

PROGRAM 1575-S TERM: Date of Award THRU 02/29/16 plus 4 Option Years if exercised.

TITLE C-17 PUBLICATIONS

ITEM NO.	DESCRIPTION	BASIS OF AWARD 1 YEAR	Corp. Media Solutions LLC Falls Church, VA		Data Intergrators Inc. Fredericksburg, VA		Gray Graphics Captial Heights, MD		WBA Inc. dba Lithexcel Albuquerque, NM		Thunderbird Press Titusville, FL	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	IMAGING & TRIMMING TO SIZE:											
A.	REPRINT Charge per order	350	5.00	1,750.00	5.00	1,750.00	25.00	8,750.00	50.00	17,500.00	3.00	1,050.00
B.	Imaging in a single ink color, including binding											
(a)	Makeready and/or Setup Charges											
(1)	Format A per page	26,456	NC	0.00	NC	0.00	0.20	5,291.20	3.50	92,596.00	0.20	5,291.20
(2)	Format B per page	2,204	NC	0.00	NC	0.00	3.00	6,612.00	3.50	7,714.00	3.00	6,612.00
(3)	Format C per page	72,124	NC	0.00	NC	0.00	0.30	21,637.20	5.00	360,620.00	0.30	21,637.20
(4)	Format D per page	8	NC	0.00	NC	0.00	3.00	24.00	5.00	40.00	1.00	8.00
(b)	Running per 100 Copies											
(1)	Format A per page	5,944	0.90	5,349.60	0.50	2,972.00	0.85	5,052.40	1.00	5,944.00	1.25	7,430.00
(2)	Format B per page	9,824	1.25	12,280.00	0.75	7,368.00	2.00	19,648.00	1.00	9,824.00	1.00	9,824.00
(3)	Format C per page	16,230	1.70	27,591.00	0.85	13,795.50	1.00	16,230.00	2.00	32,460.00	1.50	24,345.00
(4)	Format D per page	156	5.00	780.00	1.00	156.00	1.50	234.00	2.00	312.00	1.00	156.00
C.	Imaging in full color, including binding											
(a)	Makeready and/or Setup Charges											
(1)	Format A per page	72	NC	0.00	NC	0.00	5.00	360.00	48.00	3,456.00	1.00	72.00
(2)	Format B per page	16	NC	0.00	NC	0.00	15.00	240.00	68.00	1,088.00	1.00	16.00
(3)	Format C per page	42	NC	0.00	NC	0.00	10.00	420.00	68.00	2,856.00	5.00	210.00
(4)	Format D per page	4	NC	0.00	NC	0.00	20.00	80.00	112.00	448.00	1.00	4.00
(b)	Running per 100 Copies											
(1)	Format A per page	80	15.00	1,200.00	1.00	80.00	6.00	480.00	2.00	160.00	1.00	80.00
(2)	Format B per page	200	20.00	4,000.00	2.00	400.00	10.00	2,000.00	2.00	400.00	1.00	200.00
(3)	Format C per page	110	27.50	3,025.00	3.00	330.00	8.00	880.00	4.00	440.00	15.00	1,650.00
(4)	Format D per page	154	40.00	6,160.00	3.50	539.00	12.00	1,848.00	5.50	847.00	1.00	154.00
D.	Imaging fold-ins in a single ink color, including gathering and/or inserting throughout text											
(a)	Makeready and/or Setup Charges											
(3)	Format C per fold-in unit	8,570	NC	0.00	2.00	17,140.00	2.00	17,140.00	30.00	257,100.00	2.00	17,140.00
(b)	Running per 100 Copies											
(3)	Format C per fold-in unit	251	5.00	1,255.00	2.00	502.00	5.00	1,255.00	2.00	502.00	4.00	1,004.00
E.	Imaging tab dividers on both sides in a single ink color, inc typesetting, laminating, and die cut											
(a)	Makeready and/or Setup Charges											
(2)	Format B per tab divider	25	10.00	250.00	10.00	250.00	25.00	625.00	30.00	750.00	5.00	125.00
(b)	Running per 100 Copies											
(2)	Format B per tab divider	425	15.00	6,375.00	1.00	425.00	10.00	4,250.00	12.00	5,100.00	10.00	4,250.00
II.	STOCK/PAPER:											
(a)	White Offset Book (50-lbs.) or White Bond/Writing (20-lbs.)											
(1)	Format A per 100 leaves	4	10.00	40.00	0.40	1.60	0.50	2.00	0.80	3.20	0.40	1.60
(3)	Format C per 100 leaves	6,975	0.80	5,580.00	0.70	4,882.50	1.00	6,975.00	1.05	7,323.75	0.85	5,928.75
(4)	Format D per 100 leaves	125	5.00	625.00	1.20	150.00	2.00	250.00	2.00	250.00	1.50	187.50
(b)	White Index (90-lbs.)											
(3)	Format C per 100 leaves	1	30.00	30.00	1.50	1.50	3.00	3.00	4.50	4.50	5.00	5.00
(4)	Format D per 100 leaves	30	60.00	1,800.00	1.70	51.00	6.00	180.00	8.50	255.00	6.00	180.00
(c)	White Index (110-lbs.)											
(1)	Format A per 100 leaves	724	2.00	1,448.00	0.80	579.20	2.00	1,448.00	3.50	2,534.00	3.00	2,172.00
(3)	Format C per 100 leaves	45	10.00	450.00	1.60	72.00	3.00	135.00	5.00	225.00	4.00	180.00
(d)	YUPO Paper, 5.9 Mil, Unlaminated											
(1)	Format A per 100 leaves	2,272	18.50	42,032.00	0.80	1,817.60	10.00	22,720.00	25.00	56,800.00	13.00	29,536.00
(2)	Format B per 100 leaves	4,586	25.00	114,650.00	0.90	4,127.40	14.00	64,204.00	80.00	366,880.00	15.00	68,790.00
(3)	Format C per 100 leaves	1,400	37.00	51,800.00	1.70	2,380.00	20.00	28,000.00	95.00	133,000.00	22.00	30,800.00
(e)	YUPO Paper, 8.0 Mil, Laminated											
(1)	Format A per 100 leaves	12	35.00	420.00	1.20	14.40	20.00	240.00	100.00	1,200.00	7.00	84.00
(2)	Format B per 100 leaves	851	40.00	34,040.00	1.25	1,063.75	30.00	25,530.00	128.00	108,928.00	26.00	22,126.00
III.	ADDITIONAL OPERATIONS:											
(a)	Shrink-film packaging each package	10,768	0.30	3,230.40	0.25	2,692.00	0.20	2,153.60	0.40	4,307.20	0.20	2,153.60
(b)	One Stitch in Upper Left Corner each book/pamphlet	9,302	0.05	465.10	0.10	930.20	0.15	1,395.30	0.10	930.20	0.10	930.20
(c)	DVD Duplication (Burning):											
(1)	Setup Fee per Title	60	20.00	1,200.00	5.00	300.00	50.00	3,000.00	50.00	3,000.00	3.00	180.00
(2)	Duplication, inc labeling and inserting into sleeve per DVD	5,512	4.00	22,048.00	5.00	27,560.00	2.50	13,780.00	1.50	8,268.00	1.60	8,819.20
IV.	PACKING & SEALING FOR DISTRIBUTION:											
(a)	BULK SHIPMENTS 120 LBS AND OVER:											
	Pack and seal ship containers (up to 45 lbs.) each bundle/container	79	5.00	395.00	1.00	79.00	2.00	158.00	1.00	79.00	1.00	79.00
(b)	BULK SHIPMENTS LESS THAN 120 LBS.: Single or multiple copies (up to 12 lbs.) must be inserted into Jiffy bags or equal each bag	1,746	1.00	1,746.00	1.50	2,619.00	1.00	1,746.00	2.00	3,492.00	1.00	1,746.00
(c)	Quantities over 12 lbs. up to 40 lbs. wrapped in shipping bundles/containers (max gross weight 40 lbs.) each bundle/container	283	5.00	1,415.00	1.00	283.00	2.00	566.00	2.50	707.50	1.25	353.75
(d)	OTHER PACKING AND SEALING CHARGES: Special Processing/Handling of FMS labels, including shipper mailing log each order	392	5.00	1,960.00	1.00	392.00	4.00	1,568.00	25.00	9,800.00	5.00	1,960.00
	CONTRACTORS TOTALS			\$355,390.10				\$287,110.70		\$1,508,144.35		\$277,471.00
	DISCOUNT		1.00%	\$3,553.90			1.00%	\$2,871.11	1.00%	\$15,081.44	2.00%	\$5,549.42
	DISCOUNTED TOTALS			\$351,836.20				\$284,239.59		\$1,493,062.91		\$271,921.58

