

**Jacket:** 623-986  
**Title:** Cadet Field-Drill Manual  
**Agency:** DLA Document Services - NAS Pensacola  
**Bid Opening:** March 14, 2019 at 2PM

Contractor Name	Bid	Terms		Discounted Total
Gray Graphics Corp	\$163,070.00	2.0%	20 days	\$159,808.60
Monarch Litho Inc	\$163,361.00	2.0%	20 days	\$160,093.78
Unimac Graphics/Div. Bind-Rite	\$197,333.00	2.0%	15 days	\$197,333.00
Schmitz Press	\$238,755.00	0.5%	20 days	\$237,561.23
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
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			days	\$0.00
			days	\$0.00
			days	\$0.00

**BID OPENING:** March 20, 2019

BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING ATLANTA, GA TIME.

**ISSUE DATE:** March 14, 2019

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (404) 605-9160, EXT. 32703 (CAREY JOSEPH). NO COLLECT CALLS.

### **SPECIFICATIONS**

U.S. Government Publishing Office (GPO)  
Atlanta Regional Office  
3715 Northside Parkway NW, Suite 4-305  
Atlanta, Georgia 30327

**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 8-02)).

**BIDDERS, PLEASE NOTE:**

1) GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

2) The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, and return pages 6 and 7.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function for this procurement is the printing of the books.

**PRODUCT:** Consist of proofing (prior-to- production sample), printing, binding, and shipping to 1 destination.

**QUALITY LEVEL:** II Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

**QUANTITY:** 88,000 copies + 50 QARC's

**TITLE:** Cadet Field-Drill Manual

**TRIM SIZE:** 8-1/2 11"

**PAGES:** 248 Pages + 2 Piece Covers

**DESCRIPTION:**

Cover 1 prints halftone/grayscale, solid, screen, type, reverse type, logo, and barcode matter in Black ink, with bleed at head margin. Covers 2 thru 4 are blank.

Text prints halftone/grayscale, type, rule, screen, and line art matter in Black ink. PDF file page #s 27, 65, 66, 68, 69, 147, 149, and 160 print uncommon bleeds. Remaining pages have no bleeds.

**NOTE:** Covers and text must be printed via OFFSET printing at 175 minimum line screen. Quality Level 2 must be maintained. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

**GOVERNMENT TO FURNISH:**

- 1 CD (see "ELECTRONIC MEDIA").
- 1 similar, previous printed sample to be used as a construction guide.
- Navy packaging and labeling instructions.

NOTE: GPO Imprint information does NOT print on the item for this procurement.

**ELECTRONIC MEDIA:**

- PLATFORM: Unknown
- SOFTWARE: PDF files will be provided. Files may contain some low resolution images.
- COLOR: Identified as Black.
- FONTS: All fonts are embedded/embedded subset.
- OUTPUT: 175 minimum line screen for all halftone/grayscale, 2400+ DPI for the remainder.

**ADDITIONAL INFORMATION:**

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- 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 your contract administrator.
- The contractor shall create/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 PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final 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.

**STOCK:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Text: JCP Code\* A60, White Offset Book, Basis Size 25 X 38", Basis Weight 50lb.

Cover: JCP Code L20, Orange Vellum-Finish Cover\*\*, Basis Size 20 X 26", Basis Weight 65lb.

\*While postconsumer fiber is encouraged, the minimum postconsumer fiber requirement is waived. All other attributes remain unchanged.

\*\*Equal in color and finish to Wausau Paper's Astrobright Cosmic Orange Cover.

**INK:** Black

If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

**MARGINS:**

Uncommon bleeds: Cover 1, and PDF file page #s 27, 65, 66, 68, 69, 147, 149, 160.

Adequate gripper: Remaining.

**PROOFS:** Two rounds of proofs will be required.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

An overnight delivery carrier (i.e. UPS or Fed Ex) MUST to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

**\*\*NOTE:** The date of receipt by the Government is NOT considered the first workday.

1<sup>st</sup> Proof: Deliver the following content proofs to the department on or before March 29, 2019. Contractor MUST return all Government furnished materials with the proofs. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All content proofs will be withheld not longer than 3 workday(s) from date of receipt by the Government\*\* to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available.

