

U.S. GOVERNMENT PUBLISHING OFFICE
Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

NATOPS Pocket Checklists

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

DLA Document Services

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2025 and ending September 30, 2026, 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 September 4, 2025 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

- 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: Subcontracting will not be permitted.

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

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 October 1, 2025 to September 30, 2026, 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 June 30, 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.

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:

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 **September, 2025** will establish the base index.
3. There shall be no price adjustment for the first three 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:

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

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 line items(s) ? in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

PREAWARD 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.

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 October 1, 2025 through September 30, 2026 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 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: 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 various books and pamphlets (of varying size and quantity) on an expedited schedule. Operations required include copy pickup, packing, lithographic printing, proofs, labeling and marking, pre-paid mailing and bulk shipments, and distribution. Additional operations include Plasti-koil or equal binding, barcode labeling, drilling round holes, rounded corners, tabbed text pages. Some orders require flexible rings, black tape binding, and shrink wrapping.

TITLE: NATOPS Pocket Checklists

FREQUENCY OF ORDERS: Approximately from 40 to 100 orders per year (average 55 orders per year).

QUANTITY: Approximately 40 to 4,000 copies per order (average 900 copies per order).

NUMBER OF PAGES: Approximately 2 to 400 pages per order (average 250 pages per order).

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

Format A:

Text Pages: Up to and including 5-1/8 x 8-1/4"
(includes text pages with and without 1/2" outside tab, 3/8" top tab, and 3/8" bottom tab).
Covers: From 4-5/8 x 9" up to and including 5-1/8 x 8-1/4".
Back Covers: 4-5/8 x 9".

Format B:

Text Pages: Over 5-1/8 x 8-1/4" up to and including 5-3/4 x 8-3/4"
(includes text pages with and without 1/2" outside tab, 3/8" top tab, and 3/8" bottom tab).
Covers: Over 5-1/8 x 8-1/4" up to and including 5-3/4 x 9".
Back Covers: 5-1/8 x 8-1/4".

Format C:

Text Pages: Over 5-3/4 x 8-3/4" up to and including 7" x 11"
(includes text pages with and without 1/2" outside tab, 3/8" top tab, and 3/8" bottom tab).
Covers: Over 5-3/4 x 9" up to and including 8-1/2 x 11".

It is anticipated that approximately 15% of the total orders will be for Format A, approximately 80% of the total orders will be for Format B, and approximately 5% of the total orders will be for Format C.

Some orders may not require covers.

TABS: Most checklist projects will include leaves with tabs on three sides of each leaf (top, side, and bottom), requiring the contractor to die-cut each leaf three, using three different dies. For this performance, the contractor will be reimbursed by charging Item III. (a) in the contractor 'Schedule of Prices' *three times* for each applicable leaf.

OUTSIDE TABS: Die cut on the outside edge to form an index tab 1/2" in depth by varying length. The number of positions will vary depending on the leaves. The tabs **MUST** be positioned exactly so that they align with the corresponding index markers printed down the right side of the front cover.

TOP TABS: Die cut on the outside edge to form an index tab 3/8" in depth by varying lengths. The number of positions will vary depending upon the leaves. The tabs **MUST** be positioned exactly so that they align with the corresponding index markers printed down the right side of the cover.

BOTTOM TABS: Die cut on the outside edge to form an index tab 3/8" in depth by varying lengths. The number of positions will vary depending upon the leaves. The tabs **MUST** be positioned exactly so that they align with the corresponding index markers printed down the right side of the front cover.

GOVERNMENT TO FURNISH:

The following documents will be emailed to the contractor:

Print Order (GPO Form 2511)
Specification sheet(s)
Running sheet(s)
Excel Files for Collation Sheet(s)
Mailing Labels
Copy of Form DD1149
Barcode Instructions
NAVSUP Shipping Label
Word Files
All Required Fonts

The manual Adobe Acrobat PDF file is transmitted via DoD Safe (<https://safe.apps.mil/verify.php>). The contractor must be able to download files electronically from a Government-hosted site (<https://safe.apps.mil/verify.php>) . Appropriate log-on instructions and protocol will be provided by the Government at time of award.

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

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

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

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

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

When 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.

When required, 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:

Two sets of digital color content proofs for all checklists. 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.

One set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

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

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

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 must not print prior to receipt of an "OK to Print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

All cover paper that has a grain direction must have the grain parallel to the spine.