Abstracted by: RLW
Reviewed by: LP

AWARDED CONTRACTOR

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

C-17 Publications

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

Department of the Air Force, Warner Robins, GA

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period of Date of Award through February 29, 2016) and 4 option year periods (March 1, 2016 through February 28, 2017; March 1, 2017 through February 28, 2018; March 1, 2018 through February 28, 2019; and March 1, 2019 through February 29, 2020). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Contract Term", and "Economic Price Adjustment".

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time on

January 26, 2015

SUBMIT SEALED BID TO: U.S. Government Publishing Office, 1335 Dublin Road Suite 112-B, Columbus, Ohio 43215-7034. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid date opening. **Telegraphic, facsimile, and e-mail bids transmitted to GPO offices WILL NOT be considered.**

BIDDERS PLEASE NOTE: Extensive and significant changes have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract is available on GPO web site at

<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

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 December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

SUBCONTRACTING: The predominant production functions are imaging, drilling, packing, and offload to the distribution facility. Bidder who must subcontract any of the predominate production functions may be declared non-responsible.

SECURITY: Orders placed on this contract contain information identified as *Sensitive but Unclassified* (Limited Distribution). Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated on the individual print order, all extra copies, materials, waste, etc. for each print order must be destroyed within five workdays after completing distribution.

Orders placed on this contract contain technical data whose export is restricted by the DoD Authorization Act of 1984 (Title 10, U.S.C., Sec. 140c and Sec 1217) and the Arms Export Control Act (Title 22, U.S.C., Sec. 2751 *et seq.*), or Executive Order 12470, or the Export Administration Act of 1979 as amended (Title 50, U.S.C., App. 2401 *et seq.*). Violation of these export-control laws is subject to severe criminal penalties. Dissemination of these documents is controlled under DoD Directive 5230.254 and AFI61-204.

Unclassified/Limited Distribution documents shall be handled using the same standard as “For Official Use Only (FOUO)” material, and will be destroyed by any method that will prevent disclosure of contents or reconstruction of the documents. When local circumstances or experience indicates that this

destruction method is not sufficiently protective of unclassified limited information, local authorities may prescribe other methods but must give due consideration to the additional expense balanced against the degree of sensitivity.

Exhibit A, pages 25 through 29, provides security information and limited distribution statements that may be ordered on this contract. The majority of orders placed on this contract will contain the Limited Distribution Statement D. Exhibit B, page 30 is a sample title page that will typically be ordered on this contract. Each title page will described the necessary security precautions to be taken with each order.

Before award, bidder may be required to provide a security plan for storage and handling of furnished material, maintaining the distribution restrictions of material and the method of destruction for waste material.

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

Product Quality Levels:

- (a) Printing Attributes -- Level III. This shall include an image reproduced by any means.
- (b) Finishing Attributes -- Level III.

