

U.S. GOVERNMENT PUBLISHING OFFICE
Government Publishing & Print Procurement
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Chart Supplements U.S. and Alaska

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

DLA Document Services/DLA Aviation

Single Award

TERM OF CONTRACT: The base term of this contract is expected to be 13 months for the period beginning Date of Award and ending May 31, 2027, 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.

Unless waived by the agency, the period from Date of Award to May 31, 2026, shall be used by the contractor to establish/perform all necessary operations in preparation for live production on or about June 1, 2026. The contractor shall plan and implement the actions necessary for the startup of full contract operations.

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on April 30, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

BIDDERS, PLEASE NOTE: *This program was formerly Program 63-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

NOTE: FAILURE TO MEET RIGID EFFECTIVE DATES FOR ALL OF THE PUBLICATIONS COULD JEOPARDIZE NOT ONLY THE SAFETY OF AIRCRAFT BUT COULD BE THE PRIMARY FACTOR IN LOSS OF LIFE. THESE PUBLICATIONS ARE CONSIDERED CRITICAL TO AIR NAVIGATION AND MUST BE IN THE HANDS OF THEIR USER(S) BY THE EFFECTIVE DATES.

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

For technical information, please contact Cecilia Dominguez at (202) 512-0418 or cdominguezcastro@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.p>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

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

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

SUBCONTRACTING: The predominant production functions are printing and disposal of waste materials. Bidders who must subcontract these operations will be declared non-responsible.

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

Product Quality Levels:

- (a) Printing (page-related) Attributes - Level II.
- (b) Finishing (item-related) Attributes - Level II.
- (c) Exceptions:
 - (1) F-5. Perfect-Bound Book Durability -- Page flex test -- Minimum of 300 flexes.
 - (2) F-7. Excess Glue -- 1/16" Maximum glue penetration.

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
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments(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 May 31, 2027, 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.

The term of the first contract year (base year) is expected to be approximately 13 months; however, the economic price adjustment will be based on the date of actual production. Actual production begins June 1, 2026.

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 February 28, 2026, 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 9 - 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:

For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual production begins on or about June 1, 2026.

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of May, 2026, will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

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 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 Item III., "PAPER" 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.

SECURITY OF DATA: The contractor shall not release or sell to any person any technical or other data received from the Government under this contract; nor shall the contractor use the data for any purpose other than that for which it was provided to the contractor under the terms of the contract.

DATA RIGHTS: All data and materials furnished and produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

Information contained in all source documents and other media provided by the Government is the sole property of the Government.

NOTE: All furnished data is designated as "Controlled Unclassified Information (CUI)."

WARNING: All contractor employees performing on this contract are required to be U.S. citizens. The contractor is prohibited from producing or distributing the products produced under this contract outside of the official orders (i.e., cannot produce for their own use, sale, or other uses, including marketing, promotion, or other uses).

The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work or which are generated as a result of this contract. Proper precautions shall be taken to ensure that all Government supplied materials are protected from damage. The Government furnished materials shall be returned in the same condition as originally furnished.

Proper control and handling must be maintained at all times to prevent any information, data, or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

All erroneous copies produced by the contractor are to be destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access and in accordance with the level of security designated by the agency. (See "DISPOSAL OF WASTE MATERIALS.")

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

ACTUAL DAMAGES: Unless otherwise prescribed, the contractor is, upon failure to provide services, materials, supplies, and equipment within the time specified for distribution, chargeable with all expenses caused the Government by reason of such delays in distribution for which no extension of time is provided, as actual damages to the Government on account of such delays. Also, the contractor will be charged, as actual damages, for all expenses caused the Government occasioned by distribution of materials, supplies, and equipment not conforming to specifications.

DISPOSAL OF WASTE MATERIALS: Subcontracting for the disposal of waste materials will not be allowed. The contractor is required to demonstrate how all waste materials used in the production of sensitive information will be definitively destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means appropriate for the type of classification. Electronic records must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

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

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. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information, in the time specified by the Government, may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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

Additionally, as part of the technical determination, examples of areas that may be investigated are listed below:

- Technical equipment/capability
- Quality assurance
- Electronic data interface/capability
- Other – as appropriate

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

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

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

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

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

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

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

These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility. The plan must also include the transportation of Government materials from one facility to another, if applicable.

