

Jacket: 741-856

Title: JROTC Revised Curriculum, DSO 863143

Agency: DLA Document Services

Bid Opening: October 16, 2023

2:00 PM

Contractor Name	Bid	Terms		Discounted Total
*Advantage Mailing LLC., Anaheim, CA	\$355,118.60	0.5%	20 days	\$353,343.01
Las Vegas Color Graphics, Las Vegas, CA	\$525,525.00	5.0%	20 days	\$499,248.75
Monarch Litho, Inc, Montello, CA	\$621,155.00	2.0%	20 days	\$608,731.90

*Award

Entered: MW 10/17/2023

Reviewed: TN 10/17/2023

U.S. Government Publishing Office (GPO)

Columbus, OH 43215-7034

General Terms, Conditions, and Specifications

for the procurement of

JROTC Revised Curriculum, DSO 863143

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

DLA Document Services

BID OPENING: Bids shall be opened at **2:00 p.m.**, prevailing Eastern Standard Time, on **October 16, 2023**.

BID SUBMISSION: Bidders **MUST** submit email bids to bidsnortheast@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 2 PM prevailing Columbus, Ohio time on the bid opening date specified above will not be considered for award.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

Any questions before or after award concerning these specifications call Melita Webb at (614) 488-4616, Ext. 5. No collect calls. Email: mwebb@gpo.gov.

BIDDERS PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, pages 11 and 12.

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 1000 copies. The price for 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.

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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, (Rev. 09/19).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

Additional GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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 sheets
- 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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

PAYMENT: PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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>.

MODIFICATIONS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written

approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

GOVERNMENT IN-PLANT INSPECTIONS: The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

TITLE: JROTC Revised Curriculum, DSO 863143

PRODUCT: These specifications cover the proofing, printing, binding, and delivery of 4 different books with various page counts. Of the 4 books, 2 books are Smyth-sewn and case bound and 2 books are PUR perfect bound. All books print 4-color process for covers and text pages. F.O.B Destination is required.

There are 55,651 copies that deliver to the GPO Distribution Center in Pueblo, CO. All

costs for shipping/mailing to be included in the bid.

QUANTITY: 55,651 total copies; 4 different books – see Description/Printing for separate quantities.

TRIM SIZE: Smyth-sewn/Casebound books: Appropriate size for casebound cover with 8-1/2 x 11" * text pages.
Perfect bound books: 8-1/2 x 11"
The finished size to be 8-1/2 x 11", or at contractor's option the finished size may be 8-3/8 x 10-7/8"

PAGES: See Description/Printing

DESCRIPTION/PRINTING/BINDING: The following specifications are for the **Smyth Sewn/Case Bound Books**. Specifications apply equally to these items unless otherwise stated.

Case Bound Covers: Covers 1, 4, and spine print type matter, illustrations, photos, and logos in a full coverage of 4-color process with a full bleed. Front end leaf cover 2 and back end leaf cover 3 are blank. Contractor to determine spine thickness and adjust if necessary.

Text prints head to head in 4-color process with text, illustrations and photos, medium coverage. Bleeds throughout on the majority of pages.

Cover sheet to be affixed to white binding board. Laminate the entire outside cover/spine surface with clear polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate (glossy), having a thickness in the range of .0010" to .0015". 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 and to conceal the edges of the printed covers. Reinforce the end leaves and the first and last signatures with strips of ungummed, 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 binds with suitable squares. Binding to be along the left 11" dimension.

Item 1: Leadership Education and Training Unit 2: Let 2 The Developing Leader Textbook
Copies: 1,704 Pages: 328 pages (326 pages add 2 blanks)

Item 2: Leadership Education and Training Unit 4: Let 4 The Managing Leader Textbook
Copies: 8,393 Pages: 156 pages

The following specifications are for the **PUR Perfect Bound Books**. Specifications apply equally to these items unless otherwise stated.

Covers 1, 4, and spine print type matter, illustrations, photos, and logos in a full coverage of 4-color process with a full bleed. After printing, apply a clear gloss laminate, approx. 1.5 mil, over the entire outside surface of covers 1/4" spine. Cut flush. Covers 2 and 3 are blank. Contractor to determine spine thickness and adjust as necessary.