(\*) CONTENT PROOF: Two (2) complete digital CONTENT proofs created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back (where applicable), SIDE STITCHED, drilled, and trimmed to the finished size/format of the final product.

2<sup>nd</sup> Proof: Deliver the following prior-to-production samples to the department on or before April 15, 2019. Contractor MUST return all Government furnished materials with the proofs. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All content proofs will be withheld not longer than 4 workday(s) from date of receipt by the Government\*\* to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available.

(\*) PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the ordering agency. Two (2) samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket number, purchase order number and agency requisition number. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 4 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the

notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

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

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Article 12, "Notice of Compliance With Schedules," of Contract Clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 9-88)).

Manufacture of the final product prior to approval of the sample(s) submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

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

**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.

**BINDING:**

Collate covers & text. Trim 4 sides.

Side-stitch in 2 places on the 11" left dimension.

Drill 3 round holes, 5/16" in diameter, 4-1/4" center to center, centered on the 11" side with center of holes 9/16" from the left edge of the sheet.

**PACKING:**

Pack suitable per shipping container.

All shipping container labels **MUST** contain the following information clearly legible or the shipment may be refused upon delivery: Originating address, Destination address, Stock Number: 0509-LP-115-8559, Barcode Stock Number (same barcode number as on Cover 1), Quantity per carton, Carton number, and Total number of cartons.

NOTE: See attachments for instruction on Navy packaging, labeling requirements, and pallets.

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

**SCHEDULE:**

Furnished material will be available for pickup on **March 21, 2018**.

Deliver 1<sup>st</sup> proofs on or before **March 29, 2019**.

Deliver 2<sup>nd</sup> proofs on or before **April 15, 2019**.

F.O.B. Destination: Deliver all copies on/before **May 20, 2019**.

**DISTRIBUTION:**

Deliver content proofs and prior-to-production samples to: NETPDTC, Attn: Joyce Wilson (850-473-6473), 6490 Saufley Field Road, Bldg 2435, Room 2113, Pensacola, FL 32509.

Deliver 88,000 copies to: US Army Media Distribution Division (W58WKT), 1655 Woodson Road, St Louis, MO 63114-6128.

NOTE: Prior to shipping, contractor MUST call Joyce Wilson 850-473-6473 or email [joyce.wilson1@navy.mil](mailto:joyce.wilson1@navy.mil) , at least 48 hours in advance with expected delivery date.

Deliver 1 sample copy and return GFMs appropriately identified to: NETPDTC, Attn: Joyce Wilson (850-473-6473), 6490 Saufley Field Road, Bldg 2435, Room 2113, Pensacola, FL 32509.

QUALITY ASSURANCE RANDOM COPIES (50): The contractor will be required to complete a "Certificate of Selection" furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the QARC copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, must be furnished with billing as evidence of mailing.

**QUALITY ASSURANCE THROUGH ATTRIBUTES:**

The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid. GPO Pub 310.1 is available without charge from: U.S. Government Publishing Office, Atlanta Regional Office, 3715 Northside Parkway, NW, Suite 4-305, Atlanta, Georgia 30327.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level 2
- (b) Finishing (item related) Attributes – Level 2

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:

ATTRIBUTE	SPECIFIED STANDARD	ALTERNATE STANDARD*
P-7. Type Quality and Uniformity	Approved Prior-to-production Samples	File Setup
P-8. Halftone Match (Single and Double Impression)	Approved Prior-to-production Samples	File Setup

\*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional hundred or thousand copies. The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will NOT be a factor for determination of award.

**BID SUBMISSION:** Submit bid to: U.S. Government Publishing Office (GPO), Atlanta Regional Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Atlanta Regional Office Fax No. (404) 605-9185 or (404) 605-9186. The Jacket number must be specified with the bid. Refer to Facsimile Bids in Solicitations Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018.

Note: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, and return pages 6 and 7.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway 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>.

**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.

**Bid Amount:** \_\_\_\_\_

**Additional rate:** \_\_\_\_\_

\_\_\_\_\_  
(Contractor's Initials)

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**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 points(s), in exact accordance with specifications.