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	Furnished Files
P-10. Process Color Match	Furnished Files

DVD-R: For quality and defect testing, GPO will use four tests: Test #1- Visual Test, Test #2 – Data Reading and Content Playing, Test #3 – Surface Scan Test, and Test #4 – Transfer Rate Test (TRT). For a description of these test go to the following link <http://www.digitfaq.com/guides/media/dvd-tests.htm>

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed February 29, 2020.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

PRICE ADJUSTMENT PERIOD: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

PRICE ADJUSTMENT: The prices shall be adjusted on the basis of the “Consumer Price Index For All Urban Consumers – Commodities Less Food, Seasonally Adjusted”, published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers – Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the current period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor’s invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. **The contractor shall apply the percentage increase or decrease against the total price of the invoice less stock/paper and reimbursable postage or transportation costs.** Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this Economic Price Adjustment Clause.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 6 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in the Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 will apply to all paper less newsprint required under this contract.
2. The applicable index figures for the month of March 1, 2015 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line Items II. STOCK/PAPER in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

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.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements, as indicated in these specifications, Government representatives may conduct a conference with contractor's representatives at the contractor's plant.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from Date of Award through February, 29, 2016 (plus options). All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RPPO via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 8, or by faxing to (614) 488-4577.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Two workdays before voucher is sent to Washington, D.C., a copy of the voucher, including a copy of the distribution breakdown (Exhibits D, E, and F, pages 32 to 34), must be e-mailed to the address(es) provided after award. At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of looseleaf technical and miscellaneous publications requiring such operations as copy pickup, printing/imaging, binding, labeling, DVD-R duplication, mailing, packing and distribution.

TITLE: C-17 Publications

TRIM SIZES/NUMBER OF ORDERS/NUMBER OF COPIES/NUMBER OF PAGES: Based on prior year usage, approximately 684 orders, 2 to 6,000 pages per order, 1 to 5,000 copies per order (most orders will be for less than 10 copies).

FORMAT A

TRIM SIZES 5 x 8", 5-1/2 x 8", 5 x 8-1/2", and 5-1/2 x 8-1/2"

Approximately 332 orders. Anticipate the following:

<u>Approximate No. of Orders</u>	<u>Number of Pages</u>
134	1-50
40	51-100
77	101-200
81	200-above

<u>Approximate No. of Orders</u>	<u>Number of Copies</u>
309	1-50
13	51-100
2	101-200
8	200-above

FORMAT B
TRIM SIZE 5-1/4 x 11" and Tab Dividers plus 1/2" tab

Approximately 55 orders. Anticipate the following:

<u>Approximate No. of Orders</u>	<u>Number of Pages</u>
25	1-50
3	51-100
13	101-200
11	200-above

<u>Approximate No. of Orders</u>	<u>Number of Copies</u>
42	1-50
3	51-100
1	101-200
6	200-above

<u>Approximate No of Tab Divider Orders *</u>	<u>Number of Copies</u>
2	10-50
1	2,000-4,000

*Tab Dividers:

- Trim Size: 5-1/4 x 11" plus 1/2" extension on right.
- All orders for tab dividers will require typesetting.

FORMAT C
TRIM SIZE 8-1/2 x 11"

Approximately 220 orders. Anticipate the following:

<u>Approximate No. of Orders</u>	<u>Number of Pages</u>
60	1-50
17	51-100
34	101-200
109	200-above

<u>Approximate No. of Orders</u>	<u>Number of Copies</u>
206	1-50
7	51-100
1	101-200
6	200-above

Approximately 60 orders will contain fold-ins.

Anticipate fold-ins will be 11 x 14" (2 orders) or 11 x 17" (58 orders) without an apron, an occasional order may require a full or partial apron.

<u>Approximate No. of Orders</u>	<u>Fold-ins</u>	<u>Copies</u>
26	1 to 10	1 to 60
14	11 to 50	1 to 5
3	51 to 100	1 to 5
11	101 to 500	1 to 5
6	501 to 1,500	1 to 5

FORMAT D
TRIM SIZES 8-1/2 x 14" and 11 x 17"

Approximately 17 orders. Anticipate the following:

<u>Approximate No. of Orders</u> 17	<u>Number of Pages</u> 1-50
<u>Approximate No. of Orders</u> 10	<u>Number of Copies</u> 1-50
3	51-200
4	200-above

DVD DUPLICATION: Approximately 60 orders per year. Monthly breakdown of orders, approximately 4 orders will require 3 to 5 copies, and approximately one order for 300 to 400 copies.

No quantity variance allowed on Print Orders.

GOVERNMENT TO FURNISH: Digital media and hard copy will be provided.

DIGITAL MEDIA: Files will be submitted on DVD and via contractor maintained FTP site. Files will be in PDF. PDF format maybe current or older versions. Files formatted to included text, rules, line art, screens, and all other elements in final layout form. Fonts are furnished. These fonts are the property of the Government and must be returned with the furnished material.

Monthly DVD discs will be provided. Print Orders will reference Month/Year and file name for files to be reproduced off of DVD. Contractor to maintain custody of discs until the end of the contract. Unless again the successful bidder, contractor to return discs within 5 workdays after contract expiration or as requested by the Government during the term of the contract. Discs will contain entire content of publication(s).

If contractor copies discs to an external hard drive. This information must be deleted at the end of the term of the contract. Unless, contractor gets re-awarded this contract.

Daily PDF files will be provided via FTP. These files will contain the title page of the monthly DVD and the required print pages from the monthly DVD or print pages that are changes to the monthly DVD. Instructions will be provided to image from monthly DVD or daily PDF.

DVD Duplication: The DVD may be in any single layer format (DVD-R, DVD+R, DVD-RW, DVD+RW, etc.) What information that appears on the finished DVD label for the contractor to typeset will be hand written of the furnished DVD or will be specified on the Print Order.

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 Columbus GPO Contracting Officer prior to further performance.

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.

Upon completion of the 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 the same type of storage media as was originally furnished.

HARD COPY: Drilling templates, address labels, and miscellaneous forms will be provided as hard copy.

Drilling templates will be furnished to the contractor at the beginning of the contract. Contractor to maintain custody of the drilling templates until the end of the contract. Unless again the successful bidder, contractor to return the drilling templates within 5 workdays after contract expiration or as requested by the Government during the term of the contract.

Distribution lists, pre-addressed labels, and un-addressed labels will be provided with each order. Contractor to duplicate address labels as required.