Text prints head to head in 4-color process with text, illustrations and photos, medium coverage. Bleeds throughout on various pages, most bleeds consist of a bleed tab on the right edge.

Perforate ALL pages (text) along the entire 11" left dimension, so the sheets can be removed, as this is a notebook/workbook. Perforate to the left of the standard 3-hole drill.

Drill all books (cover/text) with a standard 3-hole drill so books can be placed into a 3-ring binder. Drill 3 round holes, 3/8" in diameter, 4-1/4" center to center, center on the 11" left side, center of holes to be approx. 3/8" from left bind edge.

Apply a polyurethane reactive (PUR) adhesive to the spine of the gathered pages or signatures then apply cover to the book block.

Perfect bind on the left 11" side, trim flush 3 sides. Grain to run parallel to the spine. Double score wraparound covers to form folding hinges along the spine of front and back covers.

Item 1: Leadership Education and Training Unit 1: Let 1 The Emerging Leader Cadet Notebook
Copies: 18,040 Pages: 320 pages (317 pages add 3 blanks).

Item 2: Leadership Education and Training Unit 2: Let 2 The Developing Leader Cadet Notebook
Copies: 27,514 Pages: 324 pages (323 pages add 1 blank)

The copy/art for text books (the Smyth sewn/case bound books) are DIFFERENT than the copy/art for the notebooks (perfect bound books) for both covers and text. No common printing between the two different binding styles.

INK: Four color process. All colors must print in one pass.

GOVERNMENT TO FURNISH (GFM):

Electronic Media (Print Files) will be furnished from the agency via downloading a link to access the PDF files.

Platform: Windows PC

Software: Adobe Acrobat Professional

Fonts: All printer and screen fonts will be embedded.

Ink Colors: CMYK, convert any RGB to CMYK

Additional Information: Files will be furnished in PDF format for the text and covers.

Distribution: Excel file

Bleeds: Bleeds are furnished for all covers. Bleeds are not furnished for any text, the contractor is responsible for creating bleeds for all text. The majority of the bleeds are solid color. The text was produced in Microsoft Word and exported and assembled into each PDF.

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

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

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

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on suitable storage media or e-mailed upon request. 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. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

PROOFS: 1 set(s) of digital color content proofs for **all pages of each item**. 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.

Include REMINDER that agency can keep proof **TEN (10) workdays**. Date of receipt is NOT considered first workday. Contractor must call below to confirm receipt.

Contractor should make additional set of proofs for reference. **PROOFS WILL NOT BE RETURNED.**

The container and accompanying documentation shall be marked **PREPRODUCTION PROOFS** and shall include the GPO jacket and purchase order. 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.

Government will approve, conditionally approve, or disapprove the samples within **TEN (10) workdays** of the receipt thereof. Date of receipt is NOT considered first workday. 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 Contract Clause 12, "Notice of Compliance With Schedules, of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample 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 must not print prior to receipt of an "**OK to Print**".

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

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

Case Bound Covers: White No. 1 Gloss-Coated Text, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

Perfect Bound Covers: White No. 1 Coated Cover, Gloss Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

Text for all items (case and perfect bound): White No. 1 Smooth-Finish Text, 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61.

End leaves: White Uncoated Machine-Finish Book End, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A50. Must run parallel to the grain.

Headbands: Color at contractor's option

Binder's Boards: Book Cover Board, .098" thick, 25-1/4 x 30-1/4", equal to JCP Code R30.

MARGINS: Contractor to build bleeds, as necessary.

Covers of both styles have full bleed all sides.

Case Bound Text: Mostly solid color bleeds on the majority of pages on all sides.

Perfect Bound Text: Mostly bleed tabs to the outside edge on a small number of pages. Perfect bound books does not have the solid color bleeds like the case bound books.

PACKING: Pack in uniform quantities in shipping containers.

Packing 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.

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

Pack to ensure no damage occurs to product during transit prior to receipt by agency. Pack to ensure no shifting of

product in transit, using spacers if necessary. Product should arrive with no abrasions, dog-ears, etc.

Each box must not exceed 45 pounds when fully packed. Must meet the following strength guidelines: at least 200 lb. bursting strength, at least 32 lb. edge crush test. Seal boxes with heavy duty tape (reinforced), to be ready to ship out individual boxes via ups, FedEx, or USPS. If shipping via freight on a pallet only one (1) publication per pallet is allowed for easier identification.