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**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 fax or mail, fill out and return one copy of all pages of "CONTRACTOR'S BID" section including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

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

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

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\*\*\*\*\*

\_\_\_\_\_  
(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)



# Attachment

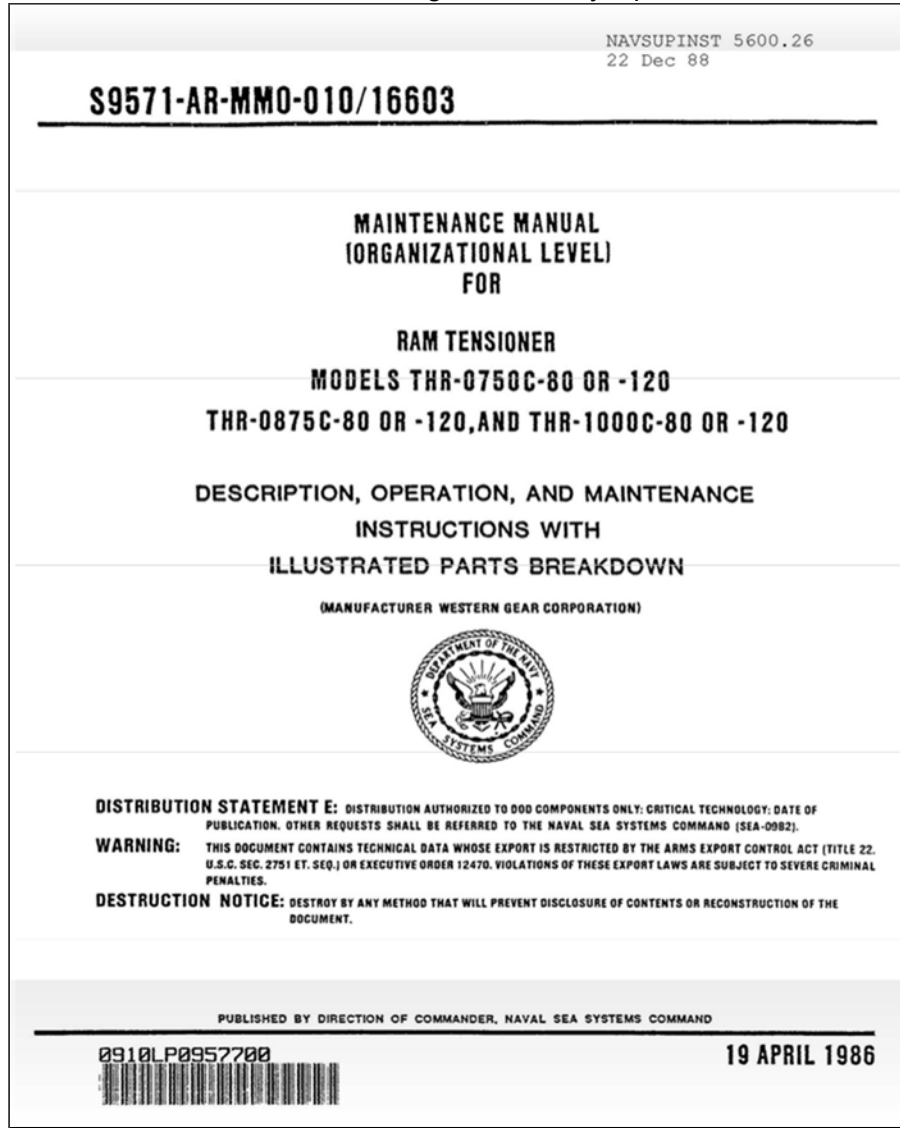
## NAVSUP P-734 - Naval Logistics Library Operations Guide

### **4004 PACKAGING AND LABELING:**

1. Shipments to the warehouse which are not properly packaged and/or labeled can cause receipt processing delays and additional expense to the publication Sponsor. Noncompliance with packing, labeling, and palletizing specifications may be cause for the Government to reject the shipment at destination, and return it to the contractor at his/her expense. After giving notice of the deficiency and affording the contractor an opportunity and a reasonable time to correct, the Government may, at its option, re-pack, re-label and/or re-palletize in accordance with the specifications and charge all costs to the contractor. Below are requirements when shipping to the warehouse. Additional information can be found in the Department of Defense Standard Practice - Military Marking for Shipment and Storage (MIL-STD-129P).

