BID OPENING: Bids shall be virtually opened at **1:00 p.m., prevailing Washington, DC Time, on April 4, 2025,** at the Government Publishing Office, Washington, DC for the Northcentral Region.

All parties interested in attending the bid opening shall email bids@gpo.gov 1 day prior to the bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of 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 jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 1:00 p.m. EST on the bid opening date specified above will not be considered for award.

All the requirements of these specifications apply equally to all items unless otherwise indicated.

Any questions before award concerning these specifications call Deborah Buckey, at 214-767-0451 x 4 or email at dbuckey@gpo.gov

PRODUCT: Desktop Scheduler/Planner.

BIDDERS, PLEASE NOTE: 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 revisions.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is offset printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared not responsible.

Warning: Proper control and handling must be maintained at all times to prevent any information or materials including addresses required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

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 10 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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1) Most recent profit and loss statement
2) Most recent Balance Sheet

3) Statement of cash flows
4) Current official bank statement
5) Current lines of credit (with amounts available)
6) Letter of commitment from paper supplier(s)
7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

TITLE: Army Desktop Scheduler & Guidance Letter 2025-2026.

QUANTITY: 99,202 Schedulers and 3,959 Guidance Letters (1 per set).

Include:
175 copies - Agency approval release schedulers.
2 copies GPO Northcentral inspection schedulers.
50 copies GPO QARC schedulers.

NUMBER OF PAGES:
Schedulers: 1 cover leaf and 13-month sheets (14 total leaves); and a chipboard backing.
Guidance Letter: Face only.

TRIM SIZE:
Schedulers: 22 x 17" – cloth padded along the 22" top dimension.
Guidance Letter: 8.5 x 11".

GOVERNMENT TO FURNISH: GFM will be sent by the agency's FTP site.

Distribution list: Any necessary reformatting of the distribution list be completed by the vendor at no additional cost. (Not in standard format).

Email dbuckey@gpo.gov to receive the distribution list.

Send revised digital files via agency approved site.

Electronic media generated on a Macintosh with operating system 10.6.8, using InDesign CC, Illustrator CC, and Photoshop CC. Files are in native & PDF formats. All printer and screen fonts are included. Color system used is CMYK & Pantone. Files provide for bleeds and graphics are properly linked.

One set of color composite laser prints for the entire calendar. These laser prints are smaller than finished size.

Address Listing: Address listings are provided in Microsoft Excel format.

Contractor will be required to generate all shipping documents and labels.

Addresses are not in any particular order; however, contractor should be able to sort as address items are in separate fields on the disk.

BASIC CHECK OF FURNISHED MEDIA AND FILES: On orders for which disks are furnished, prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If the contractor discovers any errors, media damage, or data corruption that might interfere with proper file imaging during inspection, work should be discontinued after the entire order has been inspected. Further

instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

RIGHTS ON DATA: The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

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.

REPRODUCIBLES: Contractor must create all required separations and reproducible' s. Minimum resolution for copy from disk is 2400 dpi.

Contractor must create all bleeds and traps. The cover & month pages bleed all sides and each page requires traps.

At the completion of the project, contractor will be required to provide the Government with a final print ready digital file that contains the entire project suitable for reproduction. Must include all retouching. Must include all components of the desktop scheduler. This must be sent to the agency after completion – email agency to determine transfer method. This is required regardless of the contractor's method of production.

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

GPO Imprint: See page 5 below for the required updating of the GPO Imprint line.

PROOFS:

Email PDF proofs to: nicholas.a.gioia.civ@army.mil ; patrick.henry1.civ@army.mil ; brandon.ellis@dla.mil ; and dbuckey@gpo.gov

Call to confirm receipts: Brandon Ellis: 812-583-9544.

Proofs will be withheld not more than **3 workdays** from receipt in agency until contractor is notified of an "OK to proceed". Contractor must not proceed prior to receipt of an "OK to proceed".

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

After PDF proofs are approved.

Email tracking information after shipping proofs to nicholas.a.gioia.civ@army.mil ; patrick.henry1.civ@army.mil ; brandon.ellis@dla.mil ; and dbuckey@gpo.gov

Proofs will be withheld not more than **3 workdays** from receipt in agency until contractor is notified to pick them up. Contractor must not print prior to receipt of an "OK to print". A copy of the Purchase Order and a return air bill must also be furnished with the proofs.