Approved listing of Government and Contractor users for FTP site.
AFLC Form 578, USAF Technical Order Initial Distribution Verification, and a Label Count Summary Report form for some print orders.

FMS Labels (Exhibit C, page 31) and Shipper's Mailing Log.

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and marking specifications".

GPO Form 2511, Print Order.

Blue Label and Selection Certificates.

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

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.

FILE TRANSFER PROTOCOL (FTP): The contractor must provide an FTP site with a Static Internet Protocol (IP) address for the use of transfer digital PDF of reproducibles to the contractor with must be approved by the Government for use.

- (a) Security: Access must be controlled utilizing Username/Passwords, SSH File Transfer Protocol (SFTP), or FTP over SSL (FTPS), which adds SSL or TLS encryption to FTP.
- (b) Government and Contractor User account access must be approved by the Government.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

REPRINTS: The contractor must maintain latest imaging template requirements for potential reprints. Contractor is responsible for maintaining latest configuration control. Makeready charges for reprints will not be allowed per page. Instead, the contractor will be allowed a reprint charge per order. During the term of the contract, reprints can be ordered up to 12 months after original order.

Print Orders for reprints will be clearly marked as “REPRINT” and with either the original file name or the original Print Order number and Title.

Approximately 56% of the orders listed on pages 7 through 10 will be reprints.

PROOFS: None required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

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

White Offset Book, basis size 25 x 38”, 50 lbs. per 500 sheets, equal to JCP Code A60.

White Bond, basis size 17 x 22”, 20 lbs. per 500 sheets, equal to JCP Code G10, or, at contractor’s option, White Writing, basis size 17 x 22”, 20 lbs. per 500 sheets, equal to JCP Code D10.

White Index, basis size 25-1/2 x 30-1/2", 90 lbs. and 110 lbs. (basis weight will be indicated on the individual print order) per 500 sheets, equal to JCP Code K10.

White YUPO Original 78 lb. text, 5.9 mil point thick. All tab dividers will print on this stock.

White YUPO Original 58 lb. Cover, 8.0 mil thick. All orders requiring this stock will require 1.5 mil matte lamination on each side for total thickness of 11.0 mil.

DVD: In this contract when DVD is stated it is referring to a DVD-R, Single Sided layered (DVD-5), with a capacity of about 4.7 GB. Meets ECMA-359 standards. Note, This Ecma Standard provides for interchange of disks between disk drives. Together with a standard for volume and file structure, it provides for full data interchange between data processing systems. The DVD-R should be backed by a Limited Lifetime Warranty.

PRINTING/IMAGING:

Black Printing/Imaging: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

Color Printing/Imaging: At contractor's option, product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen.

When using copying process methods, copies must not contain background tone, and must be of equal or better quality than duplicating processes such as direct image.

The Quality Level must be maintained regardless of imaging method used.

It is the contractor's responsibility to use the proper inks and drying processes for the products ordered.

The majority of orders will image face and back in black ink. Copy may print head-to-head, head-to-foot, or head-to-side as specified on the individual print order.

Approximately 70 orders will require printing in full color. 1 to 20 color pages.

Tab Dividers: Image on both sides in black ink. Tab only images.

Fold-ins: Image face only in black ink. Splicing of fold-ins is not acceptable.

DVD: Print black type and fine line matter on matte white DVD Label equal to Avery 8960. Label must be centered and firmly affixed (no air pockets) to the DVD face. Contractors option to use White injet printable DVD-R. Contractor to inkjet or thermal print directly on opaque white hub printable surface. The image to be the same except for three typelines that change for each Print Order.

DVD Duplication (Burning): Drives preferred for burning are as follows: NEC, LiteOn, Pioneer, Sony, and Samsung. Contractor to ensure burn quality of duplication of the DVD.

MARGINS: Maintain margins as indicated on copy or films.

BINDING/FINISHING: Bind/finish as indicated on the individual print order.

BOOKS/PAMPHLETS: Bind/finish as indicated on the individual print order.

Trim 4 sides.

Stitch with one wire stitch in upper left corner.

Shrink-film wrap as indicated on the individual print order. Orders requiring shrink film wrap will require chipboard or newsboard, refer to GPO Contract Terms, page 5. 2. (c).

FOLD-INS: Trim to required size. Anticipate most orders will not require an apron; however, an occasional order may require a full or partial apron as indicated on the individual print order. Most fold-ins will require two accordion or parallel folds, with page number showing. Fold-ins gather in sequence or insert throughout text. Gather/insert as indicated and bind with text as required. Anticipate most orders will gather fold-ins at front or back of publication.

TAB DIVIDERS: Anticipate tabs will be for 6 or 9 tab bank. The individual print order will indicate tab bank and number of tabs required. When ordered, orders will be for tab dividers only. No inserting required. After printing, the tab portion will be laminated on face and back with a clear 1.5 mil lamination.

DRILLING: Orders will require drilling 5, 6, or 7 holes. Drill as indicated on the individual print order. Anticipate the following:

Format A: Drill 6 round holes, 2 groups of 3, 1/4" diameter, 1/4" on center from edge of sheet, 3/4" center to center, 3" space centered between groups. 1" from top and bottom edge.

Format B: Drill 7 round holes, 2 groups of 2, 1-1/4" from top edge to center of hole and 1-1/4" from bottom edge to center of hole, and 1 group of 3 holes, center hole 5-1/2" from top edge to center of hole. Holes are 5/16" diameter and 1-1/4" space centered between groups. All holes centered 7/16" from edge of sheet to center of holes.

Formats C and D: Drill 5 round holes, including 3 holes 7/16" diameter, 3-1/2" center to center and 2 holes 1/4" diameter, 3/4" center to center from outside 7/16" holes (i.e. the two 1/4" holes are 8-1/2" center to center). Holes are 3/16" from edge of sheet to edge of holes.

DVD: Insert one DVD per white paper sleeve with clear window, DVD label facing out the die-cut window.