Delivery truck must be able to reach standard dock. Pallets should be stacked no taller than 42" tall.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/ mailing process.

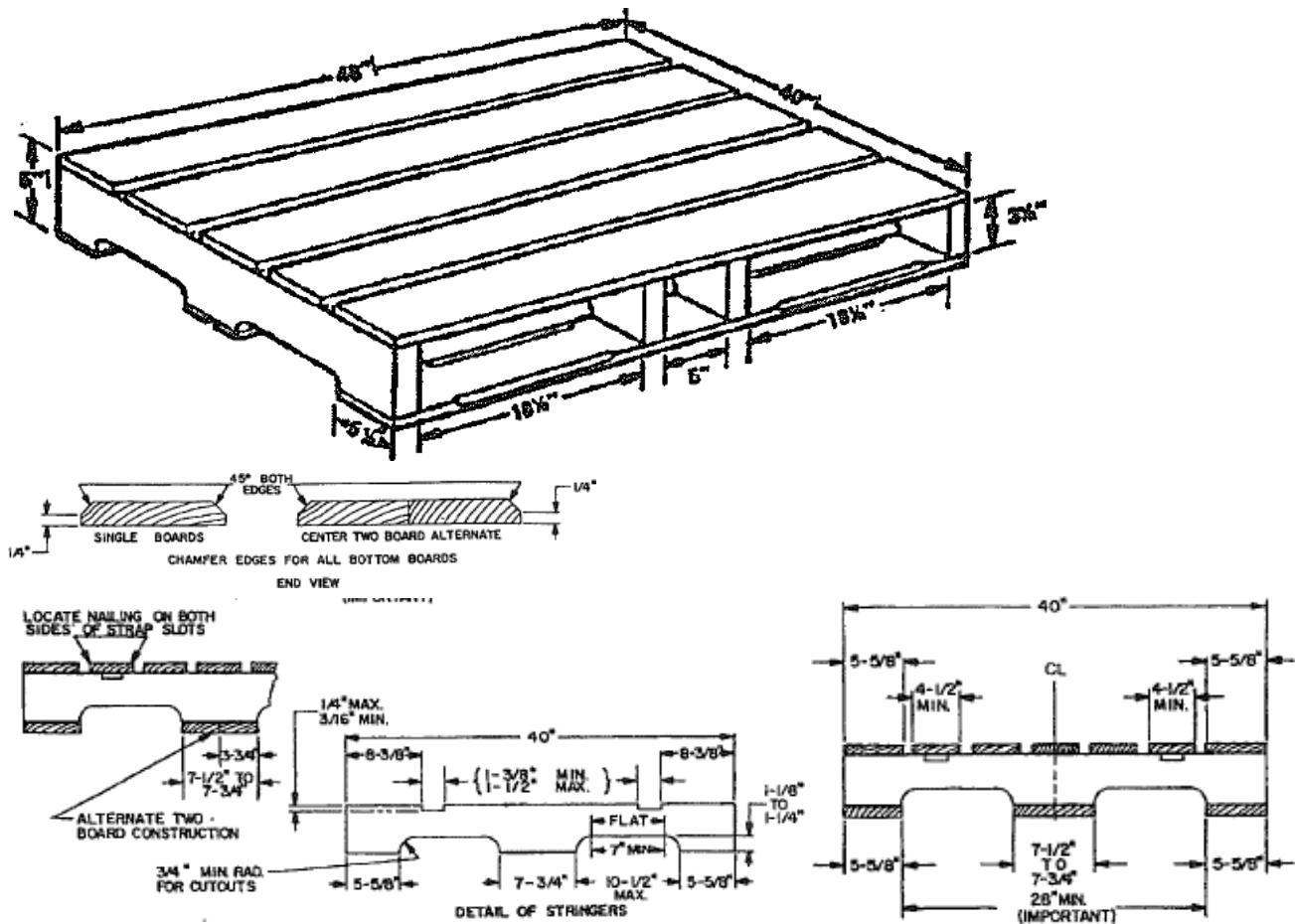
Shipments to **GPO Pueblo Distribution Center**, must be palletized with a minimum of a 3/4" void, on all sides, to the outside of the pallet. Pallet construction must be: 48" wide across the front where the forklift slots are located. 40" deep. 5-6" high. Full pallet height must not exceed 55". Wrap pallet to prevent spillage.