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

Quality Control Plan: This plan shall explain how the contractor will set-up and maintain the requirements as specified under "CONTRACTOR QUALITY PROGRAM" (see Attachment 3).

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

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

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

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party.

- (2) How the disposal of waste materials will be handled. (See “DISPOSAL OF WASTE MATERIALS.”)
- (3) How all applicable Government-mandated security as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

Part of the Security Control Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the processing and storage locations.

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

Disposal of Waste Materials Plan: The contractor must provide the method planned to dispose of the materials in accordance with the requirements specified herein (see “DISPOSAL OF WASTE MATERIAL”). The plan must include the names of all contract officials responsible for this plan and describe their duties in relationship to the waste material plan.

PREAWARD TEST: Prior to award, the prospective contractor shall be required to successfully demonstrate their ability to create PDF soft proofs and digital color content proofs, print, and perfect-bind publications as set forth below. 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, electronic files representative of the files to be furnished under these specifications will be provided on the same media stipulated in these specifications (see “GOVERNMENT TO FURNISH” specified herein). The electronic file samples of two (2) books (Chart Supplement Alaska and Chart Supplement Northwest U.S. Volume) will be provided as PDF files.

Contractor will be required to create one (1) PDF soft proof for each volume and one (1) complete set of digital color content proofs for each volume. The PDF soft proof must be submitted via email or SFTP, and the digital color content proofs must be sent to a designated point of contact (POC) of the Government (to be provided at time of test).

- All proofs must be furnished within five (5) workdays of receipt of test files. These proofs must be in accordance with the proof requirements as specified under “PROOFS” in “SECTION 2. – SPECIFICATIONS.”
- The contractor must also submit 10 samples of paper stock (cover and text stock) with the digital color content proofs. The paper samples must be in accordance with the paper requirements as specified under “STOCK/PAPER” in “SECTION 2. – SPECIFICATIONS.”
- 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.
- Contractor will be required to print and perfect-bind eight (8) copies of the Chart Supplement U.S. Volume and eight (8) copies of the Chart Supplement Alaska Volume in accordance with the printing and binding requirements as specified herein. These 16 printed/perfect-bound test samples must be furnished within 10 workdays of receipt of “O.K. to Print” on proofs.
- The Government shall approve or disapprove the preaward printed, bound copies within three (3) workdays from receipt thereof.

If the preaward test proofs, paper, and/or the printed, bound samples 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, paper, and/or printed, bound samples if so notified by the Contracting Officer.

In the event the revised preaward test proofs, paper, and/or printed, bound samples 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 successfully deliver completed preaward test proofs, paper, and/or printed, bound samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities and on the equipment in which the contract production will be performed.

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

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

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

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

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

At the Government's option, the Government may conduct virtual visit inspections at the contractor's plant during the printing, binding, and distribution phases. The contractor must have the capabilities to use Cisco WebEx NGA or Microsoft Teams for the virtual inspection.

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, or DLA Document Services, Fort Belvoir, VA, immediately after award. At Government's option, postaward conference may be held via teleconference.

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

Option Years: For each option year that may be exercised, the Government's representatives may request a meeting with the contractor's representatives to be held at the contractor's facility to discuss the requirements of that contract year's jobs. At Government's option, these may be held via teleconference.

ASSIGNMENT OF JACKETS, PURCHASE, AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through May 31, 2027 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 the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for 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 under the "ORDERING" clause of this contract.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

- (1) To comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) Design, (B) development, or (C) operation;

- (2) To include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) To include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid before bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Contractor's billing invoices must be approved by the ordering agency before they are submitted to GPO for payment. Immediately upon completion of each order, the contractor shall submit an itemized billing statement to DLA Document Services for verification, approval, and signature. The contractor must email their billing invoice and all necessary documentation to the email address as indicated on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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

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

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

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

Contractor is expected to submit billing invoices within 30 calendar days of completion of distribution for each order.

