

Program 1827-S
Specifications by FB
Reviewed by TN

U.S. GOVERNMENT PUBLISHING OFFICE
Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army Press Journals

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

US Army / Army Materiel Command AMC / PMD

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2026 and ending January 31, 2027, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be opened virtually at 1:00 p.m., Eastern Time (ET), on January 7, 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.***

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

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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 prior to 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.

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

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

For information of a technical nature, contact infosouthwest@gpo.gov and fbuchko@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 Publication 310.1, effective May 1979 (revised 9-19)).

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

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

SUBCONTRACTING: The predominant production function is printing. Any contractor who cannot perform the predominant production function 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 III.
- (b) Finishing (item related) Attributes -- Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension in publication / Approved proof
P-9. Solid and Screen Tint Color Match	Approved proof
P-10. Process Color Match	Approved proof

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 February 1, 2026 to January 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.

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 October 31, 2025, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

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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 February 1, 2026 through January 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.

COMMUNICATIONS: Each communication must be clearly labeled with the GPO jacket, purchase order, program number, print order number, and the title of the product to which the communications apply.

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

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

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

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

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

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

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

PAYMENT: Immediately upon completion of each order, a copy of the print order and invoice itemized in accordance with the items in the "Schedule of Prices" will be emailed by the contractor to the ordering agency for examination, verification, approval, and signature, as applicable to the work performed.

The ordering agency is required to return the signed certification of the work performed to the contractor within five (5) workdays of receipt. The contractor must include the certification when submitting their invoice to GPO.

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Contractor must mail one copy of itemized bill and shipping receipts with weights indicated to ordering agency. Send to Military Review, Attn: Managing Editor, 290 Stimson Ave., Unit 1, Fort Leavenworth, KS 66027-1293 at the same time the bill is submitted to GPO in Washington, DC for payment.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

Contractor's billing invoice must be itemized in accordance with the items in the "Schedule of Prices".

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of perfect bound pamphlets requiring such operations as electronic prepress, 4-color printing, binding, addressing, packing, and distribution.

TITLE: Army Press Journals

FREQUENCY OF ORDERS: Approximately 7 orders per year with a possibility of two special editions.

QUANTITY: Approximately 4,050 to 4,650 copies per order plus GPO rider copies (The contractor must send an email to IntentToPublish@gpo.gov for FDLR rider quantity and address for each print order).

NUMBER OF PAGES: Approximately 88 to 170 pages plus cover.

TRIM SIZE: 8 x 10-1/2"

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

Platform: Macintosh and/or PC Platforms

Storage Media: Transferred by email, drop box link or contractor's FTP site

Software: Adobe CC: InDesign, Illustrator, Photoshop, Adobe Acrobat PDF, Microsoft Publisher, Microsoft Word, and Microsoft Office

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

Fonts: Various PostScript Type 1 (printer and screen) fonts, True Type fonts, and Open Type fonts will be provided with each order.

NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately upon completion of the production run.

Additional Information: Files will be furnished in native application and/or PDF format. Electronic media will include all illustrations and graphics furnished in place. GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Files will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software. The contractor must have the ability to electronically receive digital files via contractor's FTP site capable of accepting large memory size files. Contractor's site must not require proprietary software for access and upload.

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

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

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

Consultation: It is anticipated that prior to placing a print order or during the course of production of an order, the agency may consult with the contractor over the telephone or face-to-face contact regarding technical matters under the specifications involving electronic media. A majority of consultations will be limited to short telephone and/or person-to-person inquiries of a technical nature which will NOT require access to the contractor's electronic prepress system (EPS). This level of consultation, which may occur frequently, shall be at no cost to the Government.

TIMESWORK: For more complex consultations (i.e. those that require the agencies data be downloaded into contractor's electronic prepress system for viewing and, if necessary, manipulation), a timeswork charge will be permitted. Timeswork must be supported by a statement outline in detail the operation for which payment is claimed. Timeswork up to 3 hours for author's alterations (aa's) may be signed off by the agency on the billing certification sheet. Timeswork which exceeds three hours or for all other than aa's will only be allowed under exceptional circumstances and must be specifically authorized by the GPO Contracting Officer using a subsequent Contract Modification(s). In case of dispute the GPO Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under II.(c).

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 as specified 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, contractor shall copy the furnished files and make all changes to the copy.

PROOFS: Two stage proofing required.

First proof stage: Two (2) sets of digital color one-off proof created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

NOTE: Agency will return one proof upon completion of review and retain one proof.

Second proof stage: One (1) Adobe Acrobat PDF file soft proof provided electronically to the ordering agency. The soft proof is to be created after the contractor receives agency aa's upon completion of the first proof stage. The agency will provide changes electronically for the contractor to incorporate while the first stage proof is returned to the contractor.

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Contractor to submit one “Press Quality” PDF soft proof (for content only) 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. Email proofs to agency within 24 hours of receipt of agency aa’s and electronic media. Contractor must respond to agency by email to confirm receipt.

