

Jacket: 524-546

Title: JROTC Cadet Curriculum Materials

Agency: DLA Document Services

Bid Opening: December 2, 2024 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Advantage Mailing AWARDED	\$651,609.02	0.25%	20 days	\$649,980.00
District Creative Printing	\$998,750.00	1.0%	20 days	\$988,762.50
McDonald & Eudy Printers	\$1,085,336.00	1.0%	20 days	\$1,074,482.64

BID OPENING: Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on December 2, 2024, 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.

ISSUE DATE: November 22, 2024

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (404) 605-9160, EXT. 7 (BETH NICOLAUS).

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Southeast Region

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 (Rev. 09-19)).

PRODUCT: Consists of proofing, printing, binding and/or construction, and delivery of three different items (two Smyth-sewn case bound books and one pocket folder).

TITLE/STOCK NUMBER: JROTC CADET CURRICULUM MATERIALS

- **Item 1:** Unit 1 Textbook – Stock No. JRO-591
- **Item 2:** Unit 3 Textbook – Stock No. JRO-595
- **Item 3:** JROTC Pocket Folder – Stock No. JRO-634

QUALITY LEVEL: II Quality Assurance Through Attributes (GPO Publication 310.1, effective May 1979 (Rev. 09-19)) applies.

QUANTITY: 355,706 TOTAL Copies of 3 Different Items, as follows:

- **Item 1:** Unit 1 Textbook (Smyth-sewn Case Bound Book) – 52,302 Copies
- **Item 2:** Unit 3 Textbook (Smyth-sewn Case Bound Book) – 3,402 Copies
- **Item 3:** JROTC Pocket Folder – 300,002 Copies

TRIM SIZE:

- **Item 1:** Approximately 8-5/8 x 11-1/4” (Case Bound Cover); 8-1/2 x 11” (Text)
- **Item 2:** Approximately 8-5/8 x 11-1/4” (Case Bound Cover); 8-1/2 x 11” (Text)
- **Item 3:** 19-1/2 x 16” (flat); 9 x 12” (constructed)

PAGES:

- **Item 1:** 332 Text + Litho-wrap Case Bound Cover
- **Item 2:** 258 Text + Litho-wrap Case Bound Cover
- **Item 3:** Face Only (before construction)

DESCRIPTION:

Specifications apply equally to each Item unless otherwise indicated.

- **Item 1 and Item 2:**

Litho-wrap Covers 1, 4, & Spine print full bleed, full color matter via 4-color process. Front end leaf (Cover 2) and back end leaf (Cover 3) are blank.

Text prints full color matter via 4-color process with full and/or uncommon bleeds throughout.

- Item 3:

Face, before construction, prints full bleed, full color matter via 4-color process. Flood coat* entire printed side (prior to construction) with a clear, non-yellowing gloss aqueous coating. *Do not coat construction tabs if coating will affect glue hold on tabs.

Construction: Kit folder with 4" deep pockets on both leaves with 3/4" construction tabs securely glued to the inside of pockets. Die-cut 4 diagonal slits, approximately 3/4" in length, to hold a 3-1/2 x 2" business card on the inside right pocket. V-cut pockets at centerfold, per furnished sample. Score all folds.

NOTE: All items must be printed via conventional OFFSET printing. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

GOVERNMENT TO FURNISH:

- Purchase Order will be emailed to the contractor upon award.

- Print files (see "ELECTRONIC MEDIA") will be available for download from a Government-hosted SFTP server. Appropriate log-on instructions and protocol will be provided by the Government at time of award.

- One previous printed sample of Item 3 to be used for page layout guide, stock match, and construction guide.

ELECTRONIC MEDIA:

- PLATFORM: Unknown

- SOFTWARE:

-- Item 1: Two PDF files (one for litho-wrap cover and one for text) will be provided.

-- Item 2: Two PDF files (one for litho-wrap cover and one for text) will be provided.

-- Item 3: One PDF file will be provided.

ADDITIONAL SYSTEM TIME WILL BE REQUIRED.

NOTE #1: Cover file for Item 1 is setup as one page layout on 18.58 x 11.58" page size (with bleeds and crop marks provided). Contractor to determine spine width and adjust backstrip, if necessary.

NOTE #2: Cover file for Item 2 is setup as one page layout on 19.25 x 12.5" page size (with bleeds provided but no crop marks indicated). Contractor to create page layout to fit specified trim size, including determining spine width and adjusting backstrip, if necessary.

NOTE #3: Text file for Item 1 is setup on 9.08 x 11.58" page size (with crop marks indicated but no bleed margins provided). Contractor to create all bleed margins.

NOTE #4: Text file for Item 2 is setup on 8.5 x 11" page size (no bleeds or crop marks provided). Contractor to create all bleed margins.

NOTE #5: File for Item 3 is setup on 49.58 x 32.01" page size. Contractor to create page layout to fit specified trim size – match furnished sample for screen value of bleed background, page layout, and construction guide.

- FONTS: All fonts are Embedded/Embedded Subset or N/A (Placed Images).

- COLOR: Identified as CMYK.

- OUTPUT: 175 line screen

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

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., including GPO imprint (with jacket 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 deliverables) 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, 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. 13*, dated September 2019.

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Item 1 and Item 2:

- Covers: JCP Code* A181, White No. 1 Gloss-Coated Text, Basis Size 25 x 38", Basis Weight 100#
- End Leaves: JCP Code* A50, White Uncoated Machine-Finish Book End, Basis Size 25 x 38", Basis Weight 80#
- Headbands: Color at contractor's option.
- Binder Boards: JCP Code* R30, Book Cover Board, Basis Size 25.25 X 30.25", approximately 0.098" thick
- Text: JCP Code* A61, White No. 1 Smooth-Finish Text, Basis Size 25 x 38", Basis Weight 50#

Item 3:

JCP Code* L70, White Coated One-Side Cover (C1S), 12 pt.