All contractor billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

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

IT IS CRITICAL TO THE SAFETY OF AIRCRAFT THAT THE CONTRACTOR STRICTLY ADHERES TO THE SCHEDULE, AS SPECIFIED IN THIS CONTRACT. (See “SCHEDULE.”)

TITLE: Chart Supplements U.S. and Alaska.

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

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

Approximately two (2) publication titles (total of eight volumes – seven (7) Chart Supplement U.S. Volumes (equal to one (1) set), and one (1) Chart Supplement Alaska, every 56 calendar days (equal to one (1) cycle). One large print order will be issued each 56-day cycle for production.

A print order will be issued to the contractor for work to be performed prior to the printing cycle. The print order will identify the required products, quantities, and delivery dates. (NOTE: Details of the projected print order and print files delivery can be found in the “FAA File Download and Distribution Schedule.” (See Attachment 5.)

56-day cycle:

- (1) Approximately 8 total Titles.
- (2) Approximately 10,000 to 18,000 total Books.
- (3) Approximately 7,000,000 to 13,000,000 total Pages.

NOTE: If necessary, and at the discretion of the Government, a book could be subdivided into two or more separate volumes. In the event of such a decision, the Government will notify the contractor with as much advance notice as possible. At a minimum, it will be identified on the print order for the cycle which is received prior to the printing cycle.

TRIM SIZE: 5-3/8 x 8-1/4”.

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

Storage Media: SFTP; email.

Software: Adobe Acrobat. (current versions or near current version).

NOTE: All Government software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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.
Electronic media will include all illustrations and graphics furnished in place.
Pantone Matching System and CMYK will be used for color identification.

Detailed supplement digital file(s) stating the specific page counts and quantities required for each volume, and production schedules for each individual cycle.

At the start of the contract, the Government will furnish the following files:

- Eight (8) PDF files covering the entirety of each of the Chart Supplement Volumes via SFTP.
- DLA will provide data files containing customers and product information via email.
- PDF of the NGA Form 4501-1 via email. (See Attachment 12.)

MS Word, MS Excel, and PDF files with instructions and distribution information will be furnished via email.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on the finished product.

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

The contractor must be able to accept files electronically via email and/or a Government-controlled SFTP site.

Contractor will have to be authorized to access the Government-controlled SFTP site for production file downloads. Appropriate log-on instructions and protocol will be provided after award.

COLOR MAPPING: Given the intended application and use of flight manuals and chart supplements, color mapping is critical to crew, passenger, and cargo safety. Specific color builds indicate features such as elevation, including mountain topography and bodies of water, which must be accounted for during flight.

Input - NGA/FAA will supply the contractor with PDF files containing RGB images, text, and objects. The content provided is intended for use in flight manuals and chart supplements. NGA/FAA-supplied PDF files are based on, but not limited to, predictable, repeatable color input conditions, formulas, and builds. Additionally, file preparation and PDF file standards for print will be adhered to further ensure predictable, reliable, and expected outcomes in the final printed product(s).

Process - The contractor will be required to perform color mapping of PDF files to meet final print conditions as requested by NGA/FAA. This involves mapping RGB images, text, and objects to CMYK, Pantone spot colors, and black-only formulas provided by the NGA/FAA.

The contractor shall use custom automation to complete the required color-mapping tasks and build automation routines based on the color-mapping guidance provided by NGA/FAA. All color mapping is based on predictable, repeatable color input conditions, formulas, and builds in the NGA/FAA-supplied PDF files.

Output - The contractor is responsible for accurate color mapping RGB images, text, and objects to CMYK, Pantone colors, and black only, based on guidance provided by NGA/FAA. The contractor will generate a new, color-mapped PDF file that can be accurately reproduced during the printing process, and a book that strives to meet or exceed the Government's color-mapping expectations.

Additional Requirements - In addition to color mapping, the contractor will be required to conduct the following PDF file alterations to the PDF file supplied by NGA/FAA:

- a) Remove invisible, non-printing text that has fonts not embedded.