- a. Each carton must contain only 1 stock number, multi-packs are not authorized.
- b. Each individual unit of issue must be bundled or shrink wrapped.
- c. Each individual unit of issue must be marked with the stock number and barcode stock number.

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Sample Barcode


c. All shipping labels must include (see sample on following page):

- (1) Originating address
- (2) Stock number and barcode
- (3) Pub Number
- (4) Destination address: US ARMY MEDIA DISTRIBUTION DIVISION  
1655 WOODSON ROAD  
ST LOUIS MO 63114-6128

ATTN: LYNN BROOKENS (315) 592-0900 X8390  
RECEIVING HOURS: M-F 6:00AM - 2:00PM

- (5) Quantity per carton
- (6) Carton number and total number of cartons (i.e., 1 of 5).

NAVSUP P-734 - Naval Logistics Library Operations Guide

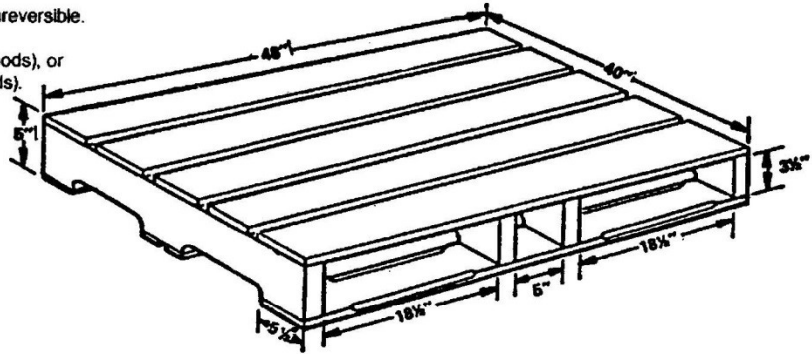
FROM <b>DLA DOCUMENT SERVICES 700 ROBBINS AVE BLDG 4-D PHILADELPHIA, PA 19111</b>		DAPS JOB NO.	
		CUSTOMER REQ. NO.	
STOCK NO. (NSN) <b>0530LP0110740</b>	BARCODE  0 5 3 0 L P 0 1 1 0 7 4 0	FP NUMBER	
PUB/FORM NO. <b>NAVSUP P485 VOL 1</b>		NP NUMBER	
TITLE <b>Operational Forces Supply Procedures VOL 1</b>		TOTAL QUANTITY SHIPPED <b>100</b>	
TO: <b>US ARMY MEDIA DISTRIBUTION DIVISION 1655 WOODSON ROAD ST LOUIS MO 63114-6128 ATTN: LYNN BROOKENS (315) 592-0900 X8390 RECEIVING HOURS: M-F 6:00AM - 2:00PM</b>		QUANTITY THIS CARTON <b>20</b>	
		CARTON <b>1</b>	OF <b>5</b>

