

BID OPENING: Bids shall be opened at **2:00 p.m., prevailing Central Standard Time (CST)**, on **March 27, 2023** for the U.S. Government Publishing Office, Northcentral Region. Due to COVID-19, this will NOT be a public bid opening.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to **bidschicago@gpo.gov** for this solicitation. See also “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS”.

No other method of bid submission will be accepted at this time.

The Jacket number “**734-975**” and bid opening date “**March 27, 2023**” must be specified in the subject line of the emailed bid submission. Bids received after “**2:00 p.m. Central**” 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 Mike Szopo, at 312-353-3916 x 4 or email at mszopo@gpo.gov

Product: Small Wall Planners and Large Desktop Planners.

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 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.

NOTE: Doing Business with GPO Customer Services During Coronavirus Pandemic. Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

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 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.

TITLE: Navy: 016-0511 (Rev. 02/23) Small Planner & 016-0510 (Rev. 02/23) Large Planner

QUANTITY:

Small: 13,059 Wall planner (includes 32 QARC Samples and 2 inspection samples).

Large: 74,602 Desktop planner pads (includes 50 QARC Samples and 2 inspection samples).

Trim Sizes:

Small Wall planner: 12 x 22" folded to 12 x 11"

Large Desktop planner: Constructed size: 22 x 17" - collated and padded along the top 22" edge.

Cover: 22 x 17"

Poster: 22 x 17"

12 Calendar pages: 22 x 17"

Chip Board backer: 22 x 17"

Number of pages:**Small Wall planner:**

24 plus separate cover

Large Desktop planner:

Planner: 14 printed face only leaves (Cover, Poster, and 12 calendar pages) plus the chipboard backing sheet.

GOVERNMENT TO FURNISH: The InDesign File, Links, Text, High Resolution Print PDF, and CM Card for the warehouse packing only will be shared on a Google Drive at this link.

Electronic media generated on a Macintosh with operating system OS 12.2.1, using InDesign CC, Illustrator CC, and Photoshop CC. Files are in native & PDF formats. All fonts are furnished. Color system used is CMYK. Files provide for bleeds and graphics are properly linked

BASIC CHECK OF FURNISHED MEDIA AND FILES: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, 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.

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.

REPRODUCIBLES: The contractor must make all reproducibles required. All halftones are to be 175-line screen or finer. Minimum resolution for line copy and type is 2400 dpi.

Computer-to-plate is allowed and production of films is at the contractor's option. However, the Government will not pay for new films due to author's alterations. The Government will pay for digital correction – not new films.

At the completion of the project, contractor will be required to provide the Government with a DVD-R or CD-R's that contains the entire project suitable for reproduction. This must be returned with all of the Government furnished material. This is required regardless of the contractor's method of production.

PROOFS:

Email PDF proofs on or before 3/29/23 to: glenda.l.carter4.civ@us.navy.mil ; mario_hair@icloud.com ; crystal.g.weekley.civ@us.navy.mil ; and mszopo@gpo.gov

Contractor must confirm receipt of proofs by calling: 901-687-1254.

Proofs will be withheld not more than **2 workdays** from receipt in agency until contractor is notified of an "OK to produce proofs". Contractor must not produce proofs prior to receipt of an "OK to produce proofs".

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:

Proofs must be delivered to **1 location** in the distribution section. All costs incurred will be borne by the contractor. Contractor must not proceed prior to receipt of an "OK to proceed to prior to production samples". A copy of the Purchase Order and a return air bill must also be furnished with the proofs. **2 day proof hold time.**

Notification of shipment of proofs: Immediately after the proofs have been shipped, the contractor must furnish shipping information to agency. Include the order title, GPO jacket number, requisition number, date of shipment, and tracking information for deliveries. Email glenda.l.carter4.civ@us.navy.mil ; mario_hair@icloud.com ; crystal.g.weekley.civ@us.navy.mil and mszopo@gpo.gov

1 blank complete construction sample each of the planner on the specified stock. Must have chipboard backing and be padded as specified.

1 set each 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.

1 set each 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.

Or at contractor's option:

1 set each 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.

Proofs must show spot coatings layers - either a digital content proof or as overlays on the color contract 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.”

STOCK: BIDDERS, PLEASE NOTE: GPO has issued a new 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.