- b) Extract the front outside/inside cover panels, back outside/inside cover panels, and spine from the supplied text file when applicable and assemble a standalone cover file for print reproduction. If cover panels are supplied in a separate PDF file, assemble a standalone cover file for print reproduction.
- c) Set the trim box within the supplied PDF file and extend bleeds as required.

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 contact listed on the print order.

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

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

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 all 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, 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 PDF files as digital deliverables when furnished by the Government.)

PROOFS:

When ordered, contractor must submit one (1) Press Quality PDF soft proof (for content only) for all titles ordered on the print order, using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

When ordered, one (1) set of digital color content proof of the complete product (for each title). 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.

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

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

PRIOR TO BINDING SAMPLES:

When ordered, prior to the binding of the total production quantity, the contractor must submit three (3) bound and trimmed sets of the complete product, for final approval. The container and accompanying documentation shall be marked "PRIOR TO BINDING SAMPLES" and shall include the GPO jacket, purchase order, program, and print order numbers.

Each sample shall be printed and bound as specified herein and must be of the size, kind, and quality that the contractor will furnish. Samples must be printed on the required stock/paper as specified herein.

Samples will be inspected and must comply with the specifications as to construction, kind, and quality of print and materials.

Contractor shall submit samples to one (1) address in Richmond VA (complete address will be provided with the print order).

After receipt of "O.K. to Print" on proofs, prior to binding samples must be submitted in sufficient time to allow Government inspection of the samples, production, and shipment/delivery in accordance with the "SCHEDULE."

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes are made, at no additional cost to the Government and with no extension in the schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Binding of the final product prior to approval of the samples submitted is NOT allowed. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be charged in accordance with the applicable line item in the "SCHEDULE OF PRICES."

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

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. 13" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

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

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

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

Text: White Light-Weight Text (Bible Paper), basis weight: 30 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A75.

The following are amended requirements to the referenced text stock above:

Stock: Blend of bleached chemical and mechanical fiber (groundwood pulp 30 to 45%).
Postconsumer fiber in any percentage is encouraged (up to 30%) – provided the requirements of this standard are met.

Opacity: Average (percent) 89% (Target)

Thickness: 0.00226 mm; average (mils) 2.3
A tolerance of plus or minus 5% shall be allowed.

Smoothness: Average each side
(Sheffield units) 50 to 100

Brightness: Minimum, not less than (percent) 80%

Testing and Samples: Shall be conducted in accordance with standards in the Government Paper Specification Standards No. 13, Parts 2 and 4, except when otherwise noted.

If stock is unavailable or at risk of being discontinued, the contractor must notify the Government immediately.

PRINTING: Contractor to match Pantone number(s) as specified on the print order.

Cover: Print Covers 1, 4, and spine in four-color process and Covers 2 and 3 in black ink only (no bleeds).

Text: Print text head-to-head in black ink and one additional Pantone color.

The text pages print mainly in black ink only, except for some 2-color pages distributed in the back of the books. Various pages in each volume will have graphic elements specified in a Pantone ink color to be printed as a second color. Text pages will show the topographic features in addition to the standard text shown in black. The contractor must be able to print these color pages from the files sent to them by the ordering agency.

NOTE: The GPO imprint requirement is waived and must not print on the final product.

MARGINS: Head 3/16”; even pages 3/8” from bind; odd pages 1/8” from outside edge.

BINDING: Perfect-bind text and wraparound cover; trim three sides.

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 shipping or delivery process.

Reinforced tape shall be used to seal containers.

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

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

Contractor shall determine the method of delivery/shipping which ensures all products are delivered in undamaged condition to all customers not later than three (3) workdays prior to the product Effective Date.

Order Packing Slip: The contractor shall format and print packing slips for each order. The Government will specify the format for the order packing slips. The contractor shall insert a packing slip in the first package of each order.

Bulk Shipments:

Each address label shall be packaged individually and then consolidated according to the destination as described under "DISTRIBUTION."