THE CONTRACTOR IS ADVISED TO MAKE CERTAIN THAT THE CONTAINER AND THE PALLET REQUIREMENTS ARE EXACTLY AS INDICATED. NO SUBSTITUTIONS WILL BE ACCEPTED FOR EITHER OF THESE.

When multiple pallets are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

STRINGER AND DECKBOARD DESIGN FOR TYPE III, Four-way (Partial) Flush Pallet

- a) Federal Specification Pallets. Material Handling. Wood, Stringer Construction. 2-way end 4-way (partial), NN-P-71C, dated 8-10-73.
- b) Classification
 1. Type III—four-way (partial), flush, assembled with 4 stringers, 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.



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 deck boards may be used at the center.

LABELING AND MARKING: Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2). Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Each package or carton must be labeled. Each pallet must be labeled. The label **MUST** indicate full title, quantity, Jacket number, and total number of boxes shipped, i.e. 6 of 10. White labels with black image of bold, 1/4" height entries.

Labeling and Marking Specifications, GPO Form 905 R. 7-15, must include the **full title** as described in the Description/Printing/Binding section above.

The following item numbers **MUST** be included on GPO Form 905 R. 7-15 for the **Pueblo Distribution Center**. The item number is to be placed in the “Form or Publication No./Date” box on the label.

- | | |
|---------|---|
| JRO-590 | Unit 1 Note Book (perfect bound) - The Emerging Leader |
| JRO-592 | Unit 2 Note Book (perfect bound)- The Developing Leader |
| JRO-593 | Unit 2 Text Book (case bound) - The Developing Leader |
| JRO-597 | Unit 4 Text Book (case bound) - The Managing Leader |

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

Product Quality Levels:

- (a) Printing Attributes - Level 2
- (b) Finishing 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication / Approved Proofs
P-10. Process Color Match	Approved Proofs

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders/items must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Pueblo Distribution Center.

A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order via email from U.S. Government Publishing Office, Columbus, OH and emailed links of all artwork for all items from the Agency by: **October 18, 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.

Submit proofs as soon as possible in order to comply with the shipping schedule.

The contractor must not print prior to receipt of an "OK to print."

Deliver F.O.B. Destination (to arrive at specified destination by) of **55,651 copies to Pueblo Distribution Center by November 30, 2023.**

RECEIPT FOR DELIVERY: As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's voucher for payment.

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to mwebb@gpo.gov and arthur.eschenburg@dla.mil.

The subject line of this message shall be "Distribution Notice for Jacket 741-856, Req. 3-321993E-863143. 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: All shipments to be sent traceable means and contractor shall provide tracking numbers per location to the following email addresses: mwebb@gpo.gov and arthur.eschenburg@dla.mil.

Deliver proofs/stock sample and 1 copy of each complete/final book to: US Army Cadet Command, JROTC Education & Curriculum, Attn: Preston Barlow, 394 2nd Dragoons Road, Bldg. 6573, Fort Knox, KY 40121 (502)624-1824.

Deliver 55,651 books to: US Government Publishing Office, Pueblo Distribution Center, Attn: Randy Donner, 31451 United Avenue, Pueblo, CO 81001 (719)295-2672

SCHEDULE OF PRICES (PAGE 1 OF 2)

Bidders must fill out **PAGES 11 and 12** and return it via email.

Price Breakdown (case bound books):

Item 1: Unit 2: Let 2 The Developing Leader Textbook, 1,704 copies: \$ _____, add 'l rate _____

Item 2: Unit 4: Let 4 The Managing Leader Textbook, 8,393 copies: \$ _____, add 'l rate _____

Price Breakdown (perfect bound books):

Item 1: Unit 1: Let 1 The Emerging Leader Cadet Notebook, 18,040 copies: \$ _____, add 'l rate _____

Item 2: Unit 2: Let 2 The Developing Leader Cadet Notebook, 27,514 copies: \$ _____, add 'l rate _____

TOTAL BID PRICE: _____

DISCOUNTS: Discount is 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.
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) _____

*****NOTE: SUBMIT BOTH PAGES 11 and 12 VIA EMAIL*****

(Initials)

U.S. Government Publishing Office (GPO)

Columbus, OH 43215-7034

General Terms, Conditions, and Specifications

for the procurement of

JROTC Revised Curriculum, DSO 863143

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

DLA Document Services

BID OPENING: Bids shall be opened at **2:00 p.m.**, prevailing Eastern Standard Time, on **October 16, 2023**.