Additional PDF proof may be required until an OK to print is received. An additional proof provided in PDF format is required when changes (aa’s) are requested by the agency upon review of the initial proof. Additional proof is to be provided to the agency of the pages affected by agency changes. The contractor is to provide a “Press Quality” PDF soft proof of the affected pages. The “Press Quality” PDF soft proof will be for content only and is to be created with the same Raster Image Processor (RIP) that will be used to produce the final printed product. The PDF proof will be evaluated for text flow, image position, and color breaks. The proof will not be used for color match. Contractor to email PDF proofs, or upload to Dropbox, or make available by FTP site. Contractor must call and email agency contact listed on print order to confirm receipt of proof.

The contractor will be responsible for performing all necessary proofreading to insure the proofs are in conformity with the copy submitted. The contractor must not print prior to receipt of any “OK to print”.

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

The contractor is cautioned that these proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs in a sufficient amount of time to meet the delivery schedule, the contractor may be deemed to have failed to make progress, and is subject to the termination for default clause. However, 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 original production schedule allotted in the specifications.

In the event proofs are disapproved by the Government, or the contractor fails to submit proofs by the date specified in the contract, 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. However, 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 original production schedule allotted in the specifications.

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.

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 their opinion, materially differs from that of the color sample(s).

All cover paper must have the grain parallel to the spine.

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

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Text: White No. 2 Silk/Dull-Coated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A262.

Cover: White No. 2 Coated Cover, Gloss Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L12.

PRINTING: At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be water-resistant ink or toner with a minimum of 175-line screen. Output must be at a minimum resolution of 2400 x 2400 dpi or 1200 x 1200 dpi x 8 bit plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable. NOTE: Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

If printed by offset press, print face only or face and back in 4-color process. All orders must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum of four (4) printing units).

Print face only or head-to-head unless otherwise indicated from electronic media.

Cover: Print all covers and spine in 4-color process. After printing, flood-coat all covers and spine including entire surface over the printing with a protective clear, non-yellowing gloss varnish, or at contractor's option, aqueous clear-coat, to provide scuff resistance. Payment for this requirement will be included in the complete product.

Text pages: Print in four color process. Halftones scattered throughout. Print to and align cover two and first text page across the binding margin.

GPO Sales copies: For each print order, send an email to IntentToPublish@gpo.gov for FDLR rider quantity and address. The GPO sales copies to be imprinted with FOR SALE LINE ONLY, ISBN XXXXXXXX (ISBN provided upon request from Government Publishing Office), Sales/Subscriptions, IntentToPublish@gpo.gov.

MARGINS: Margins will be as indicated in the files. Text pages bleed throughout one or more sides. All covers and spine will bleed all sides. The contractor is responsible for adjusting width of spine as necessary for paper weight and number of pages.

BINDING: Perfect-bind with notched glue edge of text including wraparound cover and trim on 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 when processed through the U.S. mail system or a small package carrier delivery system.

Bulk Shipments: Pack in shipping containers not to exceed 36 pounds per container when fully packed. 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 during shipment.

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

For GPO Sales copies reproduce supplied reference label, fill in appropriate blanks and attach to shipping containers.

Furnished proof label (GPO Form 892) must be filled in by the contractor and used on all proof packages.

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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (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) that 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 to the agency.

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 Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION: Deliver agency shipments f.o.b. destination and GPO shipments f.o.b. contractor city.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies and bulk deliveries must be borne by the contractor.

Submit proofs together with all of the furnished material to the address as indicated on the individual print order. In addition, submit a copy of the print order, the contractor’s usual proof cover memo form, and information identifying a point of contact and their phone number at the contractor’s plant. The contractor is directed to include a contractor provided return shipping label to be used by the agency for the return of the proofs. The cost of transporting of the proofs and the furnished materials BOTH ways is to be borne by the contractor. The contractor has the option of using their own personnel to pick up and deliver the proofs. Any terms and conditions on the contractor’s proof documents are subordinate to GPO Contract Terms.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency email address indicated on the print order (GPO 2511 Form) and to compliance@gpo.gov and to fbuchko@gpo.gov. Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for PROGRAM 1827S, PRINT ORDER XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery and shipping receipts upon agency request.

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Receipt of Proof of Delivery: The contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, print order numbers, total quantity delivered, number of cartons, quantity per carton, date ship/delivery date, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher/invoice for payment.

Ship via traceable method with a signed proof of delivery receipt and return physical media and all furnished material, artwork, proofs, and digital deliverables to the ordering agency.

f.o.b. Destination: Bulk delivery of approximately 450 copies along with the additional blue label random samples to:

Military Review
Attn: Managing Editor
290 Stimson Ave, Unit 1
Fort Leavenworth, KS 66027-1293

f.o.b. Destination: Bulk delivery of the remaining balance with delivery completed prior to 2:00 pm local time to:

Media Distribution Division
Army Publishing Directorate
1655 Woodson Road
St. Louis, MO 63114-6181
(RECEIVING DOCK CLOSSES AT 2:00 P.M. LOCAL TIME)

The contractor shall insure prompt delivery at destinations stated in the print order.