Pack suitable in shipping containers not to exceed 45 pounds when fully packed.

Consolidated groupings shall be either palletized or placed into containers if the volume does not warrant palletization. Consolidated groupings of shipping containers shall be palletized if the volume warrants palletization.

When palletizing, contractor must ensure containers are stacked, wrapped, and strapped suitable to prevent damage to the containers.

Mailed Shipments:

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

Quantities over 200 total 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 24 pounds, must be wrapped in bundles or packed in shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING: See Attachment 2.

The following applies to both the Bulk Shipments and the Mailed Shipments, as applicable.

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

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

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

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

When there are multiple packages in an order, the packing slip shall be placed in the first package and it shall have the words “Packing Slip Enclosed” on either the label or stamped on the label-side of the package.

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

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

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

Due to the criticality of Government receipt of charts, special label/markings is required to be affixed/printed on each package (i.e., kraft envelopes, shipping bags, shipping bundles, shipping containers). For all packages, the contractor shall affix the NGA Form 4501-1 as either gummed or pressure-sensitive labels; or, at contractor’s option, the form may be printed directly onto the packages. If gummed or pressure-sensitive labels, the contractor is to reproduce the NGA Form 4501-1 (from the furnished PDF file) as needed.

Placement shall be in the upper left portion of the address side of shipping envelopes, bags, and bundles, and in the upper top and sides of rectangular shipping containers.

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

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

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	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 label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

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

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

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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: See Attachment 2 for additional agency specific distribution information.

Ship/mail f.o.b. contractor's city (reimbursable) to domestic (nationwide, including Alaska, Hawaii, and U.S. territories) and foreign addresses.

Complete addresses and quantities will be furnished with the print orders.

Contractor to ship/mail (reimbursable) by traceable means at the most economical means to the Government. The contractor will be reimbursed for all shipping/ mailing costs by submitting the shipping/ mailing receipts with the billing invoice for payment.

The method of shipping/ mailing selected by the contractor must be able to deliver to the Government-specified addresses. The Government reserves the right to specify the shipping/ mailing method of distribution. Distribution shall be considered "complete" when delivered to the post office or picked up by the carrier.

The contractor shall ensure that shipments are released to the carrier by the required hour and date and that all carriers' vehicles have left the premises to support on-time delivery to the end-user.

The contractor shall have a minimum of four (4) reputable carriers (e.g., FedEx, FedEx Ground, USPS, UPS, International, and Freight) to establish the best value for product delivery. Best value includes lowest cost, ability to deliver products on time, and in undamaged conditions. Best value comparisons shall be made among like carriers. Best value shall be used for all shipments with the exceptions of APO/FPO, specified Foreign Military Sales (FMS) and Foreign Exchange (FX) cases, and Post Office Boxes. The contractor shall perform best value reviews of the contractor's chosen carriers and provide the Government with access to the review data.

Reviews shall be performed at the beginning of each contract year exercised, at a minimum, or more frequently as requested by the Government. The contractor's best value selections and selection process shall be provided to the Government for review and approval prior to implementation.

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

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

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

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

The contractor shall notify the Government when it becomes apparent that the distribution requirement, as identified above, will not be met (i.e., late distribution). When the contractor is advised that the ship/mail date was not met for a customer/address due to something within the contractor's control, the contractor shall take the appropriate corrective actions to resolve current discrepancies and to prevent recurrence in the future.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order ships/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 860-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/mailed method, and title of the product. Contractor must be able to provide copies of all shipping/mailed receipts upon agency request.

All expenses incidental to picking up and returning furnished materials (if applicable), submitting proofs and prior to binding samples must be borne by the contractor.

DISTRIBUTION HELP DESK (DHD): The contractor will establish, maintain, and staff a Distribution Help Desk (DHD). The DHD shall maintain tracking data on all shipments distributed by the contractor as well as received and resolved customer inquiries. The contractor will analyze industry and processes, compare, and implement the higher standards. The contractor will periodically check industry best practices for changes and upgrades. Changes and upgrades shall be approved by DLA/NGA prior to being implemented.