Small Wall Planners:

Cover: JCP Code* L11, White No. 1 Gloss-Coated Cover, Basis Size 20 X 26", Basis Weight 100 lb.

Text: JCP Code* A240, Matte Finish Coated Text, Basis Size 25 X 38", Basis Weight 100lb.
(paper needs to be able to be written and erased easily with a standard pencil).

Large Desktop Planners:

Cover and poster: JCP Code* A181, White No. 1 Coated Text, Gloss-Finish, Basis Size 25 X 38", Basis Weight 100lb.

Calendar month pages: JCP Code* A240, White Matte Text, Basis Size 25 X 38", Basis Weight 100lb.
(paper needs to be able to be written and erased easily with a standard pencil).

Backing sheet for pads – 50 pt. Chip board.

PRINTING AND MARGINS: Follow files, bleeds uncommon.

Small Wall Planners:

Prints head to foot except the last leaf is head to head.

Covers 1-4 and Text pages 1-24 print 4-color process illustrations, tints/solids with reversing, and type & line matter, bleeds uncommon.

Spot/flood (as indicated on files) with a Dull-Satin UV Varnish, indicated by (Cyan Fields) in the InDesign layer named: “Satin Matt UV Varnish (Do Not Print).” Spot High-Gloss UV Varnish, indicated by the (Magenta Fields) in the InDesign layer named: “UV High Gloss Varnish (Do Not Print).” No varnish over the calendar month areas.

Large Desktop Planner:

Face only of the cover leaf, poster leaf, & 12 calendar month leaves (14 total leaves) print 4-color process illustrations, tints/solids with reversing, and type & line matter, bleeds uncommon.

Spot/flood (as indicated on files) with a Dull-Satin UV Varnish, indicated by (Cyan Fields) in the InDesign layer named: “Satin Matt UV Varnish (Do Not Print).” Spot High-Gloss UV Varnish, indicated by the (Magenta Fields) in the InDesign layer named: “UV High Gloss Varnish (Do Not Print).” No varnish over the calendar month areas.

Flood/spot varnish templates available upon request – email mszopo@gpo.gov

BINDING:**Small Wall Planners:**

Saddle wire stitch in 2 places on the top 12" dimension and trim 3 sides. Paper covers: wraparound, trim flush, stitched on, & grain must run parallel to spine.

Punch a 1/4" hole centered along the 12" dimension at the bottom suitably positioned for hanging the calendar

Large Desktop Planner:

Collate the cover leaf, poster leaf, & 12 calendar leaves (in date order) and **add a 50 pt. thick chipboard or equal backing**. Crash pad along the top 22" dimension using a suitable clear strong padding compound and reinforcing cloth (crash) that will hold all the leaves together during normal use, but will provide ready separation when removed by the user.

PACKAGING, LABELING AND MARKING:**Pack each item separate and identify**

Slip sheet or equal between the large desktop planner to protect cover during transit.

Shrink film wrap in units of 25. Box each shrink wrapped pack of 25.

Special care must be taken to assure the calendar pages are not damaged during packing and transit.

Protect corners to prevent damage.

Mark each carton with Title of each item, RAD#, and quantity within each carton.

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.

Pack suitable in shipping containers not to exceed 45 lbs. when fully packed.

Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 p.s.i.

PALLETIZING: Contractor will be required to furnish pallets, for bulk shipments, in shipping containers, when the containers fill two or more layers on the pallet. Palletize in accordance with 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:

| <u>Attribute</u> | <u>Specified Standard</u> |
|---------------------------------|---------------------------|
| P-7 Type Quality and Uniformity | Approved Proofs |
| P-8 Halftone Match | Approved Proofs |
| P-10. Process Color Match | Approved Proofs |

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to submit **(32 small & 50 large)** 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 **(see above)** sublots.
2. Choose one copy from each subplot. Do not choose copies from the same general area in each subplot.
3. Sign and date the selection certificate and include in packages with the random copies and a copy of these specifications.

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.

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

DISTRIBUTION: Deliver F.o.b. Destination.

All expenses incidental to picking up and returning materials and furnishing sample copies must be borne by the contractor. Contractor must pickup all furnished materials from the GPO location (Chicago, IL) as specified below.

Deliver proofs to: Mario Hair, (901) 687-1254, 8960 Donnell Road, Millington TN 38053, (this is a residential address).