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

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

TEXT:

White Yupo, (basis weight: 23 x 35"), 68 lbs, per 1,000 sheets (equal to Yupo Grade 130). Stock is 5.1 mil thick.

White Yupo, (basis weight: 23 x 35"), 78 lbs, per 1,000 sheets (equal to Yupo Grade 150). Stock is 5.9 mil thick.

White Yupo, (basis weight: 25 x 38"), 58 lbs, per 600 sheets (equal to Yupo Grade 200). Stock is 8 mil thick.

White Yupo, (basis weight: 20 x 26"), 74 lbs, per 600 sheets (equal to Yupo Grade 250). Stock is 9.9 mil thick.

White Paper Tyger Super Smooth Book, (27 lb. 4.5 point thick, per 500 sheets). Stock is uncoated, acid-free and Neutral pH. Stock is tear, grease, oil, water, and weather resistant.

White Paper Tyger Super Smooth Book, (54 lb., 7 point thick, per 500 sheets). Stock is uncoated, acid-free and Neutral pH. Stock is tear, grease, oil, water, and weather resistant.

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

White Uncoated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

COVER:

Clear high impact linear polyethylene plastic (matte finish or similar), .035 gauge; as noted below:

Clear Polyethylene Plastic (High-Impact), Smooth Finish, .035 gauge, as noted on print order.

Azure Blue Polyethylene Plastic (High-Impact), Smooth Finish, .035 gauge, as noted on print order.

By submission of this bid, the contractor guarantees that, if awarded the contract, the material to be furnished will meet these standards:

Cover material to: (1) withstand temperature changes of +82°C (+180°F) to -46°C (-50°F) without significant change of characteristics of rigidity or shape: (2) be unaffected by all common chemical solvents (gasoline, oil, cleaning fluids, etc.) at normal temperature: (3) be semi-rigid and to retain its flat condition under normal use: (4) withstand a minimum of 50,000 180° flexings without significant change in tear strength at the hinge: (5) the face and back of the sheet to be free from gloss and with a minimum of grain on the outer surface (acceptable standard will permit the screen printing of fine detail seals without loss of detail or filling in of small areas). (6) withstand impact of one-pound round metal weight dropped to the material from a height of 10 feet at a temperature of 20°F below zero.

PRINTING: The major portion of the work ordered under this contract will print in black ink, head-to-head or head-to-foot.

TEXT PAGES: Print in black ink, face and back. Approximately 55% of the text pages will require bleeds on one or both sides. Some orders require text pages printing with up to three additional ink colors, using the Pantone Matching System (PMS) to indicate the correct colors.

When additional ink colors are required, the number of pages for the additional ink colors, will average 15 pages per order. An occasional order requires text pages printing with halftones, will average 10 halftone illustrations, when required. These publications round all four corners, including text pages, tabs, and covers, per specification sheet(s).

SURFACE TINTING: Some orders will require Cover 1 and text pages to surface tint (face and back) in Yellow ink, PMS 100 or Blue ink, PMS 298, per individual order. Approximately 70% of all orders will require surface tinting of the text pages. There will be approximately 30 to 310 text pages to be surface tinted, per order (average 130 text pages, per order).

Note: While it is anticipated that most of the jobs ordered under these specifications will consist of type pages and line illustrations, occasionally an order will contain halftones, duotones, and/or reverse printing.

MARGINS: Margins will be as indicated on the print order or furnished copy. Cover and some text pages and/or fold-ins may bleed one or more sides. When edge indexes are used, contractor must exercise care in imposition, printing, folding, gathering, trimming, and drilling to insure proper alignment of text page index markers with corresponding edge index on cover pages and title pages.

BINDING: Each print order will contain binding instructions for 5" to 7" flexible rings, Plasti-koil or equal binding, or Aerobinding. Heat-Shrink Wrapping each book. Occasionally, a print order may require spiral binding of appropriate size.

*As specified on any individual print order, bind each book with black tape binding on 5" dimension (Format A only). Approximately 2 orders per year with black tape binding.

Flexible Rings: Flexible rings are 5" to 7" in diameter. Flexible rings are constructed with corrosion-resistant aircraft cable key-ring, with ball-knob and socket closure locks that unlocks easily. Flexible rings will feature nylon coated cable finish and are available in various colors as specified on the print order. Flexible rings are also known as FLX-O-LOC CABLES.