PACKING: All materials used in packing for mailing must be furnished by the contractor and must be suitable for safe transportation.

BULK SHIPMENTS: Pack in shipping containers furnished by the contractor. Containers are not to exceed 45 lbs. when fully packed.

MAILED SHIPMENTS: Pack in shipping bags, bundles, or containers furnished by the contractor.

Single or multiple copies (up to 12 pounds), must be inserted into Jiffy bags or equal.

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

Refer to pages 13 and 14 for special packing and shipping for FMS Labels.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905. For special shipping instructions for FMS Labeling and Marking see below.

DISTRIBUTION: Ship/mail f.o.b. contractor's city. Anticipate approximately 1 to 200 destinations per order (usually 1 to 10). Complete addresses and quantities will be furnished with each print order. If required, unaddressed labels will be furnished for use on consignments requiring more than one mailing unit. Contractor must fill in on any duplicate labels the information carried on the original furnished label (at no additional cost). The number of mailing labels furnished for each order will vary, depending on the number of copies ordered and their distribution.

Mailing shall be made by the most economical means. When indicated on the print order, first class postage will be required. An occasional order will require shipment made by traceable means.

An occasional order will require shipment by Express Mail, UPS Overnight, or UPS Ground Truck. The individual print order will specify when and what type of shipment will be required.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Bulk shipments of 120 lbs. or over ship by Commercial Bill of Lading.

The contractor must pay postage and/or shipping charges at time of mailing and/or shipping. The contractor will be reimbursed for the mailing/shipping cost with proper submission of the required receipts along with the public voucher invoice. Refer to Contract Terms, GPO Publication 310.2, page 6, and paragraph 5. Shipping Instructions.

SPECIAL SHIPPING INSTRUCTIONS FOR FMS LABELS: The following procedures apply to the shipment of Foreign Military Sales (FMS) technical data only.

1. FMS Mailing Labels: Upon receipt of the print order, the contractor must check package for FMS identified shipping label. This label is specifically identified with the letters "SAP" on the label (1 label per order, 1 address per label). Refer to Exhibit C, page 31.

2. Shipper's Mailing Log: Utilize the Government furnished Shipper's Mailing Log to record all FMS shipments. The information at the top of this log identifies the SHIPPER, the COMPLETED BY name, the DATE LOG COMPLETED, and the TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ACCOUNT NUMBER. The column headings are identified and defined as follows. Refer to Exhibit E, page 33.
 - (a) PO No.: This is the print order number taken from GPO Form 2511 for item being shipped.
 - (b) TO Number: this is the technical order number of the item being shipped.
 - (c) Chg/Rev #: This denotes the change or revision number of the technical order being shipped.
 - (d) Pub Date: this is the publication date of the technical order being shipped.
 - (e) FMS Doc. No.: This number is printed on the label next to the "FMS Doc:" field.
 - (f) Transaction No.: this number represents the Shipper or Courier tracking number of the technical order being shipped.
 - (g) # copies: this number represents the number of copies sent to the FMS account address.
 - (h) Postage: this figure represents the cost of shipping the technical order(s) to the FMS account address.
 - (i) Date Shipped: this date represents the actual date the technical order was shipped to the FMS address.
 - (j) Remarks: this space is used to clarify or document any additional information required to complete shipment of the FMS technical order.

3. Packing and Shipping: Package shipments in suitable envelopes or boxes. Package weight shall not exceed 45 lbs.
 - (a) All shipments, other than those to an APO or PO box, must be shipped by traceable means.
 - (b) Shipments to be delivered to an APO or PO Box shall be shipped by USPS Certified Mail.
 - (c) Shipments to the same TODO shall not be consolidated.

4. Administrative Routing: Supply each address below with one copy of the completed logs via electronic mail monthly.
 - (a) AFMC AFLCMC/WLMLBC; 660 11th Street; Robins AFB, GA 31098. E-Mail address(es) provided at time of award.
 - (b) Additional addresses will be provided as necessary.

NOTE: Anticipate the majority of the orders will require FMS Labels.

The ship/deliver date indicated on the print order is a shipping/mailling date for all consignments.

SCHEDULE: Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with furnished material.

Print order and material must be picked up from and delivered to: AFMC AFLCMC/WLMLBC; 660 11th Street; Robins AFB, GA 31098.

If agent picks up material, the contractor must provide an adequate supply of completed manifests (airbills) to the agency placing the orders, listing his firm as both the shipper and the consignee.

Furnished material must be returned to the address as listed on the print order.

The following is the anticipated schedule and begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

<u>ORDERS</u>	<u>WORKDAYS</u>
121	7 to 8
337	9 to 15
192	16 to 30

PRINT QUANTITY AND SHIPPING COST DATA REQUIREMENTS: Contractor to provide report in accordance with the Air Force Comprehensive Air Force Technical Order Plan (CAFTOP).

Report to be provided monthly (Refer to Exhibit F, page 34) to the e-mail address(es) provided at time of award. Report is required no later than the 15th calendar day following the applicable month being reported. A report for each print order is required.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity delivered, number of cartons, and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

When requested, a proof of delivery, the GPO report of delivery/shipment form must be faxed, with a copy of the print order, to AFMC AFLCMC/WLMBC, Fax 478-926-7606.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government to the address indicated on the individual print order within 5 workdays after distribution or after expiration of contract (unless again the successful bidder).

These materials must be packaged, properly labeled, and returned separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials, and furnishing sample copies must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

I.					
	A.	350			
		(1)	(2)	(3)	(4)
	B. (a)	26,456	2,204	72,124	8
	(b)	5,944	9,824	16,230	156
	C. (a)	72	16	42	4
	(b)	80	200	110	154
	D. (a)	xxx	xxx	8,570	xxx
	(b)	xxx	xxx	251	xxx
	E. (a)	xxx	25	xxx	xxx
	(b)	xxx	425	xxx	xxx
II.					
	(a)	4	xxx	6,975	125
	(b)	xxx	xxx	1	30
	(c)	724	xxx	45	xxx
	(d)	2,272	4,586	1,400	xxx
	(e)	12	851	xxx	xxx
III.					
	(a)	10,768			
	(b)	9,302			
	(c) (1)	60			
	(2)	5,512			
IV.					
	(a)	79			
	(b)	1,746			
	(c)	283			
	(d)	392			

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2. – Specifications.