1 box of each to Navy Recruiting Command, 5722 Integrity Drive, Bldg. 784, Millington, TN 38054, Attn: Glenda Carter, 901-874-9375 (note also on the Excel file).

Deliver the following to approx. 34 addresses per Excel file:

13,025 small wall planners

74,550 desktop planners

NOTE: See column “G” on the Excel file for delivery instructions.

ALL FREIGHT CHARGES MUST BE INCLUDED IN BID. All Deliveries must be made via Traceable Signature Service. See last page for quantities and zip codes of destinations. Includes Hawaii, Japan, & Guam – see list for all destinations.

Warehouse instructions (on distribution list):

When delivering the 4 boxes to the Navy store follow the guidelines below.

Each box for the warehouse must have one card inserted and at the top.

Navy Recruiter Store, NSA Mid-South
5464 Essex St. Bldg. 242
Millington, TN 38054-5057
ATTN: Thomas Ciapponi (901) 874-9205

NOTE: Freight deliveries to the NSA Mid-South installation in Millington, TN must be completed by an authorized delivery agent. An NSA Mid South authorized freight delivery agent is an individual with one of the following credentials:

CAC - Common Access Card
NCACS - Navy Commercial Access Control System Credential
TWIC - Transportation Workers Identification Credential
Naval Reactors PIV Credential
NSA Mid-South Activity Identification Card
Local Visitors Pass*

*NOTE 1: Local Visitors Passes must be obtained prior to date of entry. Contractor must contact Thomas Ciapponi (901) 874-9205, 5-10 days prior to delivery to allow a background check of the specific driver.

It is anticipated that the delivery vehicle will be subjected to inspection; therefore, all deliveries must be made at the Common Vehicle Inspection area located at the Singleton gate no earlier than 8:15 am M-F. No deliveries after one P.M.

Please contact Thomas Ciapponi (901) 874-9205 or thomas.r.ciapponi.civ@us.navy.mil with any questions regarding the information above or access to the warehouse building 242.

Failure to follow the procedure and gaining pre-clearance for delivery will not be grounds for extension to the contract delivery date or other additional compensation.

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries.

Email Jean.Mountz@dla.mil ; glenda.l.carter4.civ@us.navy.mil ; mario_hair@icloud.com ; crystal.g.weekley.civ@us.navy.mil ; and mszopo@gpo.gov .

32 small and 50 large - QARCS 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 of each item marked “Inspection Copies” and with GPO jacket number to U.S. GPO, Attn: Compliance - ms, residential Chicago IL address to come. Email mszopo@gpo.gov for address after award.

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

TIME CRITICAL: Notify mszopo@gpo.gov of the delivery status in the morning 2 days 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.

Award will be made and Government furnished material and purchase order will be available for pickup at the Chicago GPO by **March 28, 2023**.

Email PDF **PROOFS** for review on or before **March 30 2023**. Proofs will be withheld not more than 2 workdays from receipt.

Deliver **PROOFS** for review on or before **April 5, 2023**. Proofs will be withheld not more than 3 workdays from receipt.

Contractor must make complete production and delivery (at all destinations) by **May 10, 2023**.

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 VerifyChicago@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:

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 placing bid.

| | BID | ADDED RATE/M |
|------------------------------------|----------|--------------|
| Small Wall Planners: | \$ _____ | \$ _____ |
| Large Desktop Planners: | \$ _____ | \$ _____ |
| Shipping and delivery Cost: | \$ _____ | |
| Total Bid Cost: \$ _____ | | |

