

U.S. GOVERNMENT PUBLISHING OFFICE
GOVERNMENT PUBLISHING AND PRINT PROCUREMENT
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Army Pamphlets and Books

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

Department of the Army

Ft. Belvoir, VA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2026, and ending July 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 CONTRACT” and “ECONOMIC PRICE ADJUSTMENT” clauses in SECTION 1 of this contract.

BID OPENING: Bids shall be opened virtually at **1:00 p.m.**, prevailing Eastern Standard Time on **July 10, 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: Email (SECTION 4. – SCHEDULE OF PRICES) to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The program number, company name, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 1:00 p.m. prevailing Eastern time (ET) on the bids opening date 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.

- Illegibility of bid.
- Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
- 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 Columbus, Ohio time 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.

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 call Teresa (Teri) Shoffstall at 614-488-4616 Ext. 6 (No collect calls) or e-mail at tshoffstall@gpo.gov

BIDDERS PLEASE NOTE: Minor changes are scattered throughout. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 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>
- More GPO Publications can be found at:
<https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

SUBCONTRACTING: The predominant production functions will be printing. Any contractor who cannot perform the predominant production functions 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>	<u>Alternate Standard</u>
P-7 Type Quality and Uniformity	Approved Proofs	Average Type Dimension in Publication
P-8 Halftone Match (Single and Double Impression)	Approved Proofs	Other: Furnished Files

*If the Specified Standard is waived the Alternate Standard will serve as its replacement.

OPTION TO EXTEND THE TERM OF 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 (**July 31, 2031**) 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 August 1, 2026 to July 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 April 30, 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 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for *Offset and Text Paper* will apply to all paper required under this contract.
2. The applicable index figures for the month of July 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 two months prior to the month is being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

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

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.

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 pre-award 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.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the option of the Government, the post award conference may be held via teleconference. Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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 August 1, 2026 through July 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 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 SECTION 2.-SPECIFICATIONS. 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.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, (GPO). If such orders are placed by the agency, and no Modification is received from GPO, the contractor is to notify GPO immediately. Failure to do so may result in nonpayment.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government or digital deliverables, together with one printed sample of each job to the address under "DISTRIBUTION." These materials must be packaged, properly labeled, and delivered separate from the job. The contractor must be able to produce a signed receipt for these materials at any time during the term of the contract.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery, and postal statements for mailing, as suitable. These receipts must include the GPO jacket, program, and print order numbers; total quantity shipped and/or delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of these receipts or other acceptable proof must accompany the contractor's billing for payment.

NOTE: Number of pieces listed on the postal receipts MUST match the number of recipients in the supplied distribution lists, with an accounting for undeliverables, etc.

PAYMENT: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified 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's billing invoice must be itemized in accordance with the items in "SECTION 4. SCHEDULE OF PRICES"

SECTION 2. – SPECIFICATIONS

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

TITLE: Army Pamphlets and Books

FREQUENCY OF ORDERS: Approximately 350 orders per year. (Approximately 10 or more print orders may be placed in the same week and up to approximately five print orders may be placed on the same workday requiring the same schedule.)

QUANTITY: Approximately 10 to 4,000 copies per order.

NUMBER OF PAGES: Approximately 16 to 1,000 pages per order -- plus cover, when ordered.

Approximately 50% of print orders will be Looseleaf with estimated page counts of 400 to 1,000.

Balance of print orders placed for Side-Stitched books with estimated page counts of 24 to 398.

Approximately 10% of all orders for FORMAT C will require fold-ins, ranging from approximately 1 to 50, fold-ins. Fold-ins will be ordered up to 25-1/2" in length which includes an 8-1/2 x 11" blank apron.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "FORMAT" classification as follows:

FORMAT A: Any trim size up to and including 5-3/4 x 4" or a maximum unit size of 23 square inches.
(Approximately 5% of all orders.)

FORMAT B: Any trim size over 5-3/4 x 4" up to 6-1/2 x 11" or a maximum unit size of 72 square inches.
(Approximately 5% of all orders.)

FORMAT C: Any trim size over 6-1/2 x 11" up to and including 8-1/2 x 11" or a maximum unit size of 94 square inches. (Approximately 90% of all orders.)

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

PDF file created on Macintosh (OS X or higher) or Windows (8 or higher).

Storage Media: CD-ROM (Files may also be transmitted via FTP, Internet, or E-Mail.)

Software: Adobe Acrobat. (Current or near current versions will be utilized.)

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

Fonts: All fonts will be embedded. An occasional order may require specified fonts to be supplied by the contractor.

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

In addition, electronic media for distribution will be furnished.

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

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in electronic files, 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 products in accordance with these specifications.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the GPO Printing Specialist (contact information to be provided upon award). 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.

Unless otherwise specified, all halftones are to be 133-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.

Occasionally a sample from a previous printing containing line art, halftones and text matter will need to be scanned as camera copy.

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 Adobe Acrobat Portable Document Format (PDF) 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 a CD. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS: The Print Order will indicate whether a "*Press Quality*" PDF soft proof is required.