Labels generated for 5 destinations from the disk with the required number of labels for each of these destinations based on the number of packages required. Pick destinations at random but these must be destinations with different numbers of packages per destination. These names cannot be deleted from the distribution.

1 complete blank construction samples on the production stock.

1 set of digital color content proofs. 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.

2 sets (only 1 set will be returned) of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option:

2 sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. 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 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found www.gpo.gov/gporestarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-endors/qlsamples6f200c30b44a64308413ff00001d133d.pdf.
Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Spot varnish may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

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.

Contractor must not proceed without an "OK to Print."

APPROVAL TO RELEASE COPIES:

After printing, but prior to distribution, contractor must provide:
175 Scheduler (7 boxes) to the below address.

The package containing these copies must be identified on the outside as "Release Approval Copies" and must also include the SOD number, RPI number (if applicable), requisition number, Jacket number, and the title. Packages may be sent via an expedited delivery service or hand delivered by the contractor. These sets are included in the total quantity.

The contractor will be notified within 1 workday (no Fridays) of the Army's receipt of the copies whether to proceed with the release of the order.

Contractor must not proceed with distribution until an approval to release is granted.

An "OK" of approval copies constitutes approval to release the order. In no way does this negate any of the Government's rights under this contract.

STOCK: The specifications of all stock 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. Prospective bidders should carefully read this publication as the applicable standards 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.

Scheduler:
Cover leaf:
White No. 2 Gloss-Coated Text, Basis Weight 100 lbs. per 500 sheets, 25 x 38", equal to JCP A182.

13 Month Sheets:
White Matte-Coated Text, Basis Weight 100 lbs. per 500 sheets, 25 x 38", equal to JCP A240.
NOTE: Must be able to receive pencil lead without smearing and still be legible.

See Finishing below for required 0.050" chipboard backing.

Guidance letter:

Stock: White Bond, Basis Weight 20 lbs. per 500 sheets, 17 x 22", equal to JCP G10

PRINTING, INK COLOR, VARNISH, AND MARGINS:

Scheduler:

1 cover leaf: Face only prints 4 color process plus 5th color PMS 123 C gold, plus 6th color **Black 3 C**. Bleeds all 4 sides. Spot coat the face excluding the dropout white copy with a clear, non-yellowing high gloss varnish/aqueous coating.

13-Month Sheets (August 2025 – August 2026): Each of the 13-month pages has a format similar to each other (all different). Face only prints 4 color process plus 5th color PMS 123C gold, plus 6th color COOL GRAY 3 C, plus 7th color **Black 3 C**. Bleeds all 4 sides

Contractor to spot gloss varnish/aqueous coating (non-yellowing) on full-density PMS colors, 4 c/p inset photos, Month name in yellow, black bar at top and Army Star logo. Exclude all dropout white copy/numbers and the QR-Code. No coating is required on the screened background photos in write-in area. Use August 2025 as guidance for following months. Provided previous printing example to match some PMS colors and black. Contractor to create spot coatings at no added cost to the Government.

NOTE: Colors noted should be consistent for each of the 13-month pages.

COPY CORRECTION: Contractor required to add GPO bugline on August 2026 page. In 6 pt. San Serif font, add bugline along the lower right side of the page, "August 2025, US GOVERNMENT PUBLISHING OFFICE" and include the current GPO logo and Jacket no.

FINISHING:

Die-cutting: 12 pages require die cutting (August 2025 – July 2026). Do not die-cut the August 2026 and the cover page. Area to be die-cut measures 3-7/16" X 1-15/16". The top of window is approximately 3-7/8" from the bottom edge of sheet and about 1-3/8" from the left edge and is placed beneath the copy box. Follow the electronic mechanical for the exact position of the die-cut. The die-cut areas are positioned in exactly the same location on each die-cut sheet and must line up from sheet to sheet. Remove all waste. Must be die cut on bluelines. Die-cuts must line up from page-to-page and accommodate a standard size business card. Do not print lines showing die-cut location.