Aerobind: Occasional orders will require Aerobinder II binding in 7- or 11-ring binder designs, as indicated on the print order.

Drilling: Most orders require drilling of up to six (6) round holes. These drilled holes are for insertion of the flexible rings for binding. Follow the specification sheet furnished with each print order for number of drilled holes, diameter, and position of these holes.

All remaining orders will have holes drilled for insertion of spiral binding or Aerobinding. Follow the specification sheet furnished with each print order for number of holes and diameter of holes drilled.

Laminating: An occasional order will require the contractor to laminate any number of pages with 1-1/2 mil thick dull or gloss finish (as indicated on the print order) clear film laminate on one or both sides and trim flush. Contractor has option to dip coat in clear cellulose acetate.

PACKING: All bulk shipments and all quantities delivered by the contractor are to be packed in new shipping containers or cushioned mailing envelopes suitable for pre-paid mailing or pre-paid bulk shipments. Each carton/envelope will be labeled. Do not inter-mix publications in any container, bundle or other packing unit.

Some orders may require specific quantities per container.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per square inch width.

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

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles.

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

Quantities over 24 pounds up to 26 pounds must be packed in shipping containers.

Pallets: Contractor is required to deliver bulk shipments on 48 x 40" pallets with side entry. Pallets must be the correct size for the storage facility. Alternate pallets will not be accepted.

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.

Affix a label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and containers.

DISTRIBUTION: Contractor will be required to pre-pay all postage for each mailing (for APO and FPO addresses) and bulk deliveries.

Most mailings will be made at the Standard Mail (A) and (B) rates. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Conformance (GPO Form 712) with the voucher for billing and must be listed as a separate item. Contractor must obtain all permits to enter the publications into the postal system.

Contractor will be reimbursed for all pre-paid bulk deliveries. Contractor must furnish verifiable receipts for delivery. These receipts must include the program number, and print order number, total quantity delivered, number of cartons, and quantity per carton. Receipts must contain date of delivery and signature of Government agency accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

The greater portion of each order must be shipped by pre-paid mail or pre-paid bulk shipping, using the furnished preaddressed pressure sensitive mailing labels. The number of copies to be mailed to each addressee will be indicated on each label. The number of mailing labels furnished for each order will vary, depending on the number of copies ordered and their distribution. An occasional order may require mailing of the entire quantity to one address.

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

Immediately on completion of shipment and/or mailing, the contractor must fax a copy of GPO Form 712 or a notarized statement to the address listed on the print order under "Return Furnished Materials to:", certifying the date that the order was delivered to the Post Office for mailing and when all other shipments were made.

Bulk Shipments: All bulk shipments (on specified pallets) will be delivered to:

DODAAC: N46588

ISS WAREHOUSE MANGER, JASON RULLODA 858-537-8758

NAVAIR ISS FACILITY

4301 PACIFIC HIGHWAY, BLDG OT3

SAN DIEGO CA 92110

Label all cartons for each bulk shipment with the furnished labels and ship by traceable means.

When not going to an FPO/APO address the shipments must be shipped by traceable means when possible.

Return of Government Furnished Material: The contractor must return all materials furnished by the Government within 10 workdays after job delivery. These materials must be packaged and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract. All expenses incidental to returning materials and furnished sample copies must be borne by the contractor.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): When required 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.

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 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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (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 Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

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

Print Orders, mailing labels, CD-ROM, or repro copy, collation sheet will be shipped to the contractor via FedEx from DLA to arrive within one workday of notification.

All orders will be placed by DLA, San Diego.

Proofs are required within five workdays after receipt of print order. There is a two workday proof hold time for all proofs.

Most orders will require the contractor to complete the order within 20 to 40 workdays after receipt of an OK to print.

Note: Government furnished material available for pickup is not guaranteed as suitable for mailing or shipment. Any additional packaging, addressing or labeling necessary to insure safe transportation of these materials will be the sole responsibility of the contractor.

The schedule date indicated on the print order must be accepted as date delivery is made to the destination and not the day of delivery to a common other carrier. Failure to comply with required delivery dates may result in withholding further offers.

Schedule for Proof: Proofs must be delivered to and picked up from the agency with all cost of shipment back and forth to be borne by the contractor. The proof hold time specified will automatically be considered as “workdays” and will be counted from the day sample(s) are received in the agency, to the day they are made available for pickup by the contractor.