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

| City | State | Zip Code | LOADING DOCK DETAILS | Number of Boxes | Column1 |
|----------------------------|-------|-------------|--|-----------------|------------|
| SMYRNA | GA | 30080 | Due to construction loading dock may not be available however the elevator is operable. Please enter building and take the elevator to floor # 4 for deliveries. | 16 | 20 |
| GREAT LAKES | IL | 60088 | NO TRUCK RESTRICTIONS | 38 | 20 |
| BOSTON | MA | 02210 | NO TRUCK RESTRICTIONS | 64 | 20 |
| IRVING | TX | 75063 | NO TRUCK RESTRICTIONS | 200 | 20 |
| JACKSONVILLE | FL | 32207 | NO TRUCK RESTRICTIONS | 104 | 20 |
| SUNRISE | FL | 33323 | NO TRUCK RESTRICTIONS | 104 | 20 |
| GARDEN CITY | NY | 11530 | NO TRUCK RESTRICTIONS | 154 | 20 |
| PHILADELPHIA | PA | 19111 | NO TRUCK RESTRICTIONS | 54 | 20 |
| PHOENIX | AZ | 85012 | NO LOADING DOCK/ELEVATOR/GROUND LEVEL | 153 | 20 |
| RALEIGH | NC | 27605 | NO LOADING DOCK. OFFICE LOCATED ON 1ST FLOOR OF BLDG. LOBBY DOOR UNLOCKED BETWEEN 8AM - 1800PM. RING DOOR BUZZER AT RECRUITING OFFICE FRONT DOOR WITHIN THE LOBBY. CALL IN ADVANCE TO COORDINATE WITH STAFF TO RECEIVE MATERIAL. | 46 | 20 |
| RICHMOND | VA | 23219 | NO TRUCK RESTRICTIONS | 84 | 20 |
| FT SAM HOUSTON | TX | 78234- 5016 | NO TRUCK RESTRICTIONS | 428 | 20 |
| SAN DIEGO | CA | 92147 | NO TRUCK RESTRICTIONS | 144 | 20 |
| HOUSTON | TX | 77042 | NO TRUCK RESTRICTIONS | 72 | 20 |
| NASHVILLE | TN | 37211 | LOADING AREA WILL BE IN ROLL UP DOOR/LIFTGATE NEEDED TO BRING SHIPMENT DOWN FR | 121 | 20 |
| NEW ORLEANS | LA | 70143 | NO TRUCK RESTRICTIONS | 34 | 20 |
| FT SNELLING | MN | 55111 | NO TRUCK RESTRICTIONS | 106 | 20 |
| COLUMBUS | OH | 43213 | NO TRUCK RESTRICTIONS | 154 | 20 |
| PORTAND | OR | 97204-2825 | TRUCK CAN BE NO LONGER than Twenty-four (24) feet nose to tail. No higher than thirteen (13) feet. Must be during business hours of 0700 and 1630 | 104 | 20 |
| PITTSBURGH | PA | 15222 | NO TRUCK RESTRICTIONS | 264 | 20 |
| DENVER | CO | 80293 | PALLETS CAN FIT ON LOADING DOCK AND ELEVATOR but will need to remain outside HQ doors (they won't fit in the door). We'll coordinate to have personnel onsite on delivery date to pick up for their stations. | 214 | 20 |
| FORT WORTH | TX | 76127 | 2nd floor (Navy Reserve Recruiting JRB FORT WORTH) NO LOADING DOCK, REGULAR ELEVAT | 24 | |
| MOUNTAIN VIEW | CA | 94043 | NO TRUCK RESTRICTIONS | 12 | 20 |
| DETROIT | MI | 48226 | NEED 48 HOURS TO schedule loading dock to accept pallet delivery per federal building rules | 49 | 20 |
| KAHULUI | HI | 96732 | NO TRUCK RESTRICTIONS | 5 | |
| HAGATNA | GU | 96910 | NO TRUCK RESTRICTIONS | 3 | |
| HILO | HI | 96720 | NO TRUCK RESTRICTIONS | 5 | |
| YOKOSUKA-SHI, KANAGAWA-KEN | JAPAN | 238-0111 | LOCATED ON BASE | 5 | |
| ST LOUIS | MO | 63013 | NO TRUCK RESTRICTIONS | 62 | 20 |
| AIEA | HI | 96701-4710 | NO TRUCK RESTRICTIONS | 10 | |
| SEATTLE | WA | 98136 | NO TRUCK RESTRICTIONS | 20 | 20 |
| EL SEGUNDO | CA | 90245 | SMALLEST POSSIBLE TRUCK/NO MORE THAN 40' | 124 | 20 |
| MILLINGTON | TN | 38054-5057 | NO TRUCK RESTRICTIONS | 4 | |
| MILLINGTON | TN | 38054-5057 | FEDEX OR SMALL TRUCK | 1 | 1 |
| | | | | 2,982 | 521 |
| | | | | 25 | |
| | | | | 74,550 | |
| | | | | 13,025 | |