GPO Superintendent of Document copies f.o.b. Contractor City: The contractor must provide Federal Depository Library Program (FDLP) and Library of Congress copies. The contractor must send an email to IntentToPublish@gpo.gov for FDLP rider quantity and address for each print order. Contractor must confirm the item number with GPO Superintendent of Documents.

NOTE: If a print order is for a reprint, the FDLP and Library of Congress would not get copies unless copies were not provided when the original order was printed.

Shipping cost for these copies must be listed as a separate item on the invoice for reimbursement and ship f.o.b. Contractor City.

GPO Sales Subscription Stock: The contractor must provide Subscription copies, the contractor will be required to mail these copies for Information Dissemination (Superintendent of Documents). The contractor must send an email to IntentToPublish@gpo.gov for subscription copies rider quantity and address for each print order. Shipping cost for these copies must be listed as a separate item on the invoice for reimbursement. Failure to distribute "Subscription" copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The contractor will be reimbursed for the shipping costs incurred by submitting a properly completed shipping receipt with their invoice for the "Sales" copies.

SUPERINTENDENT OF DOCUMENT REQUIREMENTS:

Federal Depository Library Program and Library of Congress: The contractor is to arrange for and ship quantities. The contractor must send an email to IntentToPublish@gpo.gov for FDLP rider quantity and address(es) for each print order.

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). Contractor will receive print order by email from the agency. Furnished material and return of proofs will be provided by email from ordering agency to contractor's FTP site or Dropbox link. No definite schedule for pickup of material/placement of orders 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. No definite schedule for pickup of material can be predetermined. Adherence to the schedule indicated in each individual print order must be maintained.

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.

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 accelerate shipment/delivery, the Government may procure this requirement from another source.

- Contractor must complete production and distribution within 25 workdays.
- No specific date is set for submission of proofs. Stage one proofs must be submitted as soon as possible to allow for revised stage two proofs.
- Stage one proofs will be withheld no more than two (2) workdays from receipt until they are made available for pickup (The first workday after receipt of stage one proofs at the ordering agency is day one (1) of the hold time). Agency will notify the contractor personnel by email when the first proof is available for return and return the proof by way of the contractor's furnished shipping label. The initial set of proofs will be used for color match during printing. Stage two proofs will be responded to by email within 24 hours of receipt of electronic email PDF proof.
- Two stage proofing with review times and transit times are included in the 25 workday production and distribution schedule.
- Upon completion of the stage one initial proof review the agency will request author alterations (aa's). The agency will notify the contractor by email at the time the stage one proof is returned to the contractor. The agency will provide information on the number and location of the pages to be replaced. The agency will provide replacement electronic media by upload to contractor's FTP site, or DropBox account. Stage two proofing: Contractor will create and provide a PDF proof incorporating all aa's requested by agency. The PDF proof is to be created and provided to the agency by email or by download from contractor's FTP site for review while the physical stage one proof is being returned/shipped to the contractor. The PDF proof will be provided on a federal workday between the hours of 6:00 am and 12:00 pm central time. The agency will review the PDF proof between the hours of 12:00 pm and 4:00 pm central time on the same day the PDF proof is received by the agency. Proof approval will be provided by email to the contractor. The approved stage two PDF proof will be used for reference of text flow, image position, and color breaks.

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

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.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(a) (1)	1161
	(2)	5050
	(b) (1)	9
	(2)	39
II.	(a)	2322
	(b)	1161
	(c)	27
III.	(a)	576

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

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

Cost of all required paper must be charged under Item I. "COMPLETE PRODUCT".

(Initials)

- I. COMPLETE PRODUCT:** (except Items II and III): Prices offered shall include the cost of all required materials and operations necessary for the complete production, printing, binding and delivery of the product listed in accordance with these specifications.

	4-Color Process Makeready <u>and/or Setup</u> (1)	4-Color Process Running Per <u>1,000 Copies</u> (2)
(a) Text..... per page	\$ _____	\$ _____
(b) Cover (includes clear coating).....per complete cover	\$ _____	\$ _____

II. MISCELLANEOUS CHARGES

- (a) Two digital color one-off proofs per page\$ _____
- (b) PDF soft proof..... per page\$ _____
- (c) Timeworkper hour\$ _____

NOTE: “**Timework**” must be supported by a statement outlining in detail the operation for which payment is claimed. Timework for up to 3 hours for author’s alterations (aa’s) may be signed off by the agency on the billing certification. Timework which exceeds three hours **or** for other than aa’s will only be allowed under exceptional circumstances and must be **specifically authorized** by the Contracting Officer using a subsequent Contract Modification(s). In case of dispute the Contracting Officer reserves the right to be the final judge as to the operation and/or number of hours chargeable under II. (c).

- III. PACKING:** Prices must be all-inclusive, as applicable, and must include the cost of all necessary packing materials; packing; labeling; marking; and bulk distribution in accordance with these specification.

- (a) Bulk Shipment Packing not to exceed 40 lbs per container per container\$ _____

(Initials)

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SHIPMENT(S): 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 Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned 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 points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by 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 in accordance with 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 Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

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

Return this Page to bids@gpo.gov