If no Proofs required on the Print Order: Contractor will still be responsible for final output that is in conformance with the PDF/JPEG (visuals/copy) as provided. The contractor will be responsible for reporting immediately to the GPO if there is any discrepancy within the content of the digital file versus the output for print.

When proofs are required on the Print Order: 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 on or before the date and individual(s) indicated on the Print Order.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. The contractor is cautioned that proofs must be made from the final digital files (used for this printing) that are to be delivered to the Government.

Author's Alterations and Revised Proofs: Authors Alterations (refer to page 17 (item 16) of GPO Contract Terms 310.2) and revised proofs may be required. These author's alterations and revised proofs will only be paid for when errors are caused by the Government, and the Government deems it necessary to require additional author's alterations and revised proofs.

The contractor must not print prior to receipt of "*OK to Print*" by e-mail.

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. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

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

Text and Fold-ins: Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60. Covers: Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code KI0.

PRINTING: Print head-to-head or head-to-foot, as indicated by the print order, in black ink only.

MARGINS: Margins will be as indicated on the print order, unless otherwise specified.

Bleed pages scattered throughout. When indicated, bleeds such as rules or thumb indexes may be required on cover and text pages.

Registration is critical. When indicated, "WARNING" pages will bleed on three sides.

BINDING: Various binding styles will be ordered.

Orders up to and including 396 pages (including cover pages and fold-ins): Side-wire stitch in two places on the left binding edge or along the top edge, *as* indicated.

Wire stitches must not be thicker than 20-gauge wire and may be staggered to avoid bulking; however, they must be located between the drilled holes and confined to the 3" space nearest top and bottom edges of publication for satisfactory use with automated mailing equipment.

Orders over 396 pages: Loose-leaf – Trim four sides. Shrink-film wrap each unit.

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

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

DRILLING: The majority of orders will require drilling. Specific drilling requirements will be indicated on the print order. Common formats include:

Drill two round holes, centered on the binding edge, 1/4" in diameter, 2-1/2" center-to-center, 3/8" from center of holes to the left binding edge.

Drill three round holes, centered on the binding edge, 3/8" in diameter, spaced 4-1/4" center-to-center, 3/8" from center of holes to the left binding edge.

Drill five round holes, centered on the binding edge. Three holes will be 7/16" in diameter, 3-1/2" center-to-center, two holes will be 3/8" in diameter, 8-1/2" center-to-center. Center of all holes to be 3/8" from left binding edge.

BULK DELIVERIES: Pack in shipping containers. Each shipping container must not exceed 40 pounds when fully packed. All materials used in packing for distribution must be suitable for safe transportation to destination. Shrink wrap per specifications when indicated on issued print orders.

Products must not be mixed within bundles, shipping containers, or pallets.

PALLETIZING: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill two layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973, and any amendments thereto, as follows:

Bulk shipments to the U.S. Army Publications and Distribution Center in St. Louis, MO must be palletized with the voids to the outside dimensions of the pallet. A minimum of a 3/4" void must be on the outside dimension of the pallet.

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

Fasten with straps over edge protectors when the containers fill more than one layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery.

Maximum height (including pallet) 47".

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

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

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

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

MAILED SHIPMENTS: Most print orders will require distribution to multiple addresses within the continental U.S. Anticipate up to ten (10) locations.

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

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

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small 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:

Bulk Delivery – Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers. On some orders, the contractor may be required to print labels on a color of paper other than white or with a color of ink other than black, as indicated on the individual print order.

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

NOTE: Shipping container labels for Joint Publications must contain the appropriate service's rider requisition number and publications number (i.e., Air Force publications shall have a "TO" number such as TO 35A12-1C581, Marine Corps shall have a "TM" number, etc.). When required, these numbers will be furnished with the print order.

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 sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected *as* directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

BOOKS		FORMS	
Quantity Ordered	Number of Sublots	Quantity Ordered	Number of Sublots
500 – 3,200	50	12,000 – 35,000	125
3,201 – 10,000	80	35,000 and over	200
10,001 – 35,000	125		

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678), downloaded by the contractor from www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards,

printed on blue paper, and affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: U.S. Army Publications Center, St. Louis, MO 63114.

A copy of the Print Order and a signed Government-furnished certificate of selection must be included.

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

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected *as directed*. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

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

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Bulk Deliveries - require shipment via traceable means, f.o.b. destination to one address in St. Louis, MO.

Deliveries to the U.S. Army Publications and Distribution Center in St. Louis, MO must be a single complete shipment for each individual print order, delivered on Government workdays between the hours of 8:00 a.m. and 2:00 p.m. (local time). More than one shipment for the same order will be reported as a "SHORT" shipment.

Mailed Shipments - When indicated on 2511, mail/ship balance of each order via traceable means, f.o.b. contractor's city via traceable means. Reimbursable small package carrier and/or reimbursable freight. Contractor will be responsible for selection of carrier and shall ship by the most reasonable and economic method to ensure prompt delivery and safe arrival at all destinations. Contractor will be reimbursed for shipping costs by submitting applicable shipping receipts with billing invoice for payment. Charges included on contractor's billing invoice shall be the actual cost which the contractor paid for shipping service. All shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required.