BID SUBMISSION: Bidders **MUST** submit email bids to bidsnortheast@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 2 PM prevailing Columbus, Ohio time on the bid opening date specified above will not be considered for award.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

Any questions before or after award concerning these specifications call Melita Webb at (614) 488-4616, Ext. 5. No collect calls. Email: mwebb@gpo.gov.

BIDDERS PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, pages 11 and 12.

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 1000 copies. The price for 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.

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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, (Rev. 09/19).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

Additional GPO Publications can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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 sheets
- 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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

PAYMENT: PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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>.

MODIFICATIONS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written

approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

SUBCONTRACTING: The predominant production function is printing. Bidders who must subcontract this operation will be declared non-responsible.

GOVERNMENT IN-PLANT INSPECTIONS: The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

TITLE: JROTC Revised Curriculum, DSO 863143

PRODUCT: These specifications cover the proofing, printing, binding, and delivery of 4 different books with various page counts. Of the 4 books, 2 books are Smyth-sewn and case bound and 2 books are PUR perfect bound. All books print 4-color process for covers and text pages. F.O.B Destination is required.

There are 55,651 copies that deliver to the GPO Distribution Center in Pueblo, CO. All

costs for shipping/mailing to be included in the bid.

QUANTITY: 55,651 total copies; 4 different books – see Description/Printing for separate quantities.

TRIM SIZE: Smyth-sewn/Casebound books: Appropriate size for casebound cover with 8-1/2 x 11" * text pages.
Perfect bound books: 8-1/2 x 11"
The finished size to be 8-1/2 x 11", or at contractor's option the finished size may be 8-3/8 x 10-7/8"

PAGES: See Description/Printing

DESCRIPTION/PRINTING/BINDING: The following specifications are for the **Smyth Sewn/Case Bound Books**. Specifications apply equally to these items unless otherwise stated.

Case Bound Covers: Covers 1, 4, and spine print type matter, illustrations, photos, and logos in a full coverage of 4-color process with a full bleed. Front end leaf cover 2 and back end leaf cover 3 are blank. Contractor to determine spine thickness and adjust if necessary.

Text prints head to head in 4-color process with text, illustrations and photos, medium coverage. Bleeds throughout on the majority of pages.

Cover sheet to be affixed to white binding board. Laminate the entire outside cover/spine surface with clear polyesters (such as polyethylene terephthalate), polypropylene, vinyl or cellulose acetate (glossy), having a thickness in the range of .0010" to .0015". 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 and to conceal the edges of the printed covers. Reinforce the end leaves and the first and last signatures with strips of ungummed, 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 binds with suitable squares. Binding to be along the left 11" dimension.

Item 1: Leadership Education and Training Unit 2: Let 2 The Developing Leader Textbook
Copies: 1,704 Pages: 328 pages (326 pages add 2 blanks)

Item 2: Leadership Education and Training Unit 4: Let 4 The Managing Leader Textbook
Copies: 8,393 Pages: 156 pages

The following specifications are for the **PUR Perfect Bound Books**. Specifications apply equally to these items unless otherwise stated.

Covers 1, 4, and spine print type matter, illustrations, photos, and logos in a full coverage of 4-color process with a full bleed. After printing, apply a clear gloss laminate, approx. 1.5 mil, over the entire outside surface of covers 1/4" spine. Cut flush. Covers 2 and 3 are blank. Contractor to determine spine thickness and adjust as necessary.

Text prints head to head in 4-color process with text, illustrations and photos, medium coverage. Bleeds throughout on various pages, most bleeds consist of a bleed tab on the right edge.

Perforate ALL pages (text) along the entire 11" left dimension, so the sheets can be removed, as this is a notebook/workbook. Perforate to the left of the standard 3-hole drill.