Contractor must provide the following:

- The contractor will provide commercial and toll-free telephone numbers.
- The contractor will staff the DHD from 8:00 a.m. to 4:30 p.m., local time, Monday through Friday.
- The contractor's telephones will have voicemail capability.
- The DHD shall be the DLA's initial point of contact for all issues relating to the distribution of FAA products by the contractor.
- The DHD shall be a customer point of contact for all issues relating to the printing and distribution of FAA products by the contractor.
- The contractor will direct customers to the appropriate organization for problems other than printing and distribution.
- The contractor will research all calls to determine the reason for any given problem and take the necessary actions to prevent the same issue(s) from recurring.

The contractor's contact information will also be shown in the product that ships to customers. The contractor shall have a website email contact so DLA or customers can leave information, and the contractor can either ship the products and/or contact the customer to address their issue. The contractor's recorded voice message and advance email shall instruct customers to provide the following information: 6-digit Department of Defense Address & Activity Code (DoDAAC), product title (with NGA Reference Number), product quantity, and customer's contact information (name of customer, address, commercial telephone number, and email address).

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

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

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

The contractor shall respond to DHD inquiries within four (4) hours of receiving a request for information (e.g., method of shipment, tracking number, proof of delivery, and delivery date).

The contractor shall be responsible for maintaining a DLA Point of Contact (POC), list of FAA products, list of military POCs for each service, and a list of special shipment addresses.

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).

The Government will send the print order via email.

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

When ordered, PDF soft proofs must be emailed to the ordering agency at the email address specified on the print order.

When ordered, digital color content proofs are to be delivered to and picked up from one address within the Richmond, VA area (complete address will be provided with the print order).

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.

- 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.
- When ordered, PDF soft proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email. The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.
- When ordered, digital color content 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.
- No specific date is set for submission of prior to binding samples. After receipt of "O.K. to Print" on proofs, samples must be submitted in sufficient time to allow Government inspection of the samples, production, and shipment/delivery in accordance with this schedule.
- The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of receipt thereof. NOTE: These samples will not be returned to the contractor.

- All mailing/shipping shall be completed by the contractor and be in the possession of the appropriate carriers no later than 4:30 p.m., local time, on Wednesdays (eight (8) calendar days prior to the Effective Date) to deliver on or before Mondays (three (3) calendar days prior to the Effective Date).
- The required schedules for each production cycle are defined as follows:
 - *Effective Date:* The date and time when one edition of FAA products becomes obsolete and the next edition must be in use. It is critical to flight safety that customers receive their new publications before the Effective Date. Effective Dates are always on Thursdays.
 - *Digital Files to Contractor:* The digital data files are made available to the contractor, usually on Thursday, 21 calendar days prior to the Effective Date.
 - *Digital Production Support Files:* The digital address, consolidated quantities, and quantities per account will be provided to the contractor, usually on Tuesday, 44 calendar days prior to the Effective Date.

NOTE: These products supply the United States Military Services with mission-critical aeronautical safety of navigation information in accordance with Title 10 United States Code (USC) 451, Chairman of the Joint Chiefs of Staff (CJCS) Instruction 3901.01B, Department of Defense (DoD) Directive 5105.60, and the International Civil Aviation Authority (ICAO) Aeronautical Information Regulation and Control (AIRAC) cycle. Without exception, these products must be produced and shipped in accordance with the specified timelines identified herein and/or on the print order. In the event of unforeseen circumstances, such as shipping delays due to weather events, the contractor shall make every possible effort to deliver the product on time or as close to the required time as possible. The contractor shall immediately communicate any potential scheduled delay or intrusion to the Government and immediately coordinate any possible workaround. Failure to do so may incur a significant risk of a safety of flight incident, potentially resulting in injury or loss of life and equipment among U.S., foreign militaries, and civil entities.

