles, or blisters.

All laminated products will trim four sides.

Lamination shall trim flush.

Laminated products must be punched – NOT drilled.

PACKING: Different publications must not be mixed within packages or containers or on pallets.

Bulk Shipments –

Pack in shipping containers not to exceed 40 pounds when fully packed.

Pallets are required.

All materials used in packing for distribution must be suitable for safe transportation to destination.

Unless otherwise authorized, shipping container size must be as specified below:

| <u>Publication Size</u> | <u>Inside Dimensions</u> |
|-------------------------|--------------------------|
| 4-1/2 x 8” | 11-3/4 x 9-3/4 x 9” |
| 6-1/2 x 9-1/2” | 14 x 10 x 10” |
| 9-1/2 x 7” | 14 x 10 x 10” |
| 8-1/4 x 10-3/4” | 17-1/2 x 11-1/2 x 7-7/8” |
| 8-1/2 x 11” | 17-1/2 x 11-1/2 x 7-7/8” |
| 17 x 11” | 17-1/2 x 11-1/2 x 7-7/8” |

In addition to regular sealing, shipping containers must be reinforced at two points in a cross direction to the closure with: 1) A minimum 3” wide Class 2, Type I asphaltic or Type II nonasphaltic, glass or sisal filament reinforced tape that conforms to Federal Specification PPP-T-45; or 2) A minimum 2” wide Class I, Type III, waterproof pressure-sensitive adhesive tape that conforms to Federal Specification PPP-T-60; or 3) A minimum 1” wide Type III, pressure-sensitive, filament tape that conforms to Federal Specification PPP-T-97; or 4) Firmly applied non-metallic banding. If tape is used, the ends must overlap the sides at least 3”.

Palletizing: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill two layers or more on the pallet (not to exceed nine containers per layer). Except for size, pallets must conform with the Federal Specifications NN-P-71c, dated September 10, 1973, and any amendments thereto, as follows –

Type III (4-way (partial), flush, assembled, nonreversible). Size L 48 x W 40", Full entry must be on the 48" side. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than one (1) layer on the pallet. Pallets shall be suitably packed so as to ensure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 55". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored four (4) high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

Bulk shipments to the U.S. Army Publications and Distribution Center in St. Louis, MO must be palletized with the voids to the outside dimensions of the pallets. A minimum of a 3/4" void must be on the outside dimensions of the pallets. A majority of books procured on this contract require a carton size of 17-1/2 x 11-1/2 x 7-7/8".

Packing List: Each shipment, except envelopes/packages that are mailed, shall contain a packing list showing the following data –

- (1) Name and address of consignor and consignee;
- (2) GPO requisition, program, print order, and jacket numbers;
- (3) Number covering the shipment, if any;
- (4) Description of the material shipped, including:
 - (a) Publication number and title, if applicable, and date;
 - (b) Quantity per container and total quantity;
 - (c) Total number of containers;
 - (d) Total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet, and in the case of truckload shipments, must be placed near the tailgate of the trailer.

Mailed Shipments –

Insert single or 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 copy, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments – Create and affix a recipient address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers. At contractor's option, addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers.

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: U.S. Army Media Distribution Center, 1655 Woodson Road, St. Louis, MO 63114-6181.

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 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:

- Deliver f.o.b. destination all shipments to St. Louis, MO and Redstone Arsenal, AL.
- Mail/ship f.o.b. contractor's city the balance of each order.

Complete addresses and quantities will be furnished with each order.

No guarantees can be made; however, based on historical data, the majority of all copies ordered over the course of the contract deliver to St. Louis, MO and Redstone Arsenal, AL with balance mailing/shipping to various cities nationwide.

All mailing shall be made at the most economical rate to the Government – *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 copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable.

NOTE: In accordance with United States Postal Service (USPS) regulations, contractor will be required to run distribution files on each order through the National Change of Address (NCOA) 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.

Shipments to the U.S. Army Media Distribution Center in St. Louis, MO must be a single complete shipment delivered on workdays between the hours of 8:00 a.m. and 2:00 p.m. (local time). Split shipments will be reported as short shipments.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of the total weight of shipment, must be made by reimbursable U.S. Postal Service.

On the same day of the shipment of each order, 7 to 14 printed sample copies (one packaged with the digital deliverables), as indicated on the print order, must be returned by registered mail (or other traceable means) to: U.S. Army Missile Command, Attn: AMSAM-MMC-LS-LPB, Sparkman Center, Redstone Arsenal, AL 35898-5238. The contractor must keep records of all registered tracking numbers so that material can be traced, if necessary.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/emails/ships) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Program 754-S, Print Order XXXXX, Jacket Number XXX-XXX.” The notice must provide all applicable tracking numbers, delivery/ mailing/ shipping methods, and title of product.

All expenses incidental to picking up and returning materials 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).

Unless otherwise specified, furnished material must be picked up from and returned to: U.S. Army Missile Command, Attn: AMSAM-MMC-LS-LPB, Sparkman Center, Redstone Arsenal, AL 35898-5238.

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.

- Complete production and distribution of a pamphlet up to and including 16 pages, in any quantity, must be made within five (5) workdays.
- Complete production and distribution of a pamphlet or book over 16 pages, in any quantity, must be made within 10 workdays.

NOTE: Ten additional workdays will be allowed for orders requiring green polyethylene covers.

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/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by small package carrier.