Drill all books (cover/text) with a standard 3-hole drill so books can be placed into a 3-ring binder. Drill 3 round holes, 3/8" in diameter, 4-1/4" center to center, center on the 11" left side, center of holes to be approx. 3/8" from left bind edge.

Apply a polyurethane reactive (PUR) adhesive to the spine of the gathered pages or signatures then apply cover to the book block.

Perfect bind on the left 11" side, trim flush 3 sides. Grain to run parallel to the spine. Double score wraparound covers to form folding hinges along the spine of front and back covers.

Item 1: Leadership Education and Training Unit 1: Let 1 The Emerging Leader Cadet Notebook
Copies: 18,040 Pages: 320 pages (317 pages add 3 blanks).

Item 2: Leadership Education and Training Unit 2: Let 2 The Developing Leader Cadet Notebook
Copies: 27,514 Pages: 324 pages (323 pages add 1 blank)

The copy/art for text books (the Smyth sewn/case bound books) are DIFFERENT than the copy/art for the notebooks (perfect bound books) for both covers and text. No common printing between the two different binding styles.

INK: Four color process. All colors must print in one pass.

GOVERNMENT TO FURNISH (GFM):

Electronic Media (Print Files) will be furnished from the agency via downloading a link to access the PDF files.

Platform: Windows PC

Software: Adobe Acrobat Professional

Fonts: All printer and screen fonts will be embedded.

Ink Colors: CMYK, convert any RGB to CMYK

Additional Information: Files will be furnished in PDF format for the text and covers.

Distribution: Excel file

Bleeds: Bleeds are furnished for all covers. Bleeds are not furnished for any text, the contractor is responsible for creating bleeds for all text. The majority of the bleeds are solid color. The text was produced in Microsoft Word and exported and assembled into each PDF.

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

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

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

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on suitable storage media or e-mailed upon request. 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. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

PROOFS: 1 set(s) of digital color content proofs for **all pages of each item**. 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.

Include REMINDER that agency can keep proof **TEN (10) workdays**. Date of receipt is NOT considered first workday. Contractor must call below to confirm receipt.

Contractor should make additional set of proofs for reference. **PROOFS WILL NOT BE RETURNED.**

The container and accompanying documentation shall be marked **PREPRODUCTION PROOFS** and shall include the GPO jacket and purchase order. 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.

Government will approve, conditionally approve, or disapprove the samples within **TEN (10) workdays** of the receipt thereof. Date of receipt is NOT considered first workday. 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 Contract Clause 12, "Notice of Compliance With Schedules, of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample 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 must not print prior to receipt of an "**OK to Print**".

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

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

Case Bound Covers: White No. 1 Gloss-Coated Text, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

Perfect Bound Covers: White No. 1 Coated Cover, Gloss Finish, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

Text for all items (case and perfect bound): White No. 1 Smooth-Finish Text, 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A61.

End leaves: White Uncoated Machine-Finish Book End, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A50. Must run parallel to the grain.

Headbands: Color at contractor's option

Binder's Boards: Book Cover Board, .098" thick, 25-1/4 x 30-1/4", equal to JCP Code R30.

MARGINS: Contractor to build bleeds, as necessary.

Covers of both styles have full bleed all sides.

Case Bound Text: Mostly solid color bleeds on the majority of pages on all sides.

Perfect Bound Text: Mostly bleed tabs to the outside edge on a small number of pages. Perfect bound books does not have the solid color bleeds like the case bound books.

PACKING: Pack in uniform quantities in shipping containers.

Packing 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.

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

Pack to ensure no damage occurs to product during transit prior to receipt by agency. Pack to ensure no shifting of

product in transit, using spacers if necessary. Product should arrive with no abrasions, dog-ears, etc.

Each box must not exceed 45 pounds when fully packed. Must meet the following strength guidelines: at least 200 lb. bursting strength, at least 32 lb. edge crush test. Seal boxes with heavy duty tape (reinforced), to be ready to ship out individual boxes via ups, FedEx, or USPS. If shipping via freight on a pallet only one (1) publication per pallet is allowed for easier identification.

Delivery truck must be able to reach standard dock. Pallets should be stacked no taller than 42" tall.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/ mailing process.