Sample Shipping Label

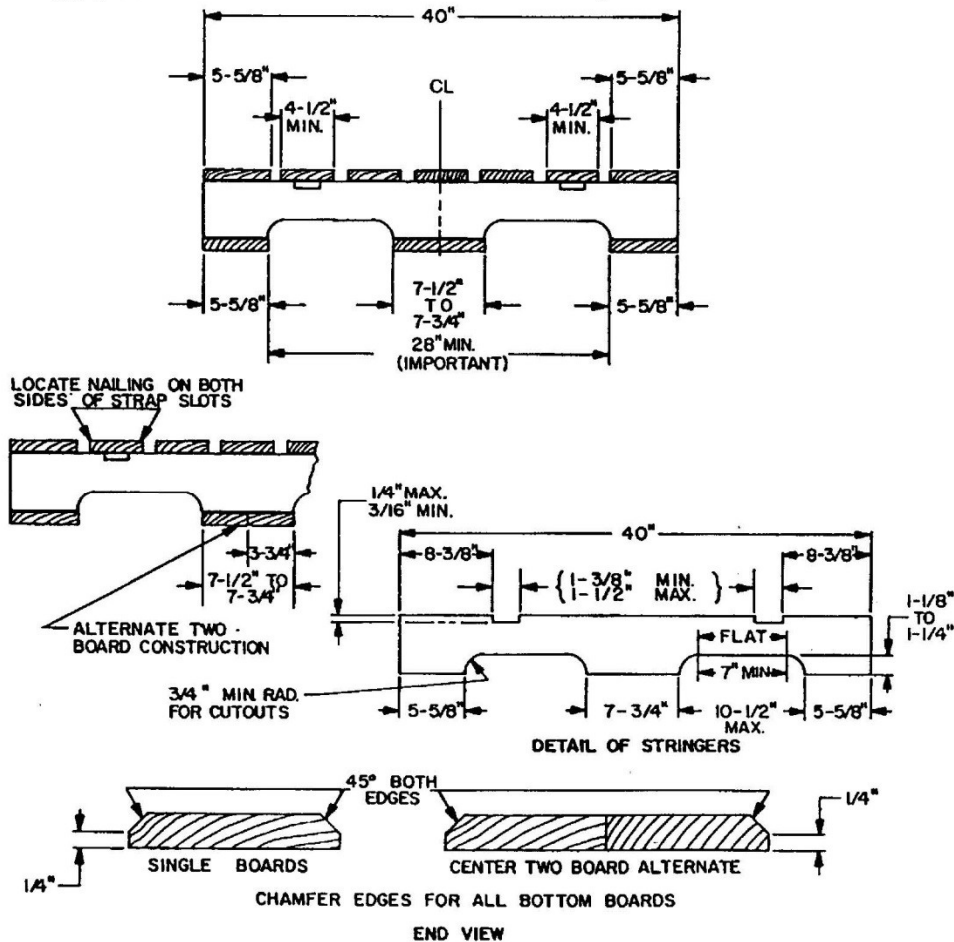
- d. Shipments must comply with GPO Publication 310.2 including, but not limited to:
- (1) Shipments of 18 or more cartons must be palletized. See item (6) below.
  - (2) Only new corrugated or solid fiberboard containers may be used.
  - (3) Containers must be packed solidly (top and sides) with material laid flat on the bottom of the containers (never stand on end).
  - (4) Minimum container bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).
  - (5) Maximum carton size should be 12 ½ inches in height, 11 ½ inches in length, and 18 inches in width. Maximum carton weight should be 50lbs.
  - (6) Palletizing:
    - (a) Wood material, Type III - four-way; size 2 - 48" X 40" with full entry on the 48" side with four stringers, 40" side should have partial entry (see illustration on following page)
    - (b) Maximum pallet height is 55"
    - (c) Maximum weight: 2,000 lbs
    - (d) Containers on pallet will be flush to corners, top side up, label facing out, without overhang at any edge
    - (e) Voids must be to the center of the pallet
  - (7) Carton quantity will be consistent throughout each item and the same carton quantity should be kept throughout the life-cycle of each item when possible.

## Stringer and Deckboard Design for Type III, Four-way (Partial) Flush Pallet

- a) Federal Specification Pallets, Material Handling, Wood, Stringer Construction, 2-way and 4-way (partial), NN-P-71C, dated 9-10-73.
- b) Classification:
  - 1. Type III—four-way (partial), flush, assembled, nonreversible.
  - 2. Size 2—40" x 48".
  - 3. Wood Group II—medium density woods (softwoods), or Wood Group III—high density woods (hardwoods).
  - 4. Grade A—untreated.
- c) Preproduction model not required.
- d) Moisture content as per specification.
- e) Manufacturer's identification not required.
- f) Bundling for shipment not required.



NN-P-71C



- 1. Dimensions are in inches.
- 2. Notches are to be centered about the centerline (CL).
- 3. Corners of notches shall be rounded as indicated.
- 4. One or two bottom deckboards may be used at the center.