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.

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 orders for a year 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 under this contract.

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

I.	1.	(a)	(1)	2063	II.	2.	(a)	11385
			(2)	18567			(b)	5940
		(b)	(1)	49			(c)	1980
			(2)	441			(d)	8415
		(c)	(1)	751			(e)	1980
			(2)	6759			(f)	18810
I.	2.	(a)	(1)	11000	II.	3.	(a)	248
			(2)	99000			(b)	31
		(b)	(1)	259			(c)	31
			(2)	2331			(d)	62
		(c)	(1)	4004			(e)	2011
			(2)	36036			(f)	650
I.	3.	(a)	(1)	688	II.	3.	(g)	31
			(2)	6192			(h)	31
		(b)	(1)	16			(i)	2
			(2)	144			(j)	16
		(c)	(1)	250				
			(2)	2250				
II.	1.	(a)		3248	III.		(a)	91953
		(b)		1207			(b)	783
		(c)		464			(c) 1.	9
		(d)		1299			2.	9
		(e)		93			3.	9
		(f)		1856			(d) 1.	90
		(g)		93			2.	90
		(h)		93			3.	10
		(i)		928			(e)	18
		(j)		13			(f) 1.	2
		(k)		113			2.	2
IV.		(a)			IV.		(a)	21
		(b)					(b)	570
		(c)					(c)	177
		(d)					(d)	1061

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for bulk deliveries.

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), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each "Format," as outlined in Section 2.- Specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

A charge will be allowed for each page, whether printed or blank. Each leaf contains two pages.

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

Cost of all required paper must be charged under Item II., "Paper."

Contractor's billing invoices must be charged in accordance with the line items in the "Schedule of Prices."

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

- I. PRINTING AND BINDING TEXT AND COVERS:** Prices offered shall include the cost of all required materials and operations necessary (including proofs and heat-shrink wrapping) for the printing of the products listed in accordance with these specifications. The prices offered for pages must also include rounding all corners, gathering, drilling, as ordered, including any for makeready and/or running spoilage.

1. Format A: Up to and including 5-1/8 x 8-1/4"

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Text..... per page	\$ _____	\$ _____
(b) Additional Color..... per color/page	\$ _____	\$ _____
(c) Surface tinting of cover or text,.....per side	\$ _____	\$ _____

2. Format B: Over 5-1/8 x 8-1/4" up to and including 5-3/4 x 9"

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Text..... per page	\$ _____	\$ _____
(b) Additional Color..... per color/page	\$ _____	\$ _____
(c) Surface tinting of cover or text,.....per side	\$ _____	\$ _____

3. Format C: Over 5-3/4 x 9" up to and including 8-1/2 x 11".

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Text..... per page	\$ _____	\$ _____
(b) Additional Color..... per color/page	\$ _____	\$ _____
(c) Surface tinting of cover or text,.....per side	\$ _____	\$ _____

(Initials)

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

1. Format A: Up to and including 5-1/8 x 8-1/4"

- (a) White Yupo, (Grade 130), 5.1 mil thickper 100 leaves.....\$_____
- (b) White Yupo, (Grade 150), 5.9 mil thickper 100 leaves.....\$_____
- (c) White Yupo, (Grade 200), 8 mil thickper 100 leaves.....\$_____
- (d) White Yupo, (Grade 250), 9.9 mil thickper 100 leaves.....\$_____
- (e) White Paper Tyger Super Smooth Book, 4.5 point thickper 100 leaves.....\$_____
- Stock is uncoated, acid-free and Neutral pH. Stock is tear, grease, oil, water, and weather resistant.*
- (f) White Paper Tyger Super Smooth Book, 7 point thickper 100 leaves.....\$_____
- Stock is uncoated, acid-free and Neutral pH. Stock is tear, grease, oil, water, and weather resistant.*
- (g) White Uncoated Text, 70 lbsper 100 leaves.....\$_____
- (h) White Index, 110 lbsper 100 leaves.....\$_____
- (i) Color Index, 110 lbs.....per 100 leaves.....\$_____
- (j) Azure Blue Polyethylene Plastic, 0.035 gauge.....per 100 leaves.....\$_____
- (k) Clear Polyethylene Plastic (Unprinted 2-piece sets), 0.035 gauge ... per 100 leaves.....\$_____

(Initials)