Contractor will be allowed a maximum 1/16" deviation in position of the die-cut rectangle from the mechanical for "bump" during production. After die-cutting, only the copy on the last month page is visible through the die-cut; no copy from any other sheet should be visible through the die-cut.

Binding: Collate in sequence the cover leaf and the 13-month sheets with the 4-color side up. Pad in sets with **0.050" chipboard backing,** using clear or white padding compound and reinforcing cloth (crash). **Pad along the 22" top dimension.**

Drilling: After padding, drill 2 round holes, 1/4" diameter, along the 22" top edge, placed (from center of hole) 4.25" from upper left corner/trim and 4.25" from upper right corner/trim, and approximately 5/16" from top of page to center of hole. Drill after padding. **Contractor must avoid drilling through copy (other than background). Adjust as needed at proof stage. Notify agency of any adjustments.**

GUIDANCE LETTER:

Size: 8.5 x 11".

Printing: Face only prints black type and line matter. Adequate gripper with no bleeds. Digitally print is acceptable.

Insertion: Contractor to insert one letter into a shipping container.

PACKAGING, LABELING, AND MARKING: Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

Shrink-wrap Planners in units of 25 with Chip board backing.

1 Planner box equals 25 planners (1 box).

MUST place a slip sheet between each planner to prevent damage during transit. Use a suitable white coated book sheet, 50/60lb. to prevent damage.

Carton 25 schedulers (1 box) per 275 PSI shipping container. Contractor is responsible to determine the proper packaging to meet USPS shipping regulations. **Package suitably so content will not be damaged in transit.** For example, if the contractor determines packages are machinable, then the contractor is responsible to ensure that packages will not burst or split open during the mailing/shipping process. Label each with GPO Jacket No., title **RPI 910, 2025-2026 Army Desktop Scheduler,** and quantity.

Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 275 p.s.i. Cartons MUST NOT break open or split in transit. This applies to all packages, whether or not they are machinable. Minimum bursting strength indicated is a minimum. **It is anticipated that contractor will need to use cartons with a greater bursting strength.** Contractor must determine the actual bursting strength required. This is the contractor's responsibility. Cartons must be properly taped to process through transit with no damage. Shrink

wrapped package of schedulers are heavy. Any shift in the pack of schedulers can break open the outer containers unless these are packed properly. It is the contractor's responsibility to ensure that this does not happen. **Contractor will be responsible to reproduce, repack, and reship at their expense any schedulers broken open and damaged, lost, or destroyed, during shipping**.

The contractor must label each small package carrier shipped or mailed container with a shipping address label. Contractor will be required to produce labels. See "Distribution."

ACCESSIONS DISTRIBUTION CENTER
FORT KNOX, KY
Materials Palletizing and Receiving Specifications

Normal receiving hours: Monday through Friday from 7:30AM to 11:00AM and 1:00PM to 3:00PM. ADC will not be available for deliveries from 11:01 AM to 12:59 PM daily. Closed most holidays.

Delivery appointments are required: Shipments must not arrive unannounced and will be refused if not properly scheduled. Contact Mr. Frank Logsdon or Mr. Mike Logsdon at (502) 626-0981, or Mr. Rex McNew at (502) 626-0690 to schedule an appointment for delivery. Please have delivery contents and pallet count information available before calling.

Receiving address is:
Accessions Distribution Center
Building 207
9th Cavalry Regiment Avenue
Fort Knox, KY 40121-2725
(502) 626-0981 or (502) 626-0690

All materials must be delivered in cartons on skids. Bulk skids cannot be handled by this facility. They must be shipped in individual cartons weighing no more than 45 lbs. Each carton must be clearly labeled with:

Customer name
Customer address
SOD Number or Contract Number
GPO Jacket Number (if available)
RPI or PPI Number
Item Description or Title
Quantity per Carton
Total Quantity
Carton Number per Total Carton Count (i.e., 2 box of 12)
If possible, a sample should be taped to the outside of each carton.