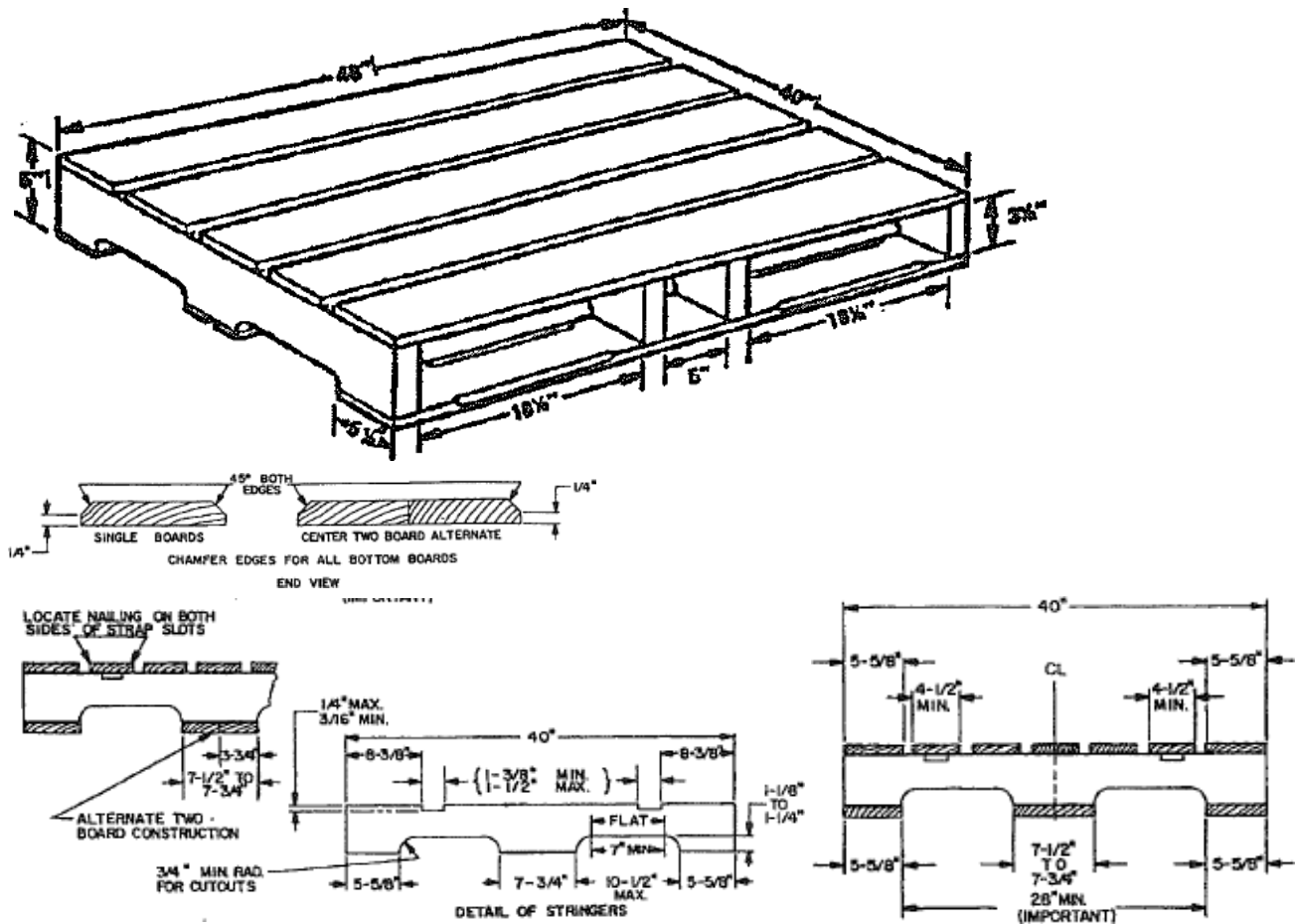
Shipments to **GPO Pueblo Distribution Center**, must be palletized with a minimum of a 3/4" void, on all sides, to the outside of the pallet. Pallet construction must be: 48" wide across the front where the forklift slots are located. 40" deep. 5-6" high. Full pallet height must not exceed 55". Wrap pallet to prevent spillage.