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

Within 10 workdays of the completion of each order, contractor must send the following: a copy of billing invoice; all furnished material (including electronic media); one copy of the GPO Form 2511 (print order); one copy of the assembly sheet; (NOTE: These materials must be packaged and returned separately from the entire job, via Registered Mail, or any other traceable means. The contractor must be able to produce a separate receipt for these materials at any time during the contract term.)

All expenses incidental to picking up and returning materials and furnishing sample copies must be borne by the contractor.

LOST SHIPMENTS: When required by the Government, contractor must provide receipts for proof of deliveries/shipments. Any lost shipments will be replaced by the contractor at no additional cost to the Government. When orders are shipped by the U.S. Postal Service, the contractor will be relieved of any additional shipping responsibility after surrender of the shipment to the USPS. The contractor must be able to produce a separate, signed receipt for these materials.

SCHEDULE: When notified, furnished material must be picked up from Printing Management Division, Army Print and Media Distribution Center, AMC, 9301Chapek Rd., Building #1458, Ft. Belvoir, VA 22060. Attn: Richard Sowell/Herb Blache

No definite schedule for pickup of material can be predetermined.

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

Each individual order up to and including a total of 500,000 printed text pages (not including covers) must be completed and distributed within eight (8) workdays.

The contractor will be allowed one (1) additional workday for each additional 250,000 printed text pages, or portion thereof, on an individual order.

For orders requiring separate covers, the contractor will be allowed one (1) additional workday for each 25,000 covers, or portions thereof.

For orders requiring fold-ins, the contractor will be allowed one (1) additional workday for each 10,000 fold-ins, or portions thereof (up to a maximum of five (5) workdays).

The maximum number of days allowed for production and shipment on any order is 20 workdays.

ACCELERATED SCHEDULE: Approximately 20% of orders placed will require a delivery schedule within 5 working days after notification of the availability of print order and furnished material. These orders will be considered as having an accelerated schedule and will be paid at the premium rate.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by the small package or freight 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. Upon completion of each order, the contractor is to notify the U.S. Government Publishing Office of the date of shipment (or delivery, if applicable).

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 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.	(1)	(2)	(3)	(4)	(5)	(6)
	A:	B:	C:	A:	B:	C:
1.	140	4,816	132,784	800	2,928	36,391
2.	2,404	408	23,120	4,449	206	24,961
3.	70	32	1,204	120	18	568
4. (a)	XXX	XXX	24	XXX	XXX	15
(b)	XXX	XXX	872	XXX	XXX	189
(c)	XXX	XXX	80	XXX	XXX	8

II.	(1)	(2)	(3)
	(A)	(B)	(C)
(a)	2,625	1,567	31,128
(b)	61	9	286

III.	
(a)	967

IV.	
1. (a)	11,268
(b)	489
2. (a)	5,388
(b)	12
(c)	52
(d)	144
(e)	100

V.	
(a)	20 %

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all bulk shipments to St. Louis, MO and f.o.b. contractor's city for all other destinations.

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 or 1,000 will be prorated at the per-100 or per-1,000 rate.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than one blank page shall be permitted at the end of the text.

Bids for each "FORMAT" shall be for any trim size up to the maximum trim size listed for each of the "FORMATS", as outlined in "SECTION 2. – SPECIFICATIONS."

The cost of all required paper must be charged under line item II. "PAPER."

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary for the complete printing and binding of the product listed in accordance with these specifications, as applicable to the binding style(s) ordered and its respective "FORMAT" trim size group, as defined in "SECTION 2. – SPECIFICATIONS."

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

		Makeready and/or Set-up			Running per 1,000 Copies		
		A	B	C	A	B	C
		(1)	(2)	(3)	(4)	(5)	(6)
1.	Looseleaf: Printing black per page	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.	Side-stitched: Printing black ink, including.....per page	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.	Covers: Printing black ink, including binding.....per page	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.	Printing black ink-one side only &						
a.	inserting throughout per fold-in unit	XXX	XXX	\$ _____	XXX	XXX	\$ _____
b.	Printing in black ink on one side only and gathering in set.....per fold-in unit	XXX	XXX	\$ _____	XXX	XXX	\$ _____
c.	Printing on second side in black ink per fold-in unit	XXX	XXX	\$ _____	XXX	XXX	\$ _____

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 Initials

SECTION 4. - SCHEDULE OF PRICES

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 shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds)...per bag or bundle. \$ _____
- (c) Quantities over 12 pounds, up to 24 pounds, wrapped in shipping 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, in shipping containers (maximum gross weight 40 pounds).....per container. \$ _____
- (e) Addressing additional labels for more than one parcel per destination...per label \$ _____

V. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all line items except Item II. "PAPER," Item IV. "PACKING AND DISTRIBUTION."

- (a) Percentage increase (1 to 5 workdays) ... _____ %

Initials

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SECTION 4. – SCHEDULE OF PRICES

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 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 agree, 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.

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’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)

THIS SECTION FOR GPO USE ONLY

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

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