Boxes will be placed on a pallet that is 48" Wide by 40" Long with a 4" fork opening. ADC cannot receive double-stacked pallets inside truck. Boxes will be stabilized with cardboard corner braces on all 4 corners from top of skid to top layer of boxes. Corner braces will be strong enough to support pallets being stacked at least 2 pallets high, without buckling, toppling or crushing. Boxes will be stacked no higher than 72" on the skid. Boxes will weigh no more than 45 lbs. The loads will not buckle or shift under pressure.

The contractor will shrink wrap all boxes tight enough onto the skid to prevent boxes from shifting or falling off skid during transport. Contractor to face the boxes on the skid to show the label of the box and what is inside the box. Partial boxes will be labeled as such and placed on the top of the skid. A packing list must accompany each shipment. The packing list will specify the following: Contract Number, Component or Title, quantity per carton, total carton count, and total quantity. RPI, PPI, Item or Contract Number should be the same on both the Packing List and the Bill of Lading as those used in the description or control documents. This will be the code that all departments will use to properly record, requisition, issue and report the used of the materials. A standard Bill of Lading will not be substituted for a packing list. Pallets will be refused upon arrival if they do not comply

with these instructions.

Cartons must be uniformed in size, of suitable strength for shipping and storage, and contents must fill the box (no air space).

There should be only ONE component per skid.
Skids should be tightly banded or poly-wrapped including the pallet.
Damaged items or skids may result in the shipment being refused.
Items not packed correctly as specified may be refused.
Partial boxes must be labeled as such and placed on the top of the skid.

Skids should not be side stacked in the trucks making the deliveries. It is difficult to place the pallet jack onto the truck and under the skids to remove.

PALLETIZING: Do NOT furnish pallets except for the one location specifically designated as OK for pallets. Pallets must be in conformance with Government standards. See GPO Pub. 310.2.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:
Product Quality Level:
(a) Printing (page related) Attributes-Level 1.
(b) Finishing (item related) Attributes-Level 1.

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
P-7 Type Quality and Uniformity	OK'd proofs
P-8 Halftone Match	OK'd proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10 Process Color Match	OK'd proofs

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to submit random quality assurance copies to the Government Publishing Office, Washington, DC for inspection and testing for compliance to the product specifications. The following sampling plan is to be employed for selecting the samples:

1. Divide the entire lot into **50** equal sublots**.**
2. Select one copy from each sublot. Do not choose copies from the same general area in each **50** sublot.
3. Sign and date the "Certificate of Selection of Random Copies" (GPO Form 917 R7/93) and include it in package(s) with the Quality Assurance Random Copies. A copy of the specifications should also be included in package.
4. The cost of these random copies including shipping must be included in your total bid price, and proof of delivery must be submitted with your invoice. Use the address format below to mail the Quality Assurance Random Copies to the Quality Assurance Section via traceable means.

QUALITY ASSURANCE RANDOM COPIES		
Program No.	Jacket No.	PO No.
Contractor		
U.S. GOVERNMENT PUBLISHING OFFICE Printing Procurement – Stop PPSQ Quality Level Samples Section 732 North Capitol St., NW, Rm. C848 Washington, DC 20401		

DISTRIBUTION: Deliver F.o.b. destination via signature traceable means. All expenses incidental to picking up and returning materials, submitting and picking up proofs, and furnishing sample copies must be borne by the contractor. All freight cost must be in bid price. See below.

Deliver (ALL freight charges must be included in the contractor's bid price) as follows: Contractor must NOT palletize except if specifically indicated "PALLETIZE" for the specific location. **Inside deliveries are required.**

PROOFS
175 planners' approval copies (7 boxes),
DOD SAFE with final digital files,
US Army Recruiting Command
Attn: Mr. Nick Gioia, G7 Directorate
1307 Third Avenue, 2nd Floor Room 2044
Fort Knox, KY 40121
Office: 502-626-1277
Email: nicholas.a.gioia.civ@army.mil
Inside delivery required, NO Pallets. Send these via overnight carrier. Do not proceed with distribution until an "OK to ship" is given. Also, this location gets proofs, mailgram/fax, complete listing of all destinations on the Excel list (including RSID number) with the Internet tracking number for each destination, original Government furnished material, and contractor DOD Safe or Box.com of complete corrected files including all scans, ghosting, and digital corrections. Do NOT furnish any films.