THE CONTRACTOR IS ADVISED TO MAKE CERTAIN THAT THE CONTAINER AND THE PALLET REQUIREMENTS ARE EXACTLY AS INDICATED. NO SUBSTITUTIONS WILL BE ACCEPTED FOR EITHER OF THESE.

When multiple pallets are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

STRINGER AND DECKBOARD DESIGN FOR TYPE III, Four-way (Partial) Flush Pallet

- a) Federal Specification Pallets. Material Handling. Wood, Stringer Construction. 2-way end 4-way (partial), NN-P-71C, dated 8-10-73.
- b) Classification
 1. Type III—four-way (partial), flush, assembled with 4 stringers, 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.



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 deck boards may be used at the center.

LABELING AND MARKING: Label and mark in accordance with GPO Contract Terms (GPO Pub. 310.2). Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Each package or carton must be labeled. Each pallet must be labeled. The label **MUST** indicate full title, quantity, Jacket number, and total number of boxes shipped, i.e. 6 of 10. White labels with black image of bold, 1/4" height entries.

Labeling and Marking Specifications, GPO Form 905 R. 7-15, must include the **full title** as described in the Description/Printing/Binding section above.

The following item numbers **MUST** be included on GPO Form 905 R. 7-15 for the **Pueblo Distribution Center**. The item number is to be placed in the "Form or Publication No./Date" box on the label.

- | | |
|---------|---|
| JRO-590 | Unit 1 Note Book (perfect bound) - The Emerging Leader |
| JRO-592 | Unit 2 Note Book (perfect bound)- The Developing Leader |
| JRO-593 | Unit 2 Text Book (case bound) - The Developing Leader |
| JRO-597 | Unit 4 Text Book (case bound) - The Managing Leader |

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

Product Quality Levels:

- (a) Printing Attributes - Level 2
- (b) Finishing 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication / Approved Proofs
P-10. Process Color Match	Approved Proofs

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

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders/items must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Pueblo Distribution Center.

A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order via email from U.S. Government Publishing Office, Columbus, OH and emailed links of all artwork for all items from the Agency by: **October 18, 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.

Submit proofs as soon as possible in order to comply with the shipping schedule.

The contractor must not print prior to receipt of an "OK to print."

Deliver F.O.B. Destination (to arrive at specified destination by) of **55,651 copies to Pueblo Distribution Center by November 30, 2023.**

RECEIPT FOR DELIVERY: As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's voucher for payment.

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to mwebb@gpo.gov and arthur.eschenburg@dla.mil.

The subject line of this message shall be "Distribution Notice for Jacket 741-856, Req. 3-321993E-863143. 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: All shipments to be sent traceable means and contractor shall provide tracking numbers per location to the following email addresses: mwebb@gpo.gov and arthur.eschenburg@dla.mil.

Deliver proofs/stock sample and 1 copy of each complete/final book to: US Army Cadet Command, JROTC Education & Curriculum, Attn: Preston Barlow, 394 2nd Dragoons Road, Bldg. 6573, Fort Knox, KY 40121 (502)624-1824.

Deliver 55,651 books to: US Government Publishing Office, Pueblo Distribution Center, Attn: Randy Donner, 31451 United Avenue, Pueblo, CO 81001 (719)295-2672

SCHEDULE OF PRICES (PAGE 1 OF 2)

Bidders must fill out **PAGES 11 and 12** and return it via email.

Price Breakdown (case bound books):

Item 1: Unit 2: Let 2 The Developing Leader Textbook, 1,704 copies: \$ _____, add 'l rate _____

Item 2: Unit 4: Let 4 The Managing Leader Textbook, 8,393 copies: \$ _____, add 'l rate _____

Price Breakdown (perfect bound books):

Item 1: Unit 1: Let 1 The Emerging Leader Cadet Notebook, 18,040 copies: \$ _____, add 'l rate _____

Item 2: Unit 2: Let 2 The Developing Leader Cadet Notebook, 27,514 copies: \$ _____, add 'l rate _____

TOTAL BID PRICE: _____

DISCOUNTS: Discount is 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.
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) _____

*****NOTE: SUBMIT BOTH PAGES 11 and 12 VIA EMAIL*****

(Initials)