FORMAT "A": 5 x 8", 5 x 8-1/2", 5-1/2 x 8", or 5-1/2 x 8-1/2"

FORMAT "B": 5-1/4 x 11" and Tab Dividers plus 1/2" tab

FORMAT "C": 8-1/2 x 11"

FORMAT "D": 8-1/2 x 14" and 11 x 17"

Fractional parts of 100 will be prorated at the per 100 rate.

I. IMAGING AND TRIMMING TO SIZE: The prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations for complete production except for Items II. Stock/Paper, III. Additional Operations and IV. Packing and Sealing for Distribution.

SCHEDULE OF PRICES

I. IMAGING AND TRIMMING TO SIZE (Continued):

A charge will be allowed for each text page whether imaged or blank in its respective trim size group, as defined in Section 2. – Specifications. **Orders marked “REPRINT” will not be allowed Makeready/Setup Charges. Instead a one-time charge per Print Order will be allowed per “REPRINT”.**

Fold-ins: A charge will be allowed for each “fold-in unit” based on 94 square inches. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by 94 square inches with any fractional remainder being counted as a whole.

A. REPRINT Chargeper order\$ _____

<u>Fmt A</u>	<u>Fmt B</u>	<u>Fmt C</u>	<u>Fmt D</u>
(1)	(2)	(3)	(4)

B. Imaging in a single ink color, including binding
(not including stock/paper):

(a) Makeready and/or Setup Chargesper page.....\$ _____ \$ _____ \$ _____ \$ _____

(b) Running per 100 copiesper page.....\$ _____ \$ _____ \$ _____ \$ _____

C. Imaging in full color, including binding (not including stock/paper):

(a) Makeready and/or Setup Chargesper page.....\$ _____ \$ _____ \$ _____ \$ _____

(b) Running per 100 copiesper page.....\$ _____ \$ _____ \$ _____ \$ _____

D. Imaging fold-ins in a single ink color, including gathering and/or inserting throughout text and binding (not including stock/paper):

(a) Makeready and/or Setup Charges ...per fold-in unit .. xxxxxx xxxxxx \$ _____ xxxxxx

(b) Running per 100 copiesper fold-in unit .. xxxxxx xxxxxx \$ _____ xxxxxx

E. Imaging tab dividers on both sides in a in a single ink color, including typesetting, laminating, and die cutting, (not including YUPO):

(a) Makeready and/or Setup Chargesper tab..... xxxxxx \$ _____ xxxxxx xxxxxx

(b) Running per 100 copiesper tab..... xxxxxx \$ _____ xxxxxx xxxxxx

SCHEDULE OF PRICES

FORMAT "A": 5 x 8", 5 x 8-1/2", 5-1/2 x 8", or 5-1/2 x 8-1/2"

FORMAT "B": 5-1/4 x 11" and Tab Dividers plus 1/2" tab

FORMAT "C": 8-1/2 x 11"

FORMAT "D": 8-1/2 x 14" and 11 x 17"

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable Format group. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

Fold-ins: One page-size leaf will be allowed for each "fold-in unit". The number of units in a particular foldin will be determined by dividing its trim size (expressed in square inches) by 94 square inches with any fractional remainder being counted as a whole.

	Per 100 leaves			
	Fmt A	Fmt B	Fmt C	Fmt D
	(1)	(2)	(3)	(4)
(a) White Offset Book (50-lbs.) or White Bond/Writing (20-lbs.).....	\$ _____	xxxxxxxx	\$ _____	\$ _____
(b) White Index (90-lbs.).....	xxxxxxxx	xxxxxxxx	\$ _____	\$ _____
(c) White Index (110-lbs.).....	\$ _____	xxxxxxxx	\$ _____	xxxxxxxx
(d) White YUPO Original 78 lb text, 5.9 Mil, Unlaminated*	\$ _____	\$ _____	\$ _____	xxxxxxxx
(e) White YUPO Original 58 lb. Cover, 8.0 Mil, Laminated**.....	\$ _____	\$ _____	xxxxxxxx	xxxxxxxx

*Tab dividers print on YUPO and the price for 1.5 mil thick lamination should be included in the tab divider price, see line items E (a) and (b).

**Includes cost of 1.5 mil laminate applied to each side, total thickness 11.0 mil.

SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS: The bid for the following operation must include the cost of all required materials and operations.

- (a) Shrink-film packagingeach package\$ _____
- (b) One Stitch in Upper Left Corner.....each book/pamphlet ...\$ _____
- (c) DVD Duplication (Burning):
 - (1) Setup Feeper Title\$ _____
 - (2) Duplication, including labeling
and inserting DVD-R into sleeveper copy.....\$ _____

IV. PACKING AND SEALING FOR DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of Jiffy bags (or equal), shipping bundles, shipping containers, all necessary wrapping and packing materials, and labeling or marking (including addressing any additional labels required), in accordance with these specifications.

PRICES MUST INCLUDE COST OF AFFIXING LABELS AND DELIVERY TO A POST OFFICE OR DISTRIBUTION FACILITY, AS APPLICABLE.

BULK SHIPMENTS 120 LBS AND OVER:

- (a) Packing and sealing shipping containers
(up to approximately 45 lbs.) capacityeach bundle/container \$ _____

BULK SHIPMENTS LESS THAN 120 LBS.:

- (b) Single or multiple copies (up to 12 lbs.)
must be inserted into Jiffy bags or equaleach bag\$ _____
- (c) Quantities over 12 lbs. up to 40 lbs. wrapped in
shipping bundles or packed in shipping containers
(maximum gross weight 40 lbs.).....each bundle/container \$ _____

OTHER PACKING AND SEALING CHARGES:

- (d) Special Processing/Handling of FMS labels,
including shippers mailing log, routing, (etc.).....each order.....\$ _____

BIDDERS NAME AND SIGNATURE: Fill out and return all pages in “Section 4. – Schedule of Prices”, initial or sign each in the space provided.