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) | (3) |
| I. | (a) | 40 | 22 | 12 |

| | | | | | | | |
|-----|-------|-------|-----|-----|--------|-------|-------|
| | | (1) | (2) | (3) | (4) | (5) | (6) |
| II. | (a) | 4,272 | 556 | 160 | 59,388 | 9,736 | 2,008 |
| | (b)1. | 305 | XXX | XXX | 3,522 | XXX | XXX |
| | 2. | 12 | XXX | XXX | 114 | XXX | XXX |
| | (c) | 12 | 4 | 3 | 149 | 12 | 81 |
| | (d) | 42 | 3 | 3 | 414 | 45 | 18 |

| | | | | |
|------|--------|--------|-------|-----|
| | | (1) | (2) | (3) |
| III. | 1. (a) | 12,177 | 4,371 | 759 |
| | (b) | 21,965 | 497 | 245 |
| | 2. (a) | 414 | 30 | 12 |
| | (b) | 111 | 64 | 54 |

| | | |
|-----|--------|--------|
| IV. | (a) | 28,625 |
| | (b) | 56,508 |
| | (c) | 69,347 |
| | (d) 1. | 104 |
| | 2. | 98 |
| | 3. | 12 |

| | | |
|----|--------|-------|
| V. | 1. (a) | 1,123 |
| | (b) | 28 |
| | 2. (a) | 221 |
| | (b) | 44 |
| | (c) | 2 |

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all shipments to St. Louis, MO or Redstone Arsenal, AL and f.o.b. contractor’s city for all other mailing/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 100 will be prorated at the per-100 rate.

Bids for each format shall be for any trim size up to the maximum trim size listed for each of the formats, as outlined in “SECTION 2. - SPECIFICATIONS.”

The cost of all required paper must be charged under III. PAPER.

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

I. PREPRESS OPERATIONS:

Fold-ins: A charge will be allowed for each fold-in “unit” based on the maximum square-inch size for each format group, as defined in “SECTION 2. – SPECIFICATIONS.” The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective format group, with any fractional remainder being counted as a whole.

| | <u>Format A</u> (1) | <u>Format B</u> (2) | <u>Format C</u> (3) |
|--|------------------------|------------------------|------------------------|
| (a) Scanning furnished camera copy.....per trim/page-size unit.. | \$_____ | \$_____ | \$_____ |

(Initials)

II. PRINTING: Prices offered must be all-inclusive for printing, as required, in accordance with these specifications, and shall include the cost of all required materials and operations, as applicable to its respective format trim size group, as defined in “SECTION 2. - SPECIFICATIONS.”

Fold-ins: A charge will be allowed for each fold-in “unit” based on the maximum square-inch size for each format group, as defined in “SECTION 2. - SPECIFICATIONS”. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective format group, with any fractional remainder being counted as a whole.

The cost of all binding must be charged under IV. ADDITIONAL OPERATIONS, as applicable.

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

| | <u>Makeready and/or Setup</u> (Format) | | | <u>Running Per 100 Copies</u> (Format) | | |
|--|---|---------------|---------------|---|---------------|---------------|
| | <u>A</u> | <u>B</u> | <u>C</u> | <u>A</u> | <u>B</u> | <u>C</u> |
| | (1) | (2) | (3) | (4) | (5) | (6) |
| (a) <i>Text:</i> | | | | | | |
| Printing in black ink | | | | | | |
| per page.. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| (b) <i>Fold-ins:</i> | | | | | | |
| 1. Printing one side only in black ink, including folding and inserting/gathering with text | | | | | | |
| per fold-in unit.. | \$ _____ | \$ <u>XXX</u> | \$ <u>XXX</u> | \$ _____ | \$ <u>XXX</u> | \$ <u>XXX</u> |
| 2. Printing on second side in black ink | | | | | | |
| per fold-in unit.. | \$ _____ | \$ <u>XXX</u> | \$ <u>XXX</u> | \$ _____ | \$ <u>XXX</u> | \$ <u>XXX</u> |
| (c) <i>Covers:</i> | | | | | | |
| Printing in a single ink color | | | | | | |
| per printed page.. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| (d) <i>Covers:</i> | | | | | | |
| Screen-printing in a single ink color | | | | | | |
| per printed page.. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

(Initials)

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable format group. 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.

Covers: Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, if required.

Fold-ins: One page-size leaf will be allowed for each fold-in “unit” based on the maximum square-inch size of the format group ordered. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by the maximum square-inch size of its respective format group, with any fractional remainder being counted as a whole.

| | <u>Format A</u> (1) | <u>Per 100 Leaves</u> <u>Format B</u> (2) | <u>Format C</u> (3) |
|---|------------------------|---|------------------------|
| 1. <i>Text and Fold-ins:</i> | | | |
| (a) White Index (110-lb.)..... | \$ _____ | \$ _____ | \$ _____ |
| (b) White Printable Plastic Film (Synthetic Paper 4.3 to 4.5 pt) | \$ _____ | \$ _____ | \$ _____ |
| 2. <i>Covers:</i> | | | |
| (a) Green Delustered 0.055” High Impact Linear Polyethylene | \$ _____ | \$ _____ | \$ _____ |
| (b) Colored Index (110-lb.) | \$ _____ | \$ _____ | \$ _____ |

IV. ADDITIONAL OPERATIONS:

- (a) Stitching with two wire stitches per book/pamphlet.....\$ _____
- (b) Shrink-film wrapping per book/pamphlet.....\$ _____
- (c) Drilling (each run) per 100 leaves.....\$ _____

Four holes will be the maximum for any one run. Each ply of a fold-in will be counted as a single leaf.

- (d) Lamination –
 - 1. Format A per 100 leaves.....\$ _____
 - 2. Format B per 100 leaves.....\$ _____
 - 3. Format C per 100 leaves.....\$ _____

(Initials)

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

1. *Bulk Shipments* –

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

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

2. *Mailed Shipments* –

(a) Single copy or multiple copies in
kraft envelope (up to 200 leaves)..... per envelope.....\$_____

(b) 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.....\$_____

(c) 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)