Brigades/Battalions/Stations/Education Specialist:
NOTE: Contact nicholas.a.gioia.civ@army.mil before sending out to copies to the distribution list to confirm all addresses are correct.
Deliver **Various Quantities to each of the approx. 1,921 locations (98,975 copies)**. All packages to these locations must be addressed US Army Recruiting. Email dbuckey@gpo.gov to receive the distribution list.

Example for various quantities: If locations say "Quantity Required" is 8 that means 8 boxes of 25. Address must include the Attention Line noted in the Excel file. **DO NOT PALLETIZE. INSIDE DELIVERY REQUIRED.**

NOTE: APO/FPO addresses. Deliver at contractor's cost; inside delivery is not required.

Accessions Distribution Center
9th Cavalry Regiment Avenue
Building 207
Fort Knox, KY 40121-2725
(502-626-0692) ……50 copies and **any balance or returns),** marked **RPI 910, Army Desktop Scheduler 2024-2025, plus any returns or overs** after distribution. PALLETIZE. (This is the only destination

with pallets.) Contractor must follow shipping/receiving/palletizing instructions. Refusal to follow furnished specifications may result in rejection of shipment. ADCs normal receiving hours are 7:30 AM to 11:00 AM & 1:00 PM to 3:00 PM, Monday - Friday.

50 QARCS copies of the planners to U.S. Government Publishing Office, Printing Procurement – Stop PPSQ, Quality Assurance Section, 732 North Capitol St., NW, Rm. C848, Washington, DC 20401.

2 samples marked Inspection Copies and with GPO jacket number to U.S. GPO, Attn: Compliance – Deborah Buckey, residential Beltsville, Md 20705 address to come. Email dbuckey@gpo.gov for address after award.

MAILGRAM/FAX: After all consignments have been shipped, contractor must submit a list to nicholas.a.gioia.civ@army.mil ; patrick.henry1.civ@army.mil ; brandon.ellis@dla.mil ; and dbuckey@gpo.gov indicating by destination the title, jacket number, RPI No., SOD No., date of shipment, quantity (copies, cartons, pallets (if applicable), and weight), carrier, and carrier's freight bill numbers.

SMALL PACKAGE CARRIER SHIPPING RECEIPTS: Contractor is required to furnish the Army with the name of the small package carrier, date each destination shipped, and the tracking number for each destination. Address for each destination must be complete including the RSID number and number of packages. At contractor's option, this may be furnished in hard copy form or contractor can furnish a disk with the information.

Contractor can perhaps make a copy of the Excel file furnished and add a column for the tracking number or may be able to download this information from the delivery service on a disk. This information must be sent to the Army within one workday of the completion of the shipping. Send via overnight delivery service at contractor's expense.

SCHEDULE: See Notice of Compliance with Schedules in GPO Publ. 310.2.

Award will be made, and Government furnished Purchase Order will be available for pickup on or before **April 8, 2025.**

Email PDFs PROOFS for review on or before **April 11, 2025**.
Agency hold time for proofs will be not more than **2 workdays.**

Delivery PROOFS for review on or before **April 16, 2025**.
Agency hold time for proofs will be not more than **2 workdays.**

Deliver complete at destinations (Inside Deliveries Required) by May 22, 2025.

TIME CRITICAL: Notify dbuckey@gpo.gov of the delivery status in the morning 2 workdays prior to the first shipment to meet the at destination delivery date.

This is a time-critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub. 310.2 (Rev. 6-01) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

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.

Contractor MUST email delivery verification information to compliance@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

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 1,000 copies.** The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified.

PAYMENT:

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO 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.

SHIPMENT(S): Shipments will be made from: City _____, State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated, and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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

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

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned 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.

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 in "SECTION 4. –SCHEDULE OF PRICES," 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 State & 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)

_____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

****

THIS SECTION FOR GPO USE ONLY
Certified by: _____ Date: _____ Contracting Officer: _____ Date:_____
(Initials) (Initials)

****

See next page for specifying bid.

	COST	ADDED RATE/M
Desktop Schedulers:	$_____	$_____
Guidance Letters:	$_____	$_____

Total Bid Cost: $_____

Note: Bidders must include this sheet with their submitted Bids.

_____
(Initials)