2. Format B: Over 5-1/8 x 8-1/4" up to and including 5-3/4 x 9"

- (a) White Yupo, (Grade 130), 5.1 mil thick per 100 leaves\$ _____
- (b) White Yupo, (Grade 150), 5.9 mil thick per 100 leaves\$ _____
- (c) White Yupo, (Grade 200), 8 mil thick per 100 leaves\$ _____
- (d) White Yupo, (Grade 250), 9.9 mil thick per 100 leaves\$ _____
- (e) White Paper Tyger Super Smooth Book, 4.5 point thick per 100 leaves\$ _____
Stock is uncoated, acid-free and Neutral pH. Stock is tear, grease, oil, water, and weather resistant.
- (f) White Paper Tyger Super Smooth Book, 7 point thick per 100 leaves\$ _____
Stock is uncoated, acid-free and Neutral pH. Stock is tear, grease, oil, water, and weather resistant.
- (g) White Index, 110 lbs per 100 leaves\$ _____
- (h) Color Index, 110 lbs per 100 leaves\$ _____
- (i) Azure Blue Polyethylene Plastic, 0.035 gauge per 100 leaves\$ _____
- (j) Clear Polyethylene Plastic (Unprinted 2-piece sets), 0.035 gauge ... per 100 leaves\$ _____

(Initials)

3. Format C: Over 5-3/4 x 9" up to and including 8-1/2 x 11".

- (a) White Yupo, (Grade 130), 5.1 mil thick per 100 leaves\$ _____
- (b) White Yupo, (Grade 150), 5.9 mil thick per 100 leaves\$ _____
- (c) White Yupo, (Grade 200), 8 mil thick per 100 leaves\$ _____
- (d) White Yupo, (Grade 250), 9.9 mil thick per 100 leaves\$ _____
- (e) White Paper Tyger Super Smooth Book, 4.5 point thick per 100 leaves\$ _____
Stock is uncoated, acid-free and Neutral pH. Stock is tear, grease, oil, water, and weather resistant.
- (f) White Paper Tyger Super Smooth Book, 7 point thick per 100 leaves\$ _____
Stock is uncoated, acid-free and Neutral pH. Stock is tear, grease, oil, water, and weather resistant.
- (g) White Index, 110 lbs per 100 leaves\$ _____
- (h) Color Index, 110 lbs per 100 leaves\$ _____
- (i) Azure Blue Polyethylene Plastic, 0.035 gauge per 100 leaves\$ _____
- (j) Clear Polyethylene Plastic (Unprinted 2-piece sets), 0.035 gauge ... per 100 leaves\$ _____

(Initials)

III. ADDITIONAL OPERATIONS:

- (a) Die Cutting: Text leaves which requires a tab on top or
outside edge.....per 100 leaves\$ _____
- (b) Flexible Rings: When required, assemble text and cover leaves
(contractor furnished or department furnished), and furnish 5" flexible
rings.
- 5" flexible ringsper 100 rings\$ _____
- (c) Black coated Plasti-koil or equal binding including drilling:
1. Format A.....per 100 books\$ _____
2. Format B.....per 100 books\$ _____
3. Format C.....per 100 books\$ _____
- (d) Laminating with 1-1/2 mil thick clear dull or gloss finish laminate; on both sides
(or dip coat in clear cellulose acetate):
1. Format A..... per 100 page-size leaves\$ _____
2. Format B..... per 100 page-size leaves\$ _____
3. Format C..... per 100 page-size leaves\$ _____
- (e) Black Tape Bindingper 100 books\$ _____
- (f) Aerobinder II binding including drilling:
1. 7-ring.....per 100 books\$ _____
2. 11-ring.....per 100 books\$ _____

(Initials)

IV. DISTRIBUTION: The prices quoted must include all the necessary packing materials, labeling and/or marking and distribution in accordance with these specifications.

- (a) Single or multiple copies in kraft envelopes,
up to 1 pound gross weight each envelope\$ _____
- (b) Single or multiple copies in shipping bags or bundles,
1 pound up to 5 pounds gross weight or small containers
up to 14 pounds gross weighteach bag, bundle or container\$ _____
- (c) Multiple copies in small containers,
14 pounds up to 27 pounds gross weight each container\$ _____
- (d) Multiple copies in large shipping containers,
over 27 pounds up to 40 pounds gross weight for mailing
and 45 pounds gross weight for shipments or local deliveries.....each 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.

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) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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