Surge/Crisis Support Orders: Printing and distribution of these charts shall also be provided during surge and crisis conditions. Surge or crisis jobs shall be defined as jobs which require a completion time shorter than the timeframes specified herein and/or quantities over the estimated quantities specified herein. Surge/crisis jobs will be identified by the Government on the print order for the specific job along with the completion timeframe requirements and quantities. During a surge or crisis condition, if there is a timing conflict with other jobs, the surge/crisis work shall take precedence over all other print jobs on this contract.

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

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

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

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

The ship/delivery date indicated on the print order is the date products ordered for shipping/ mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service and/or picked up by 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 Publishing Offices 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 or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of technical nature or to transfer any inquires.

SECTION 3. - DETERMINATION OF AWARD

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

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

I.	(a)	35,132	
	(b)	5,048	
II.	(a)	(1) 56	(2) 86
	(b)	35,076	55,524
	(c)	2,059	3,318
III.	(a)	172	
	(b)	27,762	
IV.	(a)	7	
	(b)	1	
	(c)	1	
	(d)	7	
	(e)	6,033	
V.	1. (a)	217	
	(b)	136	
	2. (a)	14	
	(b)	3,515	
	(c)	1,608	
	(d)	1,115	

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

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

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

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

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

A charge will be allowed for each text page of a single-color product, whether printed or blank. For text pages printing in more than one color, a charge under “Each Additional Color” will be allowed only for pages actually printed with the additional color(s).

Cost of all required paper must be charged under Item III. “PAPER.”

I. PREPRESS OPERATIONS: The prices offered shall include the cost of all required materials and operations, in accordance with these specifications.

(a) PDF soft proof..... per page.....\$ _____

(b) Digital color content proof..... per page.....\$ _____

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (excluding paper) for the printing and binding of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
	(1)	(2)

(a) Complete Cover: Printing Covers 1, 4, spine in four-color process and Covers 2 and 3 in black ink, including binding..... per complete cover.....\$ _____ \$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(b) Text: Printing in black ink, including binding.....per page.....\$	_____	\$ _____
(c) Each Additional Color: Printing text in an additional ink color other than black per color/per page.....\$	_____	\$ _____

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 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.

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

Per 1,000 Leaves

(a) Cover: White Index (110-lb.)	\$ _____
(b) Text: White Light-Weight Text (Bible Paper) (30-lb.)	\$ _____

IV. ADDITIONAL OPERATIONS:

Line item IV.(c) must include the cost of all operators and computer/telephone equipment necessary (only one-time charge will be allowed at the beginning of the contract). Line item IV. (d) must be charged against the print order specified by the Government for that month.

For line item IV. (e), a gathering/combining/consolidating charge (in addition to charges under Item V. "PACKING AND DISTRIBUTION") will only be allowed on orders requiring the gathering/combining/consolidating of different publications (titles) to a common addressee.

(a) Color Mapping	per order.....\$ _____
(b) Prior to binding samples.....	per order....\$ _____
(c) Distribution Help Desk set-up, including toll-free phone number	one-time charge....\$ _____
(d) Service center operating/maintenance fee	per cycle....\$ _____
(e) Gathering/combining/consolidating multiple titles, going to the same addressee	per package/per address.....\$ _____

(Initials)

V. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of packing; all kraft envelopes, cushioned shipping bags, shipping bundles, shipping containers; generating and affixing all labels; all necessary wrapping and packing materials; labeling and marking; mail sorting; 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 or multiple copies in kraft envelope (up to 200 leaves).....per envelope\$ _____

(b) Single or multiple copies over 200 leaves,
up to 12 pounds, in cushioned bags, or wrapped in bundles
(maximum gross weight 14 pounds)..... per bag or bundle\$ _____

(c) Quantities over 12 pounds, up to 24 pounds,
wrapped in bundles, or packed in shipping
containers, at contractor's option
(maximum gross weight 27 pounds)..... per bundle or container\$ _____

(d) Quantities over 24 pounds, up to 36 pounds,
packed in shipping containers
(maximum gross weight 40 pounds)..... per container\$ _____

(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.*

BIDDER'S NAME AND SIGNATURE: Unless a specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted per the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the Bid being declared non-responsive.*

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

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)