Fill out and return GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at <http://www.gpo.gov/printforms/index.html>

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

(Contractor Code Number)

(e-mail address)

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

RETURN THIS PAGE TO RPPO, COLUMBUS, OH

This page left intentionally blank

EXHIBIT A: Distribution Statements (Page 1 of 5)

ASSIGNING DISTRIBUTION STATEMENTS

The Defense Technical Information Center asks contributors to use a document classification system outlined in DoD Instruction (DoDI) 5230.24 Distribution Statements on Technical Documents, dated 23 August 2012, to indicate how broadly their documents should be distributed based on defined criteria. The information contained below was drawn from [this website](#) (last accessed November 6, 2012).

Choose one statement below for your document. If you choose a restricted statement (B through F), choose a "reason" from the list below. The only acceptable reasons are those listed. Include only the reason; do not include the explainer paragraph that accompanies the reason. If your document contains export-controlled technical data, see last page.

STATEMENT A

Approved for public release; distribution is unlimited

This statement may be used only on unclassified technical documents that have been cleared for public release by competent authority in accordance with DoD Directive 5230.9. Technical documents resulting from contracted fundamental research efforts will normally be assigned Distribution Statement A, except for those rare and exceptional circumstances where there is a high likelihood of disclosing performance characteristics of military systems, or of manufacturing technologies that are unique and critical to Defense, and agreement on this situation has been recorded in the contract or grant.

Technical documents with this statement may be made available or sold to the public and foreign nationals, companies, and governments, including adversary governments, and may be exported.

This statement may not be used on technical documents that formerly were classified unless such documents are cleared for public release in accordance with DoD Directive 5230.9.

This statement shall not be used on classified technical documents or documents containing export-controlled technical data as provided in DoD Directive 5230.25.

STATEMENT B — to U.S. Government Agencies Only

Distribution authorized to U.S. Government Agencies only (fill in reason) (date of determination). Other requests for this document must be referred to XXX.

This statement may be used on unclassified and classified technical documents.

Reasons for assigning statement B include:

Foreign Government Information - To protect and limit distribution in accordance with

EXHIBIT A: Distribution Statements (Page 2 of 5)

the desires of the foreign government that furnished the technical information. Information of this type normally is classified at the CONFIDENTIAL level or higher in accordance with DoD 5200.1-R.

Proprietary Information - To protect information not owned by the U.S. Government and protected by a contractors "limited rights" statement, or received with the understanding that it not be routinely transmitted outside the U.S. Government.

Critical Technology - To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified; when unclassified, it is export-controlled and subject to the provisions of DoD Directive 5230.25.

Test and Evaluation - To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.

Export Controlled - To protect information subject to the provisions of DoD Directive 5230.25 Withholding of Unclassified Technical Data from Public Disclosure.

Contractor Performance Evaluation - To protect information in management reviews, records of contract performance evaluation, or other advisory documents evaluating programs of contractors.

Premature Dissemination - To protect patentable information on systems or processes in the developmental or conceptual stage from premature dissemination.

Administrative or Operational Use - To protect technical or operational data or information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.

Software Documentation - Releasable only in accordance with software license.

Specific Authority, <identification of valid documented authority> - To protect information not specifically included in the above reasons and discussions, but which requires protection in accordance with valid documented authority such as Executive Orders, classification guidelines, DoD or DoD Component regulatory documents. When filling in the reason, cite "Specific Authority <identification of valid documented authority>."

Operations Security - To protect information and technical data that may be observed by adversary intelligence systems and determining what indicators hostile intelligence

EXHIBIT A: Distribution Statements (Page 3 of 5)

systems may obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries.

Vulnerability Information - To protect information and technical data that provides insight into vulnerabilities of U.S. critical infrastructure, including DoD warfighting infrastructure, vital to National Security that are otherwise not publicly available.

STATEMENT C — to U.S. Government Agencies and their Contractors

Distribution authorized to U.S. Government Agencies and their Contractors (fill in reason) (date of determination). Other requests for this document must be referred to XXX.

Distribution statement C may be used on unclassified and classified technical documents.

Reasons for assigning statement C include:

Foreign Government Information	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Administrative or Operational Use	Same as distribution statement B.
Specific Authority	Same as distribution statement B.
Vulnerability Information	Same as distribution statement B.
Export Controlled	Same as distribution statement B.

STATEMENT D — to DoD and DoD Contractors Only

Distribution authorized to DoD and DoD Contractors only (fill in reason) (date of determination). Other requests for this document must be referred to XXX.

Distribution statement D may be used on unclassified and classified technical documents.

Reasons for statement D include:

Foreign Government Information	Same as distribution statement B.
Administrative or Operational Use	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Specific Authority	Same as distribution statement B.
Vulnerability Information	Same as distribution statement B.
Export Controlled	Same as distribution statement B.

STATEMENT E — to DoD Components Only

Distribution authorized to DoD Components only (fill in reason) (date of determination). Other requests for this document must be referred to XXX.

EXHIBIT A: Distribution Statements (Page 4 of 5)

Distribution statement E may be used on unclassified and classified technical documents.

Reasons for assigning statement E include:

Direct Military Support - The document contains export-controlled technical data of such military significance that release for purposes other than direct support of DoD approved activities may jeopardize an important technological or operational military advantage of the United States. Designation of such data is made by competent authority in accordance with DoD Directive 5230.25.

Foreign Government Information	Same as distribution statement B.
Proprietary Information	Same as distribution statement B.
Premature Dissemination	Same as distribution statement B.
Test and Evaluation	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Contractor Performance Evaluation	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Administrative/Operational Use	Same as distribution statement B.
Specific Authority	Same as distribution statement B.
Operations Security	Same as distribution statement B.
Vulnerability Information	Same as distribution statement B.
Export Controlled	Same as distribution statement B.