INK:

4-color process

MARGINS:

Item 1 and Item 2: Follow file setup*. Covers 1, 4, & Spine – full bleed in all dimensions; Text – full and/or uncommon bleeds throughout. *See "ELECTRONIC MEDIA" for additional requirements.

Item 3: Follow previous printed sample – full bleed in all dimensions. See "ELECTRONIC MEDIA" for additional requirements.

PROOFS:

Deliver the following proofs to the department on or before December 17, 2024.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All 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. If an overnight delivery carrier (i.e. UPS or Fed Ex) is 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.

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".

(*) **CONTENT PROOF (EACH ITEM):** One complete digital color CONTENT proof created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back (where applicable), folded and trimmed to the finished size/format of the product.

(*) **INKJET PROOFS (EACH ITEM):** 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.

IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE FINAL OUTPUT.

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:

Item 1 and Item 2:

- Cover sheet to be affixed to white binder board. Laminate entire printed side (face) with a clear gloss 1 mil to 1.5 mil laminate. Laminate must not extend beyond the trim size. The laminated product must have no distortion of the printed matter and must remain clear and legible. Covers must lay flat after lamination.

- Hinge score the covers. End leaf construction to be concealed, jointed and leaves are to be securely adhered to the cover boards to conceal the edges of the printed covers. Reinforce the end leaves and the first and last signatures with strips of unglued, sized stock extending 1/4" on inner side of the signatures and 1" on the end leaves.

- Smyth (signature) sew with pasted, plain end leaves. Trim 3 sides, round and back. Reinforce back with crash and strong paper liner. Case bind with suitable squares. Case bind along the left 11" dimension.

Item 3: See "DESCRIPTION".

PACKING AND LABELING:

Pack each Item separately in uniform quantities. Pack suitable per shipping container to ensure products are not damaged during transit, with total carton weight not to exceed 45 lbs.

Packing and labeling to be in accordance with *GPO Contract Terms (GPO Pub. 310.2)*. Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with *GPO Pub. 310.2*.

BULK SHIPMENT (PUEBLO, CO): Carton labels for bulk (GPO) shipments must be completed and labeled as follows:

- Item 1: "UNIT 1 TEXTBOOK" AND STOCK NO. "JRO-591".
- Item 2: "UNIT 3 TEXTBOOK" AND STOCK NO. "JRO-595".
- Item 3: "JROTC POCKET FOLDER" AND STOCK NO. "JRO-634".

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.

Palletizing: Pallets must be in accordance with *GPO Contract Terms (GPO Pub. 310.2)*.

SCHEDULE:

Purchase Order will be emailed and print files will be made available for download from Government-hosted SFTP server on or before **December 9, 2024**. The previous printed sample for Item 3 (pocket folder) will be shipped to contractor on date of contract award.

Deliver all proofs on or before **December 17, 2024**.

Deliver all copies on or before **February 13, 2025**.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Dallas Reddick (dallas.reddick@dla.mil), GPO Compliance Section (compliance@gpo.gov), and GPO Southeast Region (infosoutheast@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 524-546, Req. 4-321584E900889". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

DISTRIBUTION (F.O.B. DESTINATION):

Deliver proofs on or before December 17, 2024 via traceable means to: US Army Cadet Command (G-4), ATTN: Jason Bochert (502-624-4188 or 910-551-2755), 204 1st Cavalry Regiment Road, Building 1003, Fort Knox, KY 40121.

Deliver 1 copy of each Item via traceable means to: US Army Cadet Command (G-4), ATTN: Jason Bochert (502-624-4188 or 910-551-2755), 204 1st Cavalry Regiment Road, Building 1003, Fort Knox, KY 40121.

Deliver 1 copy of each Item, GFM (sample of Item 3), and Digital Deliverable for each Item (see "ELECTRONIC MEDIA" for requirements) to: DLA Document Services, ATTN: Dallas Reddick (850-389-3398), 210 Transportation Road, Eglin AFB, FL 32542.

Deliver 52,300 copies of Item 1, 3,400 copies of Item 2, and 300,000 copies of Item 3 on or before February 13, 2025 via traceable means to: US Government Publishing Office, Pueblo Distribution Center, ATTN: Randy Donner

(719-295-2679), 314510 East United Avenue, Pueblo, CO 81001. NOTE: Delivery hours are 6:30am to 2:00pm, M-F (Federal workdays). CONTRACTOR MUST NOTIFY GPO - PUEBLO DISTRIBUTION CENTER (rdonner@gpo.gov or 719-295-2679) AT LEAST 48 HOURS PRIOR TO DELIVERY. See "PACKING AND LABELING" for additional labeling information.

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 II
- (b) Finishing (item related) Attributes – Level II

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	Specified Standard	Alternate Standard*
P-7 Type Quality and Uniformity	Approved Proofs	File Setup
P-10 Process Color Match	Approved Proofs	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 additional copies (per each, per hundred, or per thousand) for each Item. 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: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket Number (524-546) and bid opening date (December 2, 2024) must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified on page 1 will not be considered for award.***

NOTE: Bidders are to fill out, sign/initial, and return pages 8 and 9.

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.

PRE-AWARD 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.

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.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery. 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: _____

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.

Total Bid Amount: _____

Additional Rates:

- Item 1: _____ Per _____

- Item 2: _____ Per _____

- Item 3: _____ Per _____

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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 email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

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

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)