STATEMENT F — Usually Only for Classified Documents

Further dissemination only as directed by XXX (date of determination) or higher DoD authority.

Distribution statement F is normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists (e.g., designation as Direct Military Support as in statement E).

Distribution statement F is also used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 5-208, DoD 5200.1-R.

EXPORT CONTROL WARNING:

All technical documents that are determined to contain export-controlled technical data shall be marked as follows, in addition to restricted statements B, C, D, or E:

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979 (Title 50, U.S.C., App. 2401 et seq), as amended. Violations

EXHIBIT A: Distribution Statements (Page 5 of 5)

of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25.

When it is technically not feasible to use the entire statement, an abbreviated marking may be used, and a copy of the full statement added to the "Notice To Accompany Release of Export Controlled Data" required by DoD Directive 5230.25.

HANDLING AND DESTROYING UNCLASSIFIED/LIMITED DISTRIBUTION DOCUMENTS:

Unclassified/Limited Distribution documents shall be handled using the same standard as "For Official Use Only (FOUO)" material, and will be destroyed by any method that will prevent disclosure of contents or reconstruction of the document. When local circumstances or experience indicates that this destruction method is not sufficiently protective of unclassified limited information, local authorities may prescribe other methods but must give due consideration to the additional expense balanced against the degree of sensitivity.

EXHIBIT B: Sample Title Page with Distribution Statements

TO 1C-17A-01

TECHNICAL MANUAL

LIST OF APPLICABLE PUBLICATIONS

**USAF SERIES
C-17A
AIRCRAFT**

MCDONNELL DOUGLAS CORPORATION
MILITARY TRANSPORT AIRCRAFT
F33657-81-C-2108
FA8526-12-D-0001

DISCLOSURE NOTICE - This information is furnished upon the condition that it will not be released to another nation without the specific authority of the Department of the Air Force of the United States, that it will be used for military purposes only, that individual or corporate rights originating in the information, whether patented or not, will be respected, that the recipient will report promptly to the United States, any known or suspected compromise, and that the information will be provided substantially the same degree of security afforded it by the Department of Defense of the United States. Also, regardless of any other markings on the document, it will not be downgraded or declassified without written approval of the originating United States agency.

DISTRIBUTION STATEMENT D - Distribution authorized to the Department of Defense and U.S. DoD contractors only for administrative and operational use, 16 November 1987. Other requests shall be referred to AFLCMC/WMLMBC-TOMA, Robins AFB, GA 31098-1607.

WARNING - This document contains technical data whose export is restricted by the DoD Authorization Act of 1984 (Title 10, U.S.C., Sec. 140c and Sec 1217) and the Arms Export Control Act (Title 22, U.S.C., Sec. 2751 et seq.), or Executive Order 12470, or the Export Administration Act of 1979 as amended (Title 50, U.S.C., App. 2401 et seq.). Violation of these export-control laws is subject to severe criminal penalties. Dissemination of this document is controlled under DoD Directive 5230.25 and AFI 61-204.

HANDLING AND DESTRUCTION NOTICE - Comply with distribution statement and destroy by any method that will prevent disclosure of the contents or reconstruction of the document.

Basic and all changes have been merged to make this a complete publication.
Published under authority of the Secretary of the Air Force

**1 JANUARY 2011
CHANGE 6 - 15 MARCH 2013**

EXHIBIT C: Sample FMS Labels

Department of the Air Force		1C-17A-2-27JG-50-4
564 ACSS/GFLB		RE 01Feb2008
235 BYRON ST STE 19A		REQ NO: 80509924L
ROBINS AFB GA 31098-1670		QTY: 1
		PSN: 01T067058000006
Official Business Penalty for Private Use \$300		
I.D.		
12353370	* 1 2 3 5 3 3 7 0 *	
JCALG Doc: D*03TL8050I905		D*03TL
FMS Doc: DATL048050E204		AT-SEN-012 D*03TL
FMS Qty: 1		DHL GLOBAL
FMS Amt: \$ 54.00		AUSTRALIAN GOVT ACCT
		451 ECCLES AVENUE
		S SAN FRANCISCO CA
1 / 1	SAP	

Department of the Air Force		1C-17A-2-27JG-50-4
564 ACSS/GFLB		RE 01Feb2008
235 BYRON ST STE 19A		REQ NO: 80509924L
ROBINS AFB GA 31098-1670		QTY: 1
		PSN: 01T067058000006
Official Business Penalty for Private Use \$300		
I.D.		
12353370	* 1 2 3 5 3 3 7 0 *	
JCALG Doc: D*03TL8050I905		D*03TL
FMS Doc: DATL048050E204		AT-SEN-012 D*03TL
FMS Qty: 1		DHL GLOBAL
FMS Amt: \$ 54.00		AUSTRALIAN GOVT ACCT
		451 ECCLES AVENUE
		S SAN FRANCISCO CA
1 / 1	SAP	

EXHIBIT D: Label Count Summary Report

Prime Technical
Order Warehouse
System

Label Count Summary Report per ID Deck

Date: XX/XX/XX

Technical Order Number	T.O. Type	T.O. Date	Classification	Requisition Number	Order
1C-17A-2-31GS-00-1	CH 016	XX/XX/XX	UNCLASSIFIED	51510025L	
Package Content (Unit Size)		Mailing Addresses (Number of Labels per Unit Size)		Multiple	
1		14		14	
2		3		6	
3		2		6	
5		1		5	
7		1		7	
8		1		8	
Total Packages:			22	Total Tos: 46	

EXHIBIT F: Print Quantity Report

(ENTER DATE) PRINT QUANTITY AND SHIPPING COST DATA REQUIREMENTS (ENTER TYPE OF PAPER)										
Date Rec'd	Shipping Date	Purchase Order #	Title	Chg. Num	Qty	Pages	Total Pages	Total Print	Cost per Page	Shipping Cost
			MONTHLY TOTALS							